

**Application for Federal Assistance SF-424**Version 02  
OMB Number: 4040-0004  
Expiration Date: 03/31/2012

1. Type of Submission:      2. Type of Application:      If Revision, select appropriate letter(s)

- Preapplication                       New                      Other (Specify)
- Application                       Continuation
- Changed/Corrected Application       Revision

3. Date Received :                      4. Applicant Identifier:

6/17/2010                      CA012ZZ

5a. Federal Entity Identifier:                      5a. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:                      7. State Application Identifier:

**8. APPLICANT INFORMATION:**

a. Legal Name: Hopland Band of Pomo Indians

c. Organizational DUNS:

144151008

**d. Address:**

Street 1:                      3000 Shanel Rd.

Street 2:

City:                      Hopland

County:

State:                      CA

Province:

Country:

Zip / Postal Code:      95449

**e. Organizational Unit:**

Department Name:                      Division Name:

Law Enforcement                      Police Department

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:                      Mr.                      First Name:                      Roman

Middle Name: W.                      Last Name:                      Carrillo

Suffix:                      Jr.

Title:                      Tribal Chair                      Organizational Affiliation:

Telephone Number:      7077441647                      Fax Number:

**9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

Other (Specify):

**10 Name of Federal Agency:**

**Office of Community Oriented Policing  
Services**

**11. Catalog of Federal Domestic Assistance Number:**

CFDA # = 16.710

CFDA Title: Public Safety Partnership And Community Policing Grants

**12 Funding Opportunity Number:**

**13. Competition Identification Number:**

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Mendocino County

**15. Descriptive Title of Applicant's Project:**

Hopland Anti-Methamphetamine Initiative



**Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

## COPS Application Attachment to SF-424

### SECTION 1: COPS PROGRAM REQUEST

**Federal assistance is being requested under the following COPS program:**

*Select the COPS grant program for which you are requesting federal assistance. A separate application must be completed for each COPS program for which you are applying. Please ensure that you read, understand, and agree to comply with the applicable grant terms and conditions as outlined in the COPS Application Guide before finalizing your selection.*

#### CHECK ONE PROGRAM OPTION ONLY

Meth - Tribal

### SECTION 2: Agency Eligibility Information

#### A. Type of Agency (select one)

Law Enforcement       Non-Law Enforcement

From the list below, please select the type of agency which best describes the applicant.

**Law Enforcement Entities**      Federally Recognized Tribal Police

### Section 3: GENERAL AGENCY INFORMATION

**A. Applicant ORI Number:** CA012ZZ

*The ORI number is assigned by the FBI and is your agency's unique identifier. The COPS Office uses the first seven characters of this number. The first two letters are your state abbreviation, the next three numbers are your county's code, and the next two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your grant. ORI numbers assigned to agencies by the COPS Office may end in "ZZ."*

**B. Applicant Data Universal Numbering System (DUNS) Number:** 144151008

*A Data Universal Numbering System (DUNS) Number is required. A DUNS number is a unique nine or thirteen digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. For more information about how to obtain a DUNS number, please refer to the "How to Apply" section of the COPS Application Guide.*

#### **C. Central Contractor Registration (CCR)**

*All applicants (other than individuals) are required to maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. For more information about how to register with the CCR, please refer to the "How to Apply" section of the COPS Application Guide. Please note that applicants must update or renew their CCR at least once per year to maintain an active status.*

**Does your agency have an active registration with the Central Contractor Registration database?**

*Note: Your Agency must have an active registration with the CCR. If your agency is not registered, please register now by going to the following web address: <https://www.bpn.gov/ccr/default.aspx>*

Yes  No

**D. Geographic Names Information System (GNIS) ID:** 225577

*Please enter your Geographic Names Information System (GNIS) Identification Number. This is a unique ID assigned to all geographic entities by the U.S. Geological Survey. To look up your GNIS Feature ID, please go to the website: <http://geonames.usgs.gov/domestic/index.html>. For more information about how to obtain a GNIS number, please refer to the "How to Apply" section of the COPS Application Guide.*

**E. Cognizant Federal Agency:** Environmental Protection Agency

*Select the legal applicant's Cognizant Federal Agency. A Cognizant Federal Agency, generally, is the federal agency from which your jurisdiction receives the most federal funding. Your Cognizant Federal Agency also may have been previously designated by the Office of Management and Budget. Applicants that have never received federal funding should select the "Department of Justice" as the Cognizant Federal Agency.*

### Section 3: GENERAL AGENCY INFORMATION

F. Fiscal Year: 1/1/2010 To: 12/31/2010

Enter the date of the legal applicant's fiscal year.

#### G. Service Population

1. Enter the total population of the government entity applying for this grant using the latest census estimate available in the American FactFinder at <http://FactFinder.census.gov>.

1359

2. Check here if the population of the entity applying for this grant is not represented by U.S. Census figures (e.g., colleges, special agencies, school police departments, etc.).

(If checked, complete 2a – 2b.)

2a. If the population of the entity applying for this grant is not represented by U.S. Census figures, please indicate the size of the population as of the latest available estimate:

0

2b. Please indicate the source of this population estimate: \_\_\_\_\_  
(e.g., website address)

3. What is the actual population your department serves as the primary law enforcement entity?

*This may or may not be the same as the population specified above. For example, a service population may be the census population minus incorporated towns and cities that have their own police department within your geographic boundaries or estimates of ridership (e.g., transit police) or visitors (e.g., park police).*

0

3a. If applicable, please explain why the service population differs from the census population:

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#### H. Law Enforcement Agency Sworn Force Information

1. Enter the Fiscal Year Budgeted Sworn Force Strength for each year below. The budgeted number of sworn officer positions is the number of sworn positions funded in your agency's budget, including funded but frozen positions, as well as state, Bureau of Indian Affairs, and/or locally funded vacancies. Do not include unfunded vacancies or unpaid/reserve officers.

a. Number of officers funded in agency's current fiscal year budget:

Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_

2. Enter the Fiscal Year Actual Sworn Force Strength as of the date of this application: *The actual number of sworn officer positions is the actual number of sworn positions employed by your agency as of the date of this application. Do not include funded but currently vacant positions or unpaid positions.*

a. Number of officers employed by your agency as of the date of this application:

Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_

## SECTION 4: EXECUTIVE INFORMATION

*Note: Listing individuals without ultimate programmatic and financial authority for the grant could delay the review of your application, or remove your application from consideration.*

### A. Law Enforcement Executive/Agency Executive Information:

**For Law Enforcement Agencies:** Enter the law enforcement executive's name and contact information. This is the highest ranking law enforcement official within your jurisdiction (e.g., Chief of Police, Sheriff, or equivalent). **For Non-Law Enforcement Agencies:** Enter the highest ranking individual in the applicant agency (e.g., CEO, President, Chairperson, Director) who has the authority to apply for this grant on behalf of the applicant agency. If the grant is awarded, this position would ultimately be responsible for the programmatic implementation of the award.

Title: Chief of Police Interim:

First Name: Brett MI: K Last Name: Rhodes Suffix: \_\_\_\_\_

Agency Name: Hopland Band of Pomo Indians

Street Address1: 3000 Shanel Road

Street Address2: \_\_\_\_\_

City: Hopland State: CA Zipcode: 95449

Telephone: 7077448766 Fax: 7077448715

### B. Government Executive/Financial Official Information:

**For Government Agencies:** Enter the government executive's name and contact information. This is the highest ranking official within your jurisdiction (e.g., Mayor, City Administrator, Tribal Chairman, or equivalent). **For Non-Government Agencies:** Enter the name and contact information of the financial official who has the authority to apply for this grant on behalf of the applicant agency (e.g., Treasurer). If the grant is awarded, this position would ultimately be responsible for the financial management of the award. Please note that information for non-executive positions (e.g., clerks, trustees, etc.) is not acceptable.

Title: Tribal Chairman Interim:

First Name: Roman MI: W Last Name: Carrillo, Jr. Suffix: \_\_\_\_\_

Agency Name: Hopland Band of Pomo Indians

Street Address1: 3000 Shanel Road

Street Address2: \_\_\_\_\_

City: Hopland State: CA Zipcode: 95449

Telephone: 7077441647 Fax: 7077449101

# SECTION 6: LAW ENFORCEMENT & COMMUNITY POLICING STRATEGY

COPS Office grants must be used to reorient the mission and activities of law enforcement agencies toward the community policing philosophy or enhance their involvement in community policing. The following is the COPS Office definition of community policing that emphasizes the primary components of community partnerships, organizational transformation, and problem solving.

*Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problemsolving techniques, to proactively address the immediate conditions that give rise to public safety issues, such as crime, social disorder, and fear of crime.*

The COPS Office has completed the development of a comprehensive community policing self-assessment tool for use by law enforcement agencies. Based on this work, we have developed the following list of primary sub-elements of community policing. Please refer to the COPS Office web site ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)) for further information regarding these sub-elements.

### **Community Partnerships:**

Collaborative partnerships between the law enforcement agency and the individuals and organizations they serve to both develop solutions to problems and increase trust in police.

### **Organizational Transformation:**

The alignment of organizational management, structure, personnel and information systems to support community partnerships and proactive problem-solving efforts.

### **Problem Solving:**

The process of engaging in the proactive and systematic examination of identified problems to develop effective responses that are rigorously evaluated.

Other Government Agencies  
Community Members/Groups  
Non-Profits/Service Providers  
Private Businesses  
Media

### **Agency Management**

Climate and culture  
Leadership  
Labor relations  
Decision-making  
Strategic planning  
Policies  
Organizational evaluations  
Transparency

### **Organizational Structure**

Geographic assignment of officers  
Despecialization  
Resources and finances  
Personnel  
Recruitment, hiring and selection  
Personnel supervision/evaluations  
Training

### **Information Systems (Technology)**

Communication/access to data  
Quality and accuracy of data

Scanning: Identifying and prioritizing problems  
Analysis: Analyzing problems  
Response: Responding to problems  
Assessment: Assessing problem-solving initiatives  
Using the Crime Triangle to focus on immediate conditions (Victim/Offender/Location)

## SECTION 6: LAW ENFORCEMENT & COMMUNITY POLICING STRATEGY

### Community Policing Plan Narrative

Please describe your agency's implementation plan for this program (if awarded), with specific reference to each of the following elements of community policing: (a) community partnerships and support, including consultation with community groups, private agencies, and/or other public agencies; (b) related governmental and community initiatives that complement your agency's proposed use of COPS funding; and (c) organizational transformation – how your agency will use these funds, if awarded, to reorient its mission to community policing or enhance its involvement in and commitment to community policing. Your organization may be audited or monitored to ensure that it is initiating or enhancing community policing in accordance with this plan. The COPS Office may also use this information to understand the needs of the field, and potentially provide for training, technical assistance, problem solving and community policing implementation tools.

If your organization receives this grant funding, these responses, along with the previous questions, will be considered as your organization's community policing plan. We understand that your community policing needs may change during the life of your grant (if awarded), and minor changes to this plan may be made without prior approval from the COPS Office. We also recognize that this plan may incorporate a broad range of possible community policing strategies and activities, and that your agency may implement particular community policing strategies from the plan on an as-needed basis throughout the life of the grant. If your agency's community policing plan changes significantly, however, you must submit those changes in writing to the COPS Office for approval. Changes are "significant" if they deviate from the range of possible community policing activities identified and approved in this original community policing plan submitted with your application.

In the space provided, please address your agency's implementation plan for this program with specific reference to each of the following elements of community policing:

### CP1) To what extent is there community support in your jurisdiction for implementing the proposed grant activities?

High level of support       Moderate support       Minimal support

### CP2) If awarded, to what extent will the grant activities impact the other components of the criminal justice system in your jurisdiction?

Potentially decreased burden       No change in burden       Potentially increased burden

## **SECTION 7: NEED FOR FEDERAL ASSISTANCE**

### **A. Waivers of the Local Match**

**Section Not Applicable to 2010 COPS Application Attachment**

### **B. Explanation of Need for Federal Assistance**

**All applicants are required to address the need for federal assistance. In the space below, please provide a brief explanation of your agency's inability to address your public safety needs and implement this project without federal assistance.**

[Please limit your response to a maximum of 3,000 characters.]

The Hopland Band of Pomo Indians has very limited funding available and accessible to support its Tribal Police Department, with less than 10% of the department's costs provided by the Bureau of Indian Affairs, another small percentage provided by other COPS grants, and the remainder of the budget supplemented by declining revenues generated by Tribal economic enterprises. The current level of funding from grant and tribal sources cannot adequately fund additional crime prevention and substance abuse initiatives that would play a critical role in community health and public safety on the reservation. By providing Tribal and local law enforcement with a strong countywide network and resources, tools, and training to improve enforcement of methamphetamine abuse and increase community education, the community will have a reduced fear of the crime and social disorder caused by methamphetamine and become empowered to help implement strategies to combat the drug.

## SECTION8: CONTINUATION OF PROJECT AFTER FEDERAL FUNDING ENDS

If you are applying for a COPS grant with a post-grant retention plan requirement, please complete A. If you are applying for a COPS grant without a post-grant retention plan requirement, please complete B.

### B. Continuation of Project after Federal Funding Ends (for other COPS grants with no retention plan requirement)

Please complete these questions to indicate any plans you may have to continue this program, project, or activity after the conclusion of federal funding

1. Will your agency plan to retain any additional positions awarded under this grant for a minimum of 12 months at the conclusion of federal funding for each position?

YES  NO

2. Please identify the source(s) of funding that your agency plans to utilize to cover the costs of retention from the drop-down box listed below: (check all that apply)

- General funds
- Raise bond/tax issue
- Private sources/donations
- Non-federal asset forfeiture funds (subject to approval from the state or local oversight agency)
- Fundraising efforts
- Other (Please provide a brief description of the source(s) of funding not to exceed 350 characters.)

The tribe plans to continue the prevention campaign and community education activities on the reservation through existing partnerships at no or minimal costs.

## SECTION 10: EXECUTIVE SUMMARY

Please provide a brief summary of how your agency will use this federal funding. Refer to the COPS Application Guide for clarification on specific information to include in your summary, and be sure to provide a description of how you expect this grant to impact public safety and/or crime prevention in your community. The Executive Summary may be used to keep Congress or other executive branch agencies informed on law enforcement strategies to deter crime in your community.

*[Please limit your responses to a maximum of 3,000 characters.]*

Hopland Band of Pomo Indians' Tribal Police Department

California

Brett Rhodes,

Chief of Police

(707)744-1647, ext. 1607

If funded, this proposal will expand tribal capacity to 1) develop organized tribal community anti-methamphetamine efforts on the reservation, and 2) improve detection, enforcement and prosecution of methamphetamine-related crimes in the reservation community and broader region.

This initiative will allow the Tribal Police Department to hire and develop a culturally-responsive and community-oriented law enforcement officer solely dedicated to methamphetamine abuse prevention, assessment, enforcement, education and outreach. The officer would be supported by a civilian position that would coordinate the development, implementation, and evaluation of the program.

Individually and as a team, they would focus on fostering and maintaining good community relationships in an effort to maximize the deployment of grant related resources toward the methamphetamine epidemic.

This initiative by its nature will require a comprehensive interdisciplinary approach to provide a unified agenda for combating methamphetamine, with a united front of prevention, enforcement, treatment and education, and will engage tribal members in conversations about how to make their community healthier and safer for their elders, their parents, and their children.

The staff for this proposed initiative will call together key stakeholders from tribal businesses, tribal social service agencies, reservation neighborhoods, schools, youth programs and law enforcement to identify and prevent unique, local methamphetamine problems on the reservation. Project staff will participate in the county-wide narcotics task force to enhance collaborative efforts in combating the methamphetamine epidemic in our region, and will provide prevention and early detection training to various stakeholders in the community, as well as detection and enforcement training for partner law enforcement agencies.

The tribe anticipates that this initiative will strengthen countywide resources to better enforce laws and tribal codes related to methamphetamine abuse and trafficking, and the community will have an increased sense of safety and feel empowered to address and combat methamphetamine abuse.

## SECTION 12: OFFICIAL PARTNER(S) CONTACT INFORMATION

An official "partner" under the grant may be a governmental, private, school district, or other applicable entity that has established a legal, contractual, or other agreement with the applicant for the purpose of supporting and working together for mutual benefits of the grant. Please see the COPS Application Guide for more information on official partners that may be required.

Title:	Sheriff-Coroner				
First Name:	Thomas	MI: D	Last Name: Allman	Suffix:	
Name of Partner Agency (e.g., Smithville High School):			County of Mendocino Office of the Sheriff-Coroner		
Type of Partner Agency (e.g., School District):			Law Enforcement		
Street Address 1:	589A Low Gap Road				
Street Address 2:					
City:	Ukiah	State:	CA	Zip Code:	95482
Telephone :	7074634411	Fax:	7074683404		

Title:	Executive Director				
First Name:	Karin	MI:	Last Name: Wandrei	Suffix:	
Name of Partner Agency (e.g., Smithville High School):			Mendocino County Youth Project		
Type of Partner Agency (e.g., School District):			Nonprofit		
Street Address 1:	776 S. State Street, Suite 107				
Street Address 2:					
City:	Ukiah	State:	CA	Zip Code:	95482
Telephone :	7074634915	Fax:	7074634917		



## SECTION 13: APPLICATION ATTACHMENTS

This section should be used to attach any required or applicable attachments to your grant application (e.g., a Memorandum of Understanding). If the program for which you are applying requires a Memorandum of Understanding (MOU), this document should define the roles and responsibilities of the individuals and partner(s) involved in your proposed project. Please refer to the program-specific Application Guide to determine if an MOU or other application attachments are required. The Guide will also specify if optional attachments are permitted for submission.

File Name	Attachement
Officer Job Desc.doc	PositionDescription
Coordinator Job Desc.doc	PositionDescription
Narrative.doc	Other
MethHoplandTribe Ltr SupportSheriff6-10.doc	Other
MethSupportLtrFSP.pdf	Other
MethSupportLtrMCYP.pdf	Other
Budget Narrative.doc	BudgetNarrative
IndirectCostRate.pdf	Other
General Agency Information.doc	Other
DA SupportLtr.pdf	Other

## **SECTION 14: BUDGET DETAIL WORKSHEETS**

### **Instructions for Completing the Budget Detail Worksheets**

The following Budget Detail Worksheets are designed to allow all COPS grant and cooperative agreement applicants to use the same budget forms to request funding. Allowable and unallowable costs vary widely and depend upon the type of COPS program. The maximum federal funds that can be requested and the federal/local share breakdown requirements also vary.

Please refer to the program-specific Application Guide to determine the allowable/unallowable costs, the maximum amount of federal funds that can be requested, and the federal/local share requirements for the COPS program for which your agency is applying. To assist you, sample Budget Detail Worksheets are included in each Application Guide.

Please complete each section of the Budget Detail Worksheets applicable to the program for which you are applying (see the program-specific Application Guide for requirements). If you are not requesting anything under a particular budget category, please check the appropriate box in that category indicating that no positions or items are requested.

All calculations should be rounded to the nearest whole dollar. Once the budget for your proposal has been completed, a budget summary page will reflect the total amounts requested in each category, the total project costs, and the total federal and local shares.

If you need assistance in completing the Budget Detail Worksheets, please call the COPS Office Response Center at 800.421.6770.

## A. SWORN OFFICER POSITIONS

**Instructions:** This worksheet will assist your agency in reporting your agency's current entry-level salary and benefits and identifying the total salary and benefits request per officer position for the length of the grant term. Please list the current entry-level base salary and fringe benefits rounded to the nearest whole dollar for one full-time sworn officer position within your agency. Do not include employee contributions. (Please refer to the program-specific Application Guide for information on the length of the grant term for the program under which you are applying.)

**Special note regarding sworn officer fringe benefits:** For agencies that do not include fringe benefits as part of the base salary costs and typically calculate these separately, the allowable expenditures may be included under Part 1, Section B. Any fringe benefits that are already included as part of the agency's base salary (Part 1, Section A of the Sworn Officer Budget Worksheet) should not also be included in the separate fringe listing (Part 1, Section B).

Please refer to the program-specific Application Guide for information about allowable and unallowable fringe benefits for sworn officer positions requested under the program to which your agency is applying.

**A. Full-Time Entry-Level Sworn Officer Base Salary Information**

Part 1: Instructions: Please complete the questions below for one non-sworn position salary and benefits package. As applicable per the program -specific Application Guide, you may also be required to project Year 2 and Year 3 salaries.

Position Title	Year 1 Salary		Year 2 Salary		Year 3 Salary	
<b>Sworn Officer</b>	<u>\$48,880.00</u>		<u>\$48,880.00</u>		<u>\$0.00</u>	
Description	<u>100 % of time on project</u>		<u>100 % of time on project</u>		<u>100 % of time on project</u>	
<b>N/A</b>	<u>\$48,880.00</u>		<u>\$48,880.00</u>		<u>\$0.00</u>	
<b>FRINGE BENEFITS</b>	Year 1 Fringe Benefits COST BASE: % OF		Year 2 Fringe Benefits COST BASE: % OF		Year 3 Fringe Benefits COST BASE: % OF	
Social Security	<u>\$3,031.00</u>	<u>6.00 %</u>	<u>\$3,031.00</u>	<u>6.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
Exempt						
Fixed Rate						
Medicare	<u>\$709.00</u>	<u>1.50 %</u>	<u>\$709.00</u>	<u>1.50 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
Exempt						
Fixed Rate						
Health Insurance	<u>\$5,268.00</u>	<u>10.80 %</u>	<u>\$5,268.00</u>	<u>10.80 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
Life Insurance	<u>\$72.00</u>	<u>0.10 %</u>	<u>\$72.00</u>	<u>0.10 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
Vacation	<u>\$3,760.00</u>	<u>7.70 %</u>	<u>\$3,760.00</u>	<u>7.70 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
Annual Hours	<u>160</u>					
Sick Leave	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
Annual Hours	<u>0</u>					
Retirement	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
Worker's Compensation	<u>\$29.00</u>	<u>0.10 %</u>	<u>\$29.00</u>	<u>0.10 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
Unemployment Insurance	<u>\$546.00</u>	<u>1.10 %</u>	<u>\$546.00</u>	<u>1.10 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
Benefits Sub-Total Per Year	<u>\$13,415.00</u>		<u>\$13,415.00</u>		<u>\$0.00</u>	
Total (A + B)	<u>\$62,295.00</u>		<u>\$62,295.00</u>		<u>\$0.00</u>	
Total Salary and Benefits for Years 1, 2, and 3	<u>\$124,590.00</u>		<u>\$124,590.00</u>	X 1	Positions	<u>\$124,590.00</u>

## Part 2: Sworn Officer Salary Information

If your agency's second and/or third-year costs for salaries and/or fringe benefits increase after the first year, check the reason(s) why in the space below:

Cost of living adjustment (COLA)

Step raises

Change in benefit costs

Other - please explain briefly:

## Part 3: Federal/Local Share Costs (for Hiring Grants) Section Not Applicable to 2010 COPS Application Attachment

**B. Base Salary and Fringe Benefits for Civilian/Non-Sworn Personnel**

Part 1: Instructions: Please complete the questions below for one non-sworn position salary and benefits package. As applicable per the program -specific Application Guide, you may also be required to project Year 2 and Year 3 salaries.

Position Title	Year 1 Salary		Year 2 Salary		Year 3 Salary	
<b>Project Coordinator</b>	<u>\$20,020.00</u>		<u>\$20,020.00</u>		<u>\$0.00</u>	
Description	<u>100 % of time on project</u>		<u>100 % of time on project</u>		<u>100 % of time on project</u>	
<b>Participates in Tribal and county drug and public</b>	<u>\$20,020.00</u>		<u>\$20,020.00</u>		<u>\$0.00</u>	
FRINGE BENEFITS	Year 1 Fringe Benefits COST BASE: % OF		Year 2 Fringe Benefits COST BASE: % OF		Year 3 Fringe Benefits COST BASE: % OF	
Social Security	<u>\$1,241.00</u>	<u>6.00 %</u>	<u>\$1,241.00</u>	<u>6.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
Exempt						
Fixed Rate						
Medicare	<u>\$290.00</u>	<u>1.40 %</u>	<u>\$290.00</u>	<u>1.40 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
Exempt						
Fixed Rate						
Health Insurance	<u>\$2,628.00</u>	<u>13.10 %</u>	<u>\$2,628.00</u>	<u>13.10 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
Life Insurance	<u>\$36.00</u>	<u>0.20 %</u>	<u>\$36.00</u>	<u>0.20 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
Vacation	<u>\$1,386.00</u>	<u>6.90 %</u>	<u>\$1,386.00</u>	<u>6.90 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
Annual Hours	<u>72</u>					
Sick Leave	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
Annual Hours	<u>0</u>					
Retirement	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
Worker's Compensation	<u>\$12.00</u>	<u>0.10 %</u>	<u>\$12.00</u>	<u>0.10 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
Unemployment Insurance	<u>\$546.00</u>	<u>2.70 %</u>	<u>\$546.00</u>	<u>2.70 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>	<u>0.00 %</u>
Benefits Sub-Total Per Year	<u>\$6,139.00</u>		<u>\$6,139.00</u>		<u>\$0.00</u>	
Total (A + B)	<u>\$26,159.00</u>		<u>\$26,159.00</u>		<u>\$0.00</u>	
Total Salary and Benefits for Years 1, 2, and 3	<u>\$52,318.00</u>		X	<u>1</u>	Positions	<u>\$52,318.00</u>

## Part 2: Sworn Officer Salary Information

If your agency's second and/or third-year costs for salaries and/or fringe benefits increase after the first year, check the reason(s) why in the space below:

Cost of living adjustment (COLA)

Step raises

Change in benefit costs

Other - please explain briefly:

## Part 3: Federal/Local Share Costs (for Hiring Grants)

Section Not Applicable to 2010 COPS Application Attachment

## C. EQUIPMENT/TECHNOLOGY

**Instructions:**List non-expendable items that are to be purchased. **Provide a specific description for each item and explain how the item supports the project goals and objectives as outlined in your application.** Non-expendable equipment is tangible property (e.g., technology) having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in the “**SUPPLIES**” or “**OTHER**” categories. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially for high-price items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “**CONTRACTS / CONSULTANTS**” category.

Please be advised that, to the greatest extent practical, all equipment and products purchased with these funds must be American-made.

**For agencies purchasing items related to enhanced communications systems, the COPS Office expects and encourages that, wherever feasible, such voice or data communications equipment should be incorporated into an intra- or interjurisdictional strategy for communications interoperability among federal, state, and local law enforcement agencies.**

See the program-specific Application Guide for a list of allowable/unallowable costs for this program. Agencies are encouraged to limit their requests to the lines shown below and group similar items together so that all items are accounted for on the budget worksheet for each category. However, if your agency requires more lines please check the available box.

Item Name	Computation (# of Items/Units X Unit Cost)	Per Item SubTotal

## D. SUPPLIES

**Instructions:** List items by type (office supplies; postage; training materials; copying paper; books; hand-held tape recorders; etc). **Provide a specific description for each item and explain how it supports the project goals and objectives outlined in your application.** Generally, supplies include any materials that are expendable or consumed during the course of the project. See the program-specific Application Guide for a list of allowable/unallowable costs for this program. Agencies are encouraged to limit their requests to the lines shown below and group similar items together so that all items are accounted for on the budget worksheet for each category. However, if your agency requires more than lines please check the available box.

Item Name	Computation (# of Items/Units X Unit Cost)	Per Item SubTotal
Copy Paper	( 8 X 40 )	\$320.00
Easels	( 2 X 35 )	\$70.00
printer cartridge	( 2 X 25 )	\$50.00
flip chart	( 8 X 20 )	\$160.00
Box marker pens	( 2 X 5 )	\$10.00
Outreach Materials	( 2100 X 2 )	\$4,200.00
		\$4,810.00

## E. TRAVEL/TRAINING

**Instructions:** Itemize grant-related travel expenses of grantee personnel (excluding consultants, whose expenses are listed in Section F) by event (e.g., mandatory training, staff to training, field interviews, advisory group meetings). Identify the location of travel whenever possible, and show the number of staff expected to attend each event. Training fees, transportation, lodging and per diem rates for trainees should be listed as separate travel items. Grantee travel costs specific to the grant project may be based on the grantee's written travel policy, assuming the costs are reasonable. Grantees without a written travel policy must follow the established federal rates (found at [www.gsa.gov](http://www.gsa.gov)) for lodging, meals, and per diem. For all grantees (with or without a written travel policy), airfare travel costs must be one of the following: the lowest discount commercial airfare, standard coach airfare, or the federal government contract airfare (if authorized and available). Note: Any local training costs (within a 50-mile radius) should be listed under Section G ("Other Costs").

See the program-specific Application Guide for a list of allowable/unallowable costs for this program. Agencies are encouraged to limit their requests to the lines shown below and group similar items together so that all items are accounted for on the budget worksheet for each category. However, if your agency requires more lines please check the available box.

<b>Event Title and Location</b>	<b>Event Costs</b>	<b>Number of Staff</b>	<b>Per Event Subtotal</b>
Drug Abuse Recognition Course	1673	1	\$1,673.00
Drug Recognition Evaluator Course	1689	1	\$1,689.00
			\$3,362.00

## F. CONTRACTS/CONSULTANTS

**Instructions:** See the program-specific Application Guide for a list of allowable/unallowable costs for the particular program to which you are applying.

**1. Contracts:** Provide a cost estimate for the product or service to be procured by contract. Applicants are encouraged to promote free and open competition in awarding contracts. If awarded, requests for sole source procurements of equipment, technology, or services in excess of \$100,000 must be submitted to the COPS Office for prior approval.

(See Application Guide for more information on the required submission.)

Contract Name	Per Contract Subtotal

**2. Consultant Fees:** For each consultant enter the name (if known), service to be provided, hourly or daily fee (based upon an 8-hour day), and estimated length of time on the project. Unless otherwise approved by the COPS Office, approved consultant rates will be based on the salary a consultant receives from his or her primary employer. Consultant fees in excess of \$550 per day require additional written justification and must be pre-approved in writing by the COPS Office if the consultant is hired via a noncompetitive bidding process.

Consultant Name/Title	Service Provided	Computation (Cost X # Days or # Hours)	Per Consultant Fee Subtotal
Ford Street Project Community Presentations	150	4	\$600.00
			\$600.00

**3. Consultant Travel:** List all travel-related expenses to be paid from the grant to the individual consultants (e.g., transportation, meals, lodging) separate from their consultant fees.

Consultant Name/Event Title	Event Costs	Number of Staff	Per Consultant Travel Subtotal

**4. Consultant Expenses:** List all travel-related expenses to be paid from the grant to the individual consultants separate from their consultant fees and travel expenses (e.g., computer equipment and office supplies).

Event Title and Location	Event Costs	Number of Staff	Per Event Subtotal

## G. OTHER COSTS

**Instructions:** List other requested items that will support the project goals and objectives as outlined in your application. **Provide a specific description for each item and explain how the item supports the project goals and objectives as outlined in your application.** Please be advised that, to the greatest extent practical, all equipment and products purchased with these funds must be American-made. See the program-specific Application Guide for a list of allowable/unallowable costs for this program. Agencies are encouraged to limit their requests to the lines shown below and group similar items together so that all items are accounted for on the budget worksheet for each category. However, if your agency requires more lines please check the available box.

Item Name	Computation (# of Items/Units X Unit Cost)	Per Item SubTotal

## H. INDIRECT COSTS

**Instructions:** Indirect costs are allowed under a **very limited** number of specialized COPS programs. Please see the program-specific Application Guide for a list of allowable/unallowable costs for the particular program to which you are applying.

*If indirect costs are requested, a copy of the agency's fully-executed, negotiated Federal Rate Approval Agreement must be attached to this application.*

Indirect Cost Description	Approved Indirect Cost Rate	Per Indirect Cost Subtotal
Indirect Costs	14320	\$14,320.00
		\$14,320.00

## BUDGET SUMMARY

Instructions: Please review the category totals and the total project costs below. If the category totals and project amounts shown are correct, please continue with the submission of your application. Should you need to make revisions to a budget category, click the "Edit" button for that category. Note: Agencies applying for Secure Our Schools (SOS) must enter a "Total Local Share Amount" percentage of 50% in the designated area below. Applicants for all other Fiscal Year 2010 COPS Grants are not required to provide a local match.

Budget Category	Category Total
A Sworn Officer Positions	\$124,590.00
B Civilian/Non-Sworn Personnel	\$52,318.00
C Equipment/Technology	\$0.00
D Supplies	\$4,810.00
E Travel/Training	\$3,362.00
F Contracts/Consultants	\$600.00
G Other Costs	\$0.00
H Indirect Costs	\$14,320.00
Total Project Amount	\$200,000.00
Total Federal Share Amount	\$200,000.00
Total Local Share Amount	\$0.00

### Contact Information for Budget Questions

Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.

Authorized Official's Typed Name: Katherine Ketzer

Title: Chief Financial Officer

Phone: 7077441647

Fax: 7077441506

## SECTION 15A: ASSURANCES

Several provisions of federal law and policy apply to all grant programs. The Office of Community Oriented Policing Services needs to secure your assurance that the applicant will comply with these provisions. If you would like further information about any of these assurances, please contact your state's COPS Grant Program Specialist at 800.421.6770.

By the applicant's authorized representative's signature, the applicant assures that it will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal grant funds. In particular, the applicant assures us that:

1. It has been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this grant and that the persons signing the application and these assurances on its behalf are authorized to do so and to act on its behalf with respect to any issues that may arise during processing of this application.

2. It will comply with the provisions of federal law, which limit certain political activities of grantee employees whose principal employment is in connection with an activity financed in whole or in part with this grant. These restrictions are set forth in 5 U.S.C. §1501, et seq.

3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, if applicable.

4. It will establish safeguards, if it has not done so already, to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.

5. It will give the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.

6. It will comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant, including but not limited to: the requirements of 28 CFR Part 66 and 28 CFR Part 70 (governing administrative requirements for grants and cooperative agreements); 2 CFR Part 225 (OMB Circular A-87),

2 CFR 220 (OMB Circular A-21), 2 CFR Part 230 (OMB Circular A-122) and 48 CFR Part 31.000, et seq. (FAR 31) (governing cost principles); OMB Circular A-133 (governing audits) and other applicable OMB circulars; the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; 28 CFR Part 38.1; the current edition of the COPS Grant Monitoring Standards and Guidelines; the applicable COPS Grant Owner's Manuals; and with all other applicable program requirements, laws, orders, regulations, or circulars. 7. If applicable, it will, to the extent practicable and consistent with applicable law, seek, recruit and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions in the agency.

8. It will not, on the ground of race, color, religion, national origin, gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the non-discrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789d); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E, G and I) of the Code of Federal Regulations.

A. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against the applicant after a due process hearing, it agrees to forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531.

B. If your organization has received an award for \$500,000 or more and has 50 or more employees, then it has to prepare an Equal Employment Opportunity Plan (EEO Plan) and submit it to the Office for Civil Rights ("OCR"), Office of Justice Programs, 810 7th Street, N.W., Washington, DC 20531, for review within 60 days of the notification of the award. If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEO Plan, but it does not have to submit the EEO Plan to OCR for review. Instead, your organization has to maintain the EEO Plan on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEO Plan requirement. However, your organization must complete Section A of the Certification Form and return it to OCR.

# SECTION 15A: ASSURANCES

9. Pursuant to Department of Justice guidelines (June 18, 2002 Federal Register (Volume 67, Number 117, pages 41455-41472)), under Title VI of the Civil Rights Act of 1964, it will ensure meaningful access to its programs and activities by persons with limited English proficiency.

10. It will ensure that any facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify us if advised by the EPA that a facility to be used in this grant is under consideration for such listing by the EPA.

11. If the applicant's state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, it has made this application available for review by the state Single Point of Contact.

12. It will submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget for clearance under the Paperwork Reduction Act of 1995 if required.

13. It will comply with the Human Subjects Research Risk Protections requirements of 28 CFR Part 46 if any part of the funded project contains non-exempt research or statistical activities which involve human subjects and also with 28 CFR Part 22, requiring the safeguarding of individually identifiable information collected from research participants.

14. Pursuant to Executive Order 13043, it will enforce on-the-job seat belt policies and programs for employees when operating agency-owned, rented or personally-owned vehicles.

15. It will not use COPS funds to supplant (replace) state, local, or Bureau of Indian Affairs funds that otherwise would be made available for the purposes of this grant, as applicable.

16. If the awarded grant contains a retention requirement, it will retain the increased officer staffing level and/or the increased officer redeployment level, as applicable, with state or local funds for a minimum of 12 months following expiration of the grant period.

17. It will not use any federal funding directly or indirectly to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law ratification, policy or appropriation whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy or appropriation as set forth in the Anti-Lobby Act, 18 U.S.C. 1913.

18. In the event that a portion of grant reimbursements are seized to pay off delinquent federal debts through the Treasury Offset Program or other debt collection process, it agrees to increase the non-federal share (or, if the awarded grant does not contain a cost sharing requirement, contribute a non-federal share) equal to the amount seized in order to fully implement the grant project.

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

Brett Rhodes

7/7/2010

Signature of Law Enforcement Executive/Agency Executive

Date

Roman W. Carrillo, Jr.

7/7/2010

Signature of Government Executive/Financial Official

Date

# SECTION 15B: CERTIFICATIONS

Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies.

Although the Department of Justice has made every effort to simplify the application process, other provisions of federal law require us to seek your agency's certification regarding certain matters. Applicants should read the regulations cited below and the instructions for certification included in the regulations to understand the requirements and whether they apply to a particular applicant. Signing this form complies with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "Nonprocurement Debarment and Suspension" 28 CFR Part 83 Government-Wide Requirements for Drug-Free Workplace (Grants)," and the coordination requirements of the Public Safety Partnership and Community Policing Act of 1994. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

## 1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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 making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement;

B. If any funds other than federal appropriated funds have 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 this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and

C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

## 2. Debarment, Suspension and Other Responsibility Matters (DirectRecipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Part 2867.20(a)-

A. The applicant certifies that it and its principals:

- (i) 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 covered transactions by any federal department or agency;
- (ii) 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) or private agreement or transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of

any offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;

(iii) 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 paragraph (A)

(ii)

of this certification; and

(iv) 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.

B. Where the applicant is unable to certify to any of the statements in this Certifications form, he or she shall attach an explanation to this application regarding the particular statement that cannot be certified. Please check here  if an explanation is attached to this application. Please note that the applicant is still required to sign the Certifications form to certify to all the other applicable statements.

3. If applicable, an applicant who receives an award in excess of \$5,000,000 certifies that, to the best of its knowledge and belief, the applicant has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding .

## 4. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, for grantees/recipients, as defined at 28 CFR Part 83.660 -

A. The applicant certifies that it will, or will continue to, provide a drug-free workplace by:

(i) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(ii) Establishing an on-going drug-free awareness program to inform employees about -

(a) The dangers of drug abuse in the workplace;

(b) The grantee's policy of maintaining a drug-free workplace;

(c) Any available drug counseling, rehabilitation and employee assistance programs; and

(d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

# SECTION 15B: CERTIFICATIONS

(iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);  
(iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will -

(a) Abide by the terms of the statement; and  
(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(v) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: COPS Office, 1100 Vermont Ave., NW, Washington, D.C. 20530. Notice shall include the identification number(s) of each affected grant;

(vi) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted -

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or  
(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such

purposes by a federal, state or local health, law enforcement or other appropriate agency;  
(vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v), and (vi).

### Grantee Agency Name and Address:

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of performance (street address, city, county, state, zip code)

Hopland Band of Pomo Indians  
3000 Shanel Road  
Hopland, CA 95449

Check if there are workplaces on file that are not identified here

### 5. Coordination

The Public Safety Partnership and Community Policing Act of 1994

requires applicants to certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

### Grantee Agency Name and Address:

Hopland Band of Pomo Indians 3000 Shanel Road Hopland, CA 95449

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law. I certify that the assurances provided are true and accurate to the best of my knowledge. Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

By clicking this box and typing my name below, I certify that I have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity. I certify that I have read, understand, and agree, if awarded, to abide by all of the applicable grant compliance terms and conditions as outlined in the COPS Application Guide, the COPS Grant Owner's Manual, assurances, certifications and all other applicable program regulations, laws, orders, or circulars. In addition, I certify that the information provided on this form and any attached forms is true and accurate to the best of my knowledge. I understand that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government.

Brett Rhodes

7/7/2010

Typed Name of Law Enforcement Executive  
(or Official with Programmatic Authority, as applicable)

Date

By clicking this box and typing my name below, I certify that I have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity. I certify that I have read, understand, and agree, if awarded, to abide by all of the applicable grant compliance terms and conditions as outlined in the COPS Application Guide, the COPS Grant Owner's Manual, assurances, certifications and all other applicable program regulations, laws, orders, or circulars. In addition, I certify that the information provided on this form and any attached forms is true and accurate to the best of my knowledge. I understand that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government.

Roman W. Carrillo, Jr.

7/7/2010

Typed Name of Government Executive  
(or Official with Programmatic Authority, as applicable)

Date

# SECTION 16: Disclosure of Lobbying Activities

## Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District number, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitment.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFPD E-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting registrant identified in item 4 to influence the covered Federal action.  
(b) Enter the full name(s) of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title and telephone number.  
Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

# Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.

Not Applicable

If not applicable, then entire form, including signature area is grayed-out

## 1. Type of Federal Action:

## 2. Status of Federal Action: 3. Report Type

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> contract              | <input type="checkbox"/> loan           | <input checked="" type="checkbox"/> bid/offer/application | <input checked="" type="checkbox"/> initial filing |
| <input checked="" type="checkbox"/> grant      | <input type="checkbox"/> loan guarantee | <input type="checkbox"/> initial award                    | <input type="checkbox"/> material change           |
| <input type="checkbox"/> cooperative agreement | <input type="checkbox"/> loan insurance | <input type="checkbox"/> post-award                       |  |

For Material Change Only:

Year:                      Quarter:

Date of Report:

## 4. Name and Address of Reporting

Entity: Prime

Congressional District (number), if known:

## 5. If Reporting Entity in No. 4 is Subawardee, Enter

Name and Address of Prime:

Congressional District (number), if known:

## 6. Federal Department/Agency:

USDOJCOPS

## 7. Federal Program Name/Description:

CFDA Number, if applicable:      16.710

## 8. Federal Action Number, if known:

## 9. Award Amount, if known:

\$0.00

## 10. a. Name and Address of Lobbying

(if individual, last name, first name, MI):

## 10. b. Individuals Performing Services

(including address if different from No.1 0a) (last name, first name, MI):

## Registrant

11. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Typed Name:                      Roman W. Carrillo, Jr.

Title:                                      Tribal Chair

Phone:                                      7077441647

Date:                                      7/7/2010

## Federal Use Only:

Authorized for Local Reproduction, Standard Form - LLL

## SECTION 17: CERTIFICATION OF REVIEW AND REPRESENTATION OF COMPLIANCE WITH REQUIREMENTS

*Certification of Review of 28 C.F.R. Part 23/Criminal Intelligence Systems*

Please review the COPS Application Guide: Legal Requirements Section for additional information.

Please check one of the following, as applicable to your agency's intended use of this grant:

- No, my agency will not use these COPS grant funds (if awarded) to operate an interjurisdictional criminal intelligence system.
- Yes, my agency will use these COPS grant funds (if awarded) to operate an interjurisdictional criminal intelligence system. By signing below, we assure that our agency will comply with the requirements of 28 C.F.R. Part 23.

The signatures of the Law Enforcement Executive/Program Official and Government Executive/Financial Official, and any applicable program partners on the Certification of Review and Representation of Compliance with Requirements:

- 1) Assures the COPS Office that the applicant will comply with all legal, administrative, and programmatic applicant for acceptance and use of federal funds as outlined in the applicable COPS Application Guide; AND
- 2) Attests to the accuracy of the information submitted with this application (including the Budget Detail Worksheets).

The signatures on this application must be made by the actual executives named on this application unless there is an officially documented authorization for a delegated signature. If your jurisdiction has such an official document, it must be attached to this application. Applications with missing, incomplete, or inaccurate signatories or responses may not be considered for funding.

*Signatures shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.*

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a COPS Office compliance investigation concerning a current grant award.

### Person Submitting this Application

- By clicking this box and typing my name below, I certify that I have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity. I certify that I have read, understand, and agree, if awarded, to abide by all of the applicable grant compliance terms and conditions as outlined in the COPS Application Guide, the COPS Grant Owner's Manual, assurances, certifications and all other applicable program regulations, laws, orders, or circulars. In addition, I certify that the information provided on this form and any attached forms is true and accurate to the best of my knowledge. I understand that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government.

**Please type your name here in place of your signature:** Brett Rhodes

# SECTION 17: CERTIFICATION OF REVIEW AND REPRESENTATION OF COMPLIANCE WITH REQUIREMENTS

## Law Enforcement Executive/Agency Executive

By clicking this box and typing my name below, I certify that I have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity. I certify that I have read, understand, and agree, if awarded, to abide by all of the applicable grant compliance terms and conditions as outlined in the COPS Application Guide, the COPS Grant Owner's Manual, assurances, certifications and all other applicable program regulations, laws, orders, or circulars. In addition, I certify that the information provided on this form and any attached forms is true and accurate to the best of my knowledge. I understand that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government

**Please type your name here in place of your signature:**

Brett Rhodes

---

## Government Executive/Financial Official

By clicking this box and typing my name below, I certify that I have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity. I certify that I have read, understand, and agree, if awarded, to abide by all of the applicable grant compliance terms and conditions as outlined in the COPS Application Guide, the COPS Grant Owner's Manual, assurances, certifications and all other applicable program regulations, laws, orders, or circulars. In addition, I certify that the information provided on this form and any attached forms is true and accurate to the best of my knowledge. I understand that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government

**Please type your name here in place of your signature:**

Roman W. Carrillo, Jr.

---

COPY

Indian Organizations  
Indirect Cost Negotiation Agreement

EIN: 94-2493063

Organization:

Hopland Band of Pomo Indians  
3000 Shanel Road  
Hopland, California 95449

Date: October 5, 2009

Report No(s) : 10-A-017

Filing Ref.:

Last Negotiation Agreement  
dated April 10, 2008

The indirect cost rate contained herein is for use on grants, contracts, and other agreements with the Federal Government to which Public Law 93-638 and 2 CFR 225 (OMB Circular A-87) apply, subject to the limitations contained in 25 CFR 900 and in Section II.A. of this agreement. The rate was negotiated by the U.S. Department of the Interior, National Business Center, and the subject organization in accordance with the authority contained in 2 CFR 225.

Section I: Rate

Type	Effective Period		Rate*	Locations	Applicable To
	From	To			
Fixed Carryforward	01/01/09	12/31/09	23.88%	All	All Programs

\*Base: Total direct costs, less capital expenditures and passthrough funds. Passthrough funds are normally defined as major subcontracts, payments to participants, stipends to eligible recipients, and subgrants, all of which normally require minimal administrative effort.

Treatment of fringe benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs; fringe benefits applicable to indirect salaries and wages are treated as indirect costs.

Section II: General

Page 1 of 3

A. Limitations: Use of the rate contained in this agreement is subject to any applicable statutory limitations. Acceptance of the rate agreed to herein is predicated upon these conditions: (1) no costs other than those incurred by the subject organization were included in its indirect cost rate proposal, (2) all such costs are the legal obligations of the grantee/contractor, (3) similar types of costs have been accorded consistent treatment, and (4) the same costs that have been treated as indirect costs have not been claimed as direct costs (for example, supplies can be charged directly to a program or activity as long as these costs are not part of the supply costs included in the indirect cost pool for central administration).

B. Audit: All costs (direct and indirect, federal and non-federal) are subject to audit. Adjustments to amounts resulting from audit of the cost allocation plan or indirect cost rate proposal upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation agreement.

**C. Changes:** The rate contained in this agreement is based on the organizational structure and the accounting system in effect at the time the proposal was submitted. Changes in organizational structure, or changes in the method of accounting for costs that affect the amount of reimbursement resulting from use of the rate in this agreement, require the prior approval of the responsible negotiation agency. Failure to obtain such approval may result in subsequent audit disallowance.

**D. Provisional/Final Rates:** Within 6 months after year end, a final rate must be submitted based on actual costs. Billings and charges to contracts and grants must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the organization may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the organization will be required to pay back the difference to the funding agency.

**E. Fixed Carryforward Rate:** The fixed carryforward rate is based on an estimate of costs that will be incurred during the period for which the rate applies. When the actual costs for such period have been determined, an adjustment will be made to the rate for a future period, if necessary, to compensate for the difference between the costs used to establish the fixed rate and the actual costs.

**F. Agency Notification:** Copies of this document may be provided to other federal offices as a means of notifying them of the agreement contained herein.

**G. Record Keeping:** Organizations must maintain accounting records that demonstrate that each type of cost has been treated consistently either as a direct cost or an indirect cost. Records pertaining to the costs of program administration, such as salaries, travel, and related costs, should be kept on an annual basis.

**H. Reimbursement Ceilings:** Grantee/contractor program agreements providing for ceilings on indirect cost rates or reimbursement amounts are subject to the ceilings stipulated in the contract or grant agreements. If the ceiling rate is higher than the negotiated rate in Section I of this agreement, the negotiated rate will be used to determine the maximum allowable indirect cost.

**I. Use of Other Rates:** If any federal programs are reimbursing indirect costs to this grantee/contractor by a measure other than the approved rate in this agreement, the grantee/contractor should credit such costs to the affected programs, and the approved rate should be used to identify the maximum amount of indirect cost allocable to these programs.

**J. Central Service Costs:** Where central service costs are estimated for the calculation of indirect cost rates, adjustments will be made to reflect the difference between provisional and final amounts.

**K. Other:**

1. The purpose of an indirect cost rate is to facilitate the allocation and billing of indirect costs. Approval of the indirect cost rate does not mean that an organization can recover more than the actual costs of a particular program or activity.

2. Programs received or initiated by the organization subsequent to the negotiation of this agreement are subject to the approved indirect cost rate if the programs receive administrative support from the indirect cost pool. It should be noted that this could result in an adjustment to a future rate.

3. New indirect cost proposals are necessary to obtain approved indirect cost rates for future fiscal or calendar years. The proposals are due in our office 6 months prior to the beginning of the year to which the proposed rates will apply.

**Section III: Acceptance**

Listed below are the signatures of acceptance for this agreement:

By the Indian Organization:

By the Cognizant Federal Government Agency:





Signature \_\_\_\_\_ /s/  
Name (Type or Print) Roman W Carrillo Jr

Signature \_\_\_\_\_ /s/  
Name Deborah A. Moberly

Chairman  
Title

Indirect Cost Coordinator  
Title

10/2/09  
Date

U.S. Department of the Interior  
Agency

Date October 5, 2009

Negotiated by Marilyn P. Elgar  
Telephone (916) 566-7111

**THOMAS D. ALLMAN**  
Sheriff-Coroner



**Undersheriff Gary Hudson**

**Captain Kurt O. Smallcomb**

*Field Services*

**Captain Tim Pearce**

*Corrections*

## **County of Mendocino Office Of The Sheriff-Coroner**

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June 21, 2010

Roman W. Carrillo, Jr.  
Tribal Chair  
Hopland Band of Pomo Indians  
3000 Shanel Road  
Hopland, CA. 95449

Re: Tribal Methamphetamine Initiative

Dear Chair Carrillo:

After learning of your grant application in response to the FY 2010 COPS Office Tribal Methamphetamine Initiative, I am happy to offer this letter of support to the Hopland Band of Pomo Indians for the Hopland Anti-Methamphetamine Initiative. This proposed approach to fund a dedicated methamphetamine enforcement and prevention officer, as well as a dedicated coordinator to track and document outcomes and maintain law enforcement and justice partnerships critical to this work, will benefit the broader community both on and off the reservation by combating the extent and the severity of the challenges posed by methamphetamine abuse and trafficking. The proposal to increase community education, outreach, and to build capacity for local law enforcement and other federal staff who serve residents in our region, will complement and support the work performed by the Mendocino County Sheriff's Office to provide professional and responsive law enforcement services to all people in the county. The Hopland Anti-Methamphetamine Initiative builds upon the existing relationships and partnerships that the tribe has successfully established with county agencies, including the Sheriff's Office of Mendocino County.

I am confident in the merits of the proposed project to improve community safety and the quality of life on the reservation, and I look forward to continuing to partner with the Hopland Band of Pomo Indians in crime detection, criminal investigations, and community education initiatives.

Sincerely,

A handwritten signature in black ink that reads "Tom Allman".

THOMAS D. ALLMAN  
SHERIFF-CORONER

TDA:ee

---

**589A Low Gap Road  
Ukiah, California 95482-3734**

**707-463-4411  
Fax 707-468-3404**

June 29, 2010

Roman W. Carrillo, Jr.  
Tribal Chair  
Hopland Band of Pomo Indians  
3000 Shanel Road  
Hopland, CA. 95449

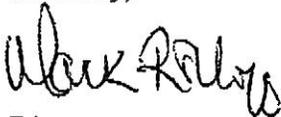
Re: Tribal Methamphetamine Initiative

Dear Mr. Carrillo—

After learning of your grant application in response to the FY 2010 COPS Office Tribal Methamphetamine Initiative, I am happy to offer this letter of support to the Hopland Band of Pomo Indians for the Hopland Anti-Methamphetamine Initiative. This proposed approach to fund a dedicated methamphetamine enforcement and prevention officer, and a dedicated coordinator to track and document outcomes and maintain law enforcement, justice, community and treatment partnerships critical to this work, will benefit the broader community both on and off the reservation by combating the extent and the severity of the impacts of methamphetamine abuse and trafficking. The proposal to increase community education, outreach, and to build capacity for local law enforcement and other agencies who serve residents in our region will complement and support the work performed by the Ford Street Project to provide shelter and substance abuse treatment to the homeless, addicted and disabled in Mendocino County. Established in 1974, Ford Street Project is a certified as an Access to American Indian Recovery Services Provider, providing up to sixty days of residential treatment for Native American clients. As part of the Hopland Anti-Methamphetamine Initiative, the Ford Street Project is proud to offer its support in the form of complementary community outreach services on methamphetamine impacts, treatment resources, and referral processes by meeting with community members on the reservation up to four times during the initiative, at a cost of \$150 per visit. The Ford Street Project understands that remuneration is contingent upon the proposal being funded by the U.S. Department of Justice.

I am confident in the merits of the proposed project to improve community safety and the quality of life on the reservation, and I look forward to continuing to partner with the Hopland Band of Pomo Indians in crime detection, criminal investigations, and community education initiatives.

Sincerely,



Director  
Ford Street Project  
(707)462-1934

# Mendocino County Youth Project

Supporting the development of youth and families in Mendocino County since 1974  
[www.mcyp.org](http://www.mcyp.org)

Roman W. Carrillo, Jr.  
Tribal Chair  
Hopland Band of Pomo Indians  
3000 Shanel Road  
Hopland, CA. 95449

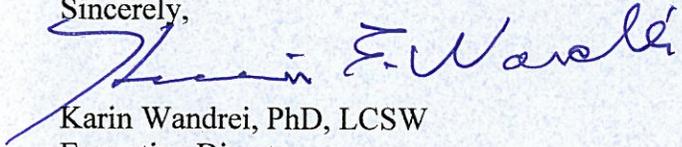
Re: Tribal Methamphetamine Initiative

Dear Mr. Carrillo:

After learning of your grant application in response to the FY 2010 COPS Office Tribal Methamphetamine Initiative, I am happy to offer this letter of support to the Hopland Band of Pomo Indians for the Hopland Anti-Methamphetamine Initiative. This proposed approach to fund a dedicated methamphetamine enforcement and prevention officer, as well as a dedicated coordinator to track and document outcomes and maintain law enforcement and justice partnerships critical to this work, will benefit the broader community both on and off the reservation by combating the extent and the severity of the challenges posed by methamphetamine abuse and trafficking. The proposal to increase community education, outreach, and to build capacity for local law enforcement and other federal staff who serve residents in our region, will complement and support the work performed by the Mendocino County Youth Project (MCYP) to promote healthy, positive alternatives to methamphetamine abuse in the community. MCYP, through its implementation of the Meth Awareness Organization, has integrated music, art, and spoken word as tools for prevention in the community. The Hopland Anti-Methamphetamine Initiative builds upon the existing relationships and partnerships that the tribe has successfully established with county agencies, other tribes and nonprofits, including the Mendocino County Youth Project.

I am confident in the merits of the proposed project to improve community safety and the quality of life on the reservation, and I look forward to continuing to partner with the Hopland Band of Pomo Indians in community education and outreach to promote alternatives to methamphetamine abuse.

Sincerely,

  
Karin Wandrei, PhD, LCSW  
Executive Director

776 S. State St., Ste 107  
Ukiah, CA 95482  
(Office) 707.463.4915  
(Fax) 707.463.4917

P.O. Box 1724  
Fort Bragg, CA 95437  
32670 Hwy 20 West #2  
(Office) 707. 964.4376  
(Fax) 707. 964.4438

P.O. Box 286  
Point Arena, CA 95468  
255 Main St. Suite 1  
(Office) 707.882.1945  
(Fax) 882.3624

**Narrative Sections (Please limit each response to 3,000 characters or less)**

**A. Problem Identification and Justification**

**Please describe the meth-related problem(s) that will be addressed with this grant, and provide relevant facts, statistics, or other supporting information that documents the nature, prevalence, and severity of the problem. Demonstrate a need for the program by using data sources such as census data; arrest data for possession and trafficking; lab seizure data; data on treatment admissions; etc.**

The Hopland Band of Pomo Indians' reservation (approximately 2,000 acres) is located in rural Mendocino County, in a region of Northern California that has had a long-term cultural acceptance of substance abuse. The reservation is currently home to approximately 165 individuals, who reside in either individually owned or HUD-operated low-income rentals. In recent years, this area has become an attractive environment for clandestine methamphetamine labs, drug trafficking and other crimes related to methamphetamine use. According to records provided by the Mendocino County Sheriff's Office, an informal survey conducted in the County Jail in 2006 indicated that Meth was a contributing factor in 55% of the incarcerations. Per call statistics maintained by the Hopland Tribal Police Department, methamphetamine was the direct cause of approximately 30% of all calls for service in 2010, year to date. During the first five months of 2010, the Hopland Tribal Police Department reported 12 arrests on the reservation and in the immediate vicinity that were directly attributable to methamphetamine abuse, manufacturing, or trafficking; this represents 40% of all arrests for that time period.

In addition, a community survey distributed by tribal administration in March of 2010 indicated that many tribal member residents believe methamphetamine use to be pervasive on the reservation, with nearly all respondents indicating that they believe 25 to 30 percent of adult residents are in need of methamphetamine treatment services. Fortunately, both tribal member and tribal police feedback indicate that for now methamphetamine consumed on the reservation is produced off the reservation. Although the Mendocino Major Crimes Task Force is staffed by trained and dedicated state and local law enforcement officers and has primary responsibility for battling Meth manufacturing and trafficking in Mendocino County, it does not have adequate staffing to provide effective enforcement of methamphetamine-related laws, nor to provide the type of proactive enforcement needed to reduce the incidence of these crimes, especially on a remote and rural reservation such as that belonging to the Hopland Band of Pomo Indians. The Hopland Band of Pomo Indians currently has over forty tribal member youth involved in the child welfare system and in out of home placement, and averages forty-two out-of-home placements every month for tribal member children. In the first six months of 2010, substance abuse has been a contributing factor in every one of these cases.

***B. Project Goals/Objectives***

**Define the vision, goals, and objectives that you are ultimately trying to accomplish through federal assistance and how the proposed project would fit into an overall effort to address the problems identified above.**

The vision for the Hopland Anti-Methamphetamine Initiative is a multi-jurisdictional, collaborative effort that will unite and empower tribal members, law enforcement, courts, treatment providers, and nonprofits to eradicate methamphetamine in our community. This project has a dedicated focus on enforcement, prevention, intervention, and treatment, with specific goals to include the following:

Goal #1: Combat the impacts of methamphetamine abuse on the reservation by implementing community policing strategies and dedicated enforcement resources.

Objective #1: Hire an officer and a project coordinator to implement community policing strategies, identify the source of methamphetamine on the reservation, identify the user population, attend the Mendocino County Major Crimes and Methamphetamine Task Force, and garner support from tribal members, tribal programs, county agencies and other stakeholders.

Objective #2: Train Tribal police, partner agency personnel, nonprofits, community groups, parents, tribal elders, schools, and other tribes and federal agencies on prevention, detection, and diversion skills and resources. The proposed project will focus on train-the-trainer programs to ensure continued delivery of education and training for new personnel beyond the term of the grant.

Goal #2: Engage the reservation community in culturally-responsive education on the impacts of methamphetamine abuse and trafficking on individuals, families and communities in order to transform social norms.

Objective#1: Assess community needs and resources by collecting data to define problems, resources and readiness on the reservation to address needs and gaps.

Objective #2: Tribal Police, in conjunction with Tribal Education, Tribal Health, nonprofit youth services, and nonprofit treatment providers, implement a social marketing campaign and extensive community education and outreach to tribal member gatherings, youth groups, school staff, parents, tribal employees, and other county groups on the impacts of meth.

Goal #3: Improve intervention strategies for those affected by methamphetamine abuse on the reservation.

Objective #1: Analyze Tribal codes and drug court sentencing outcomes to explore feasibility of alternative sentencing opportunities with treatment resources available to Native Americans.

Objective #2: Solicit feedback from identified tribal member families impacted by methamphetamine abuse to ensure that tribe can adequately meet health and safety needs of dependent children.

Objective #3: Create opportunities for reservation community members to participate in referrals for services, parenting groups, Narcotics Anonymous, and other treatment resources.

Our Tribal police officers will work closely together with our health department, education programs, treatment agencies and courts to address and eradicate the impacts of methamphetamine abuse on the reservation and create a population-level change toward health and public safety.

***C. Building Relationships and Solving Problems***

**Community policing, in its simplest terms, is about building relationships and solving problems. The Tribal Methamphetamine Initiative seeks to expand upon that effort by encouraging police departments to partner and work together with other law enforcement departments to build relationships and solve problems. Please identify all community partnerships that your agency anticipates will be developed or enhanced as a result of this grant. Also, specifically outline all methods or steps your agency plans to take to collaboratively problem-solve issues identified, including any tools you may use as a resource. Please describe any organizational transformation changes you expect to realize through this project. Be sure to also describe tribal support for the proposed project, participation in meth task forces, and how the tribe will build on existing resources and interact/coordinate with the technical assistance provider to address the tribe's needs.**

As a result of this initiative, the Tribal Police will enhance its relationships with Tribal members, Tribal Health, Tribal Education, partner law enforcement agencies, Tribal Court, the District Attorney, local schools, nonprofit youth providers, nonprofit treatment providers, county treatment services, first responders, and other stakeholder groups. Project staff and the COPS Committee will engage tribal leadership and elders to identify best strategies for outreach and education to the community, and as appropriate will access and utilize best practices and materials developed by other tribes and agencies that are available online, including resources available from Methresources.gov, the COPS Meth Initiative, and the National Congress of American Indians.

The tribe anticipates that the Tribal COPS Committee and Police Department will have closer working relationships with tribal Education, Health and Social Services departments, as well as with nonprofit youth service and treatment providers. The Tribal Police Department will center this initiative on the stated needs of tribal members so that it can be comprehensive, coordinated and efficient, with resident input for activities and assessments. Ultimately, the tribe hopes to better integrate its law enforcement, public safety and judicial services into a broader continuum that includes prevention, treatment services, and cultural values.

If funded, the tribe will participate in the county's Major Crimes and Methamphetamine Task Force led by the state Bureau of Narcotic Enforcement, and including representatives from county law enforcement, probation, municipal and tribal police departments. This project will strengthen the tribe's existing partnership with the Sheriff's Office to continue outreach and education with the Meth Trailer and the "Meth Watch" campaign at local schools. In addition, the initiative will improve tribal collaboration with the District Attorney's office by utilizing drug detection training and urine collection kits for diversion and appropriate prosecution.

The tribe will build upon the existing collaboration between its Police, Education, and Health departments to actively coordinate outreach, prevention, and education efforts for the community. This initiative will convene tribal member stakeholder groups to determine what alternative sentencing may be appropriate for criminal convictions related to methamphetamine abuse, including restorative interventions for youth offenders that involve elders and family members, as well as considering consequences for adults up to and including banishment from the reservation. Building upon the employment drug testing already in place, the Tribe may move forward with specific anti-methamphetamine criminal codes.

## Hopland Band of Pomo Indians

The tribe will expand its existing community policing capacity by coordinating with the technical assistance provider to analyze data to measure progress over time, and to evaluate the success of implemented strategies.

#### **D. Implementation Plan**

**How will you ensure effective implementation of the project? Include a brief timeline with a list of key activities and milestones to take place within the grant.**

Quarter #1:

- Police Chief publicizes project goals to Tribal Community and partners.
- Police Chief hires Officer and Coordinator, introduces them to Tribal Leaders, Tribal members, partner law enforcement agencies, local schools and providers.
- Officer begins enforcement, arrest, and detainment activities on reservation.
- Staff attends county Task Force, providing quarterly briefings on progress in combating methamphetamine on the reservation.

Quarter #2:

- Coordinator conducts baseline survey on usage, perception of risk or harm, perception of parental/elder disapproval of use, and perception of impacts on public safety.
- Staff reviews needs, goals, data and timelines with agency partners.
- Coordinator, county staff, and Ford Street Project assess treatment resources and utilization by tribal members, identify how to strengthen referral services.
- Officer attends Drug Abuse Recognition Training and Drug Recognition Evaluator course; begins training Tribal and partner agency new hire officers, emergency first responders to recognize methamphetamine abuse.
- Officer and Coordinator begin media campaign and outreach to Tribal Elders, parents, youth, Education and Health staff re: impacts of meth. Presentations continue quarterly, utilizing “Meth Watch” and “Death to Meth” campaigns, customized media resources, and Sheriff’s Meth Trailer.

Quarter #3:

- Officer, Chief attend COPS Tribal Meth regional summit.
- District Attorney, Chief, and Tribal Court review Tribal anti-meth ordinances, alternative sentencing possibilities.
- Staff provides trainings at local school and nonprofit events.
- Tribal Youth Leadership Project selects youth for Tribal Teens Empowered Against Meth to educate peers about methamphetamine impacts.
- Officer implements drug-free workplace initiative at tribal and local businesses.
- Chief meets with policymakers to identify resources and partners to enhance methamphetamine prevention.

Quarter #4:

- Officer and coordinator outreach at Redwood Empire Fair.
- Staff presents Meth Toolkit to parents and hosts Meth Awareness Days, using Native speakers.
- Coordinator surveys partner law enforcement and other recipient agencies on training effectiveness.

Quarter #5:

- Officer and coordinator outreach at Big Time and Health Fair (October), and present at Youth Summit (November).
- Staff releases annual report card to Tribal members and policy makers about status of methamphetamine use on the reservation and resource utilization.

## Hopland Band of Pomo Indians

### Quarter #8:

- Coordinator surveys reservation community on perception of increased capacity of community oriented policing services to impact methamphetamine.
- Coordinator conducts post-survey of usage, perception of harm, perception of parental/elder disapproval of use, and perception of impacts on public safety; compiles data to measure changes in behavior or perception, reports results.
- Coordinator evaluates effectiveness of COPS grant resources in increasing community policing capacity, reports results to community.

### **E. Evaluation Plan/Effectiveness of Program**

**In addition to participating in the required program-wide evaluation, the COPS Office strongly encourages applicants to consider how they will determine if grant funding was effective in addressing the problems outlined above.**

**Your agency must maintain copies of the records used in this grant submission for future review in the event of a site visit, audit, or other request. Data used must be data that was recorded in official records. Please do not submit any confidential data or reports with your application.**

The Hopland Band of Pomo Indians' Tribal Police Department will measure effectiveness of grant funding in addressing methamphetamine-related crime on the reservation by engaging in data collection and evaluation for program improvement, coordination of community policing services and partners, accountability, and sustainability. The coordinator for this initiative will conduct baseline assessments and post-assessments for school-aged youth grades 6-12 and young adults age 18 – 25 on the following:

- Average age of onset of any drug use.
- Average age of onset of methamphetamine use.
- Past 30-day use.
- Perception of risk or harm.
- Perception of parental disapproval of use
- Perception of tribal elder disapproval of use.

In addition the project coordinator will conduct pre- and post-assessments of all adults who live or work on the reservation to measure their perception of the impacts of methamphetamine abuse, distribution and trafficking on crime, public safety and community health on the reservation. The coordinator will compile data from these pre- and post-surveys to measure changes in behavior or perceptions about methamphetamine abuse over the term of project, and progress toward the project's goal of eradicating methamphetamine on the reservation. This data will also measure the community's sense of safety and whether or not they feel that meth-related crime has been effectively addressed by tribal justice, education, police and health services. All results will be reported to the Tribal community and to partner law enforcement agencies.

In addition, the law enforcement officer hired for this initiative will develop working partnerships with the county District Attorney, Sheriff's Office, and Probation Officer to better access and analyze data related to drug dependency amongst adjudicated tribal youth, and to measure progress over time. By working with tribal Health, county treatment providers, and nonprofit treatment providers, the tribe will analyze data on the number of tribal members who have accessed treatment services by the end of 2-year project.

As the project staff begin training and presentations to partner law enforcement agencies, emergency first responders, and other target audiences, the coordinator will distribute and collect a simple Lichter-scale survey to gauge the effectiveness of training provided, allowing for timely feedback on training success in building awareness of methamphetamine impacts and local capacity to address meth-related crime.

Lastly, project staff will provide periodic progress reports to the COPS office on the progress and success of implementation of funded community policing strategies.



**Hoplend Band of Pomo Indians**  
Job Description  
Application Deadline:

**Position:** Methamphetamine Prevention Officer

**Reports To:** Police Lieutenant

**Rate of Pay:** \$48,880 annual, full-time

**Job Posting Date:**

**Job Closing Date:**

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**POSITION SUMMARY:**

This position performs advanced-level professional and technical law enforcement duties in the protection of life and property through the enforcement of laws and ordinances, and the prevention of crimes, particularly in carrying out the goals and objectives of the Hopland Anti-Methamphetamine Initiative. Instructs community members from diverse age, ethnic, and socioeconomic backgrounds on the impacts of methamphetamine abuse and methamphetamine trafficking, and provides training to other law enforcement officers on specialized enforcement and prevention methods. Participates in Tribal and county drug and public safety task forces; coordinates program activities with local police agencies, education and health administrators.

**ESSENTIAL FUNCTIONS:**

- Conducts investigations to detect, apprehend and provide necessary elements for successful prosecution of methamphetamine law violators; interviews, evaluates and utilizes informants; assists other law enforcement agencies with methamphetamine-related investigations, obtains and executes information, arrest warrants and search warrants; conducts surveillance; seizes vehicles and contraband; performs any lawful duties as directed by the Chief of Police.
- Patrols designated areas of the reservation and surrounding communities in order to preserve law and order, to prevent and discover methamphetamine-related crimes and to identify any methamphetamine production labs; receives complaints and answers methamphetamine-related calls for service; makes arrests and processes prisoners.
- Investigates methamphetamine-related crimes; collects records and evidence; processes methamphetamine-related crime scenes; interviews witnesses; prepares documentation for court proceedings.
- Prepares daily detailed written reports of all activities, utilizing a computer system.
- Represents the Tribal Police Department at County Methamphetamine Task Force and other public meetings; makes presentations and conducts methamphetamine prevention outreach and education to tribal membership and their families, and to tribal community residents and employees; performs other public relations duties as necessary or assigned.
- Attends all minimum and assigned training and instructional meetings; keeps informed of current law enforcement practices, procedures and trends; attends specialized training pertinent to methamphetamine drug law enforcement.
- Trains other Police Officers and partner law enforcement agency staff on current methamphetamine drug law enforcement practices, procedures and trends.
- Operates and maintains assigned police vehicles and related equipment; patrols assigned geographical areas within the city to detect and prevent methamphetamine-related crime, accidents, and general infractions of the law and any other unusual situations; respond appropriately.
- Testifies in court; prepares and processes court reports as necessary; works with legal prosecution staff to prepare for testimony.
- Engages in proactive police activities with the public; provide guidance and information to the public on methamphetamine abuse and methamphetamine-related crime prevention.

**Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.**



## Hoplend Band of Pomo Indians

### Job Description

### Application Deadline:

- 
- Maintain records of any narcotics used for training purposes
  - Other duties as assigned.

#### **REQUIRED:**

- Expertise in current drug law enforcement practices, procedures and trends.
- Possession of a valid and current regular basic course completion certificate issued by the Bureau of Indian Affairs Indian Police Academy or a training institution certified by the California Commission on Peace Officer Standards & Training (POST) or the equivalent agency in another state.
- Must have experience working with a diversity of ethnic and socioeconomic populations, multiple age groups, and must know how to respond and conduct outreach in a culturally responsive manner.

#### **Knowledge of:**

- Knowledge of current law enforcement policies, practices and methods.
- Applicable federal, tribal, state and local ordinances, laws, rules and regulations.
- All computer applications and hardware related to performance of the essential functions of the job.
- Record keeping, report preparation, filing methods and records management techniques.

#### **Skill in:**

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Preparing clear and concise reports, correspondence and other written materials.
- Training staff in position functions.
- Investigative techniques.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Testifying in court.
- Communicating clearly and effectively, both orally and in writing.

#### **Mental and Physical Abilities:**

- Ability to establish and maintain effective working relationships with a variety of individuals.
- Ability to analyze situations, identify potential risks or problems and respond with an appropriate, responsible and effective course of action.
- Ability to demonstrate an acceptable level of skill and proficiency in the use of firearms.
- Ability to use/practice defensive tactics.
- Ability to write reports and correspondence.
- While performing the essential functions of this job the employee is frequently required to stand, walk, run and sit; reach with hands and arms; use manual dexterity to operate machinery/tools; handle, seize, hold or otherwise work with hands; climb, jump and/or balance; stoop, kneel, crouch, or crawl; speak and hear; use shape, sound, odor and color perception and discrimination; and lift and or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and or move more than 100 pounds.

#### **Working Conditions:**

- While performing the essential functions of this position the employee is exposed to outdoor weather conditions and possible bodily injury/hazardous situations from explosions; falling from high, exposed places; toxic or caustic chemicals; armed or physically violent persons; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; and/or interviewing violent and/or mentally or emotionally disturbed persons.
- Working time may require irregular hours, shift times, and/or on-call status.
- This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary

**Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.**



## Hopland Band of Pomo Indians

### Job Description

### Application Deadline:

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should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and, in some instances, an extensive background security check.

**Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.**

## **Budget Narrative Tribal Meth Initiative**

### **Personnel:**

#### **A) Sworn Officer Position**

Hopland Band of Pomo Indians' Tribal Police Department will hire one full-time anti-methamphetamine dedicated officer. This officer will be attend train-the-trainer courses and will become a regional resource for teaching new hire law enforcement officers how to recognize signs of methamphetamine abuse, as well as providing critical enforcement duties on the reservation, detainment, prosecution, and community outreach and awareness education. The salary and fringe benefits for two years is \$62,295 per year.

The total cost for two years of salary and fringe benefits for one officer: \$124,590

#### **B) Non-Sworn/Civilian Position**

Hopland Band of Pomo Indians' Tribal Police Department will hire one half-time civilian project coordinator for the anti-methamphetamine initiative. The coordinator will prepare outreach materials, schedule education, task force and committee meetings specific to the initiative, implement surveys, collect data, document trends, and prepare community and agency reports. The salary and fringe benefits for two years is \$26,159 per year.

The total cost for two years of salary and fringe benefits for one civilian coordinator: \$52,318

### **Travel and Training:**

Hopland Band of Pomo Indians' Tribal Police Department requests funding to send the project officer and project coordinator to a 24-hour Drug Abuse Recognition course, provided by the California Narcotic Officers' Association. The registration and travel cost for two people to attend this class is \$1,673.

The Hopland Band of Pomo Indians' Tribal Police Department also requests funding to send the project officer to a 72-hour Drug Recognition Evaluator Course, provided by the California Highway Patrol. The registration and travel cost for one person to attend this class is \$1,689.

Total funding request for Travel and Training attendance: \$3,362

### **Contracts/Consultants:**

Hopland Band of Pomo Indians' Tribal Police Department requests funding to reimburse nonprofit Ford Street Project, the primary drug treatment service provider in the county, to provide community education to tribal members on the reservation. The reimbursement per site visit to the reservation for a 1-2 hour presentation is \$150, with two visits requested per year.

Total funding request for Consultants: \$600

## Hopland Band of Pomo Indians

### **Supplies:**

Hopland Band of Pomo Indians' Tribal Police Department requests funding for office supplies (2 easels to be purchased in first year, and copy paper, flip charts, pens and printer cartridges to be purchased each year), budgeted at \$340 for the first year and \$270 for the second year. The Tribal Police Department also requests funding for outreach materials for this initiative, including brochures, flyers, posters, wallet inserts, bracelets, PSAs; budgeted at \$2,200 for the first year and \$2000 for the second year.

Total funding request for Supplies: \$4,810



## Hoplend Band of Pomo Indians

### Job Description

Application Deadline:

**Position:** Methamphetamine Prevention Coordinator

**Reports To:** Police Lieutenant

**Rate of Pay:** \$19.25/hour, for 20 hours/week

**Job Posting Date:**

**Job Closing Date:**

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#### **POSITION SUMMARY:**

This position oversees and coordinates the Hopland Anti-Methamphetamine Initiative, preparing all outreach efforts, scheduling education, task force and committee meetings, and carrying out activities to support the goals and objectives of the Hopland Anti-Methamphetamine Initiative. In conjunction with the Hopland Anti-Methamphetamine Initiative Officer, instructs community members from diverse age, ethnic, and socioeconomic backgrounds on the impacts of methamphetamine abuse and methamphetamine trafficking. Participates in Tribal and county drug and public safety task forces; coordinates program activities with local police agencies, education and health administrators. Tracks public safety and health statistics related to methamphetamine abuse, and analyzes data to document trends. Prepares grant reports for Tribal staff and leadership, and disseminates evaluation findings with partners. Works with technical assistance providers to improve systems and processes that will impact methamphetamine-related crime for the greatest community benefit.

#### **ESSENTIAL FUNCTIONS:**

- Coordinates all activities for the Hopland Anti-Methamphetamine Initiative to meet milestones by dates established in project timeline.
- Prepares all reports for the project, including meeting minutes, grant narrative reports, data collection, and trend analysis for methamphetamine-related crime and treatment.
- In partnership with the Methamphetamine Prevention Officer, represents the Tribal Police Department at public meetings; makes presentations and conducts methamphetamine prevention outreach and education to tribal membership and their families, and to tribal community residents and employees; performs other public relations duties as necessary or assigned
- Prepares daily detailed written reports of all activities, utilizing a computer system.
- Attends all minimum and assigned training and instructional meetings; keeps informed of current law enforcement practices, procedures and trends; attends specialized training pertinent to methamphetamine drug law enforcement.
- Conducts and coordinates all evaluation activities related to initiative.
- Engage in proactive police activities with the public; provide guidance and information to the public on methamphetamine abuse and methamphetamine-related crime prevention.
- Other duties as assigned.

#### **REQUIRED:**

- Possess an A.A. or A.S. degree or (60) semester college units.
- Minimum typing speed of 40 wpm.
- Must have a current California Driver's License with an acceptable driving record, proof of insurance and reliable transportation.
- Must have a thorough knowledge of Microsoft programs, including Word, Excel, PowerPoint, and Outlook.
- Must have experience working with a diversity of ethnic and socioeconomic populations, multiple age groups, and must know how to respond and conduct outreach in a culturally responsive manner.

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## Hoplend Band of Pomo Indians

### Job Description

### Application Deadline:

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#### Knowledge of:

- Office machines, including computers, scanner, copier, fax, etc)
- Knowledge of current law enforcement policies, practices and methods.
- Applicable federal, tribal, state and local ordinances, laws, rules and regulations.
- All computer applications and hardware related to performance of the essential functions of the job.
- Record keeping, report preparation, filing methods and records management techniques.

#### Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Preparing clear and concise reports, correspondence and other written materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Maintaining confidentiality in all matters at all times and demonstrating a history of maintaining confidentiality.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Communicating clearly and effectively, both orally and in writing.
- Math and English skills, including ability to analyze data and prepare documentation of program activities.

#### Mental and Physical Abilities:

- Ability to establish and maintain effective working relationships with a variety of individuals.
- Ability to write reports and correspondence.
- While performing the essential functions of this job the employee is occasionally required to lift and or move more than 10 pounds.

#### Working Conditions:

- Working time may require irregular hours, shift times, and/or on-call status.
- This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and, in some instances, an extensive background security check.

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**MEREDITH J. LINTOTT**  
DISTRICT ATTORNEY

**ELIZABETH M. NORMAN**  
ASSISTANT DISTRICT ATTORNEY



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**DISTRICT ATTORNEY**  
COUNTY OF MENDOCINO

- COURTHOUSE**  
P.O. Box 1000  
Ukiah, CA 95482  
(707) 463-4211 Fax (707)468-4687
- WILLITS OFFICE**  
125 E. Commercial St., Ste 230  
Willits, CA 95490  
(707) 459-6128 Fax (707)459-7747
- COAST OFFICE**  
700 S. Franklin St.  
Ft. Bragg, CA 95437  
(707) 964-5624 Fax (707)961-2429

June 21, 2010

Roman W. Carrillo, Jr.  
Tribal Chair  
Hopland Band of Pomo Indians  
3000 Shanel Road  
Hopland, CA. 95449

Re: Tribal Methamphetamine Initiative

Dear Mr. Carrillo —

After learning of your grant application in response to the FY 2010 COPS Office Tribal Methamphetamine Initiative, I am happy to offer this letter of support to the Hopland Band of Pomo Indians for the Hopland Anti-Methamphetamine Initiative. This proposed approach to fund a dedicated methamphetamine enforcement and prevention officer, and a dedicated coordinator to track and document outcomes and maintain law enforcement and justice partnerships critical to this work, will benefit the broader community both on and off the reservation by combating the extent and the severity of the challenges posed by methamphetamine abuse and trafficking. The proposal to increase community education, outreach, and to build capacity for local law enforcement and other federal staff who serve residents in our region, will complement and support the work performed by the county to detect crime, investigate criminal activity, and conduct prosecutions for public offenses. The Hopland Anti-Methamphetamine Initiative builds upon the existing relationships and partnerships that the tribe has successfully established with county agencies, including the District Attorney of Mendocino County.

I am confident in the merits of the proposed project to improve community safety and the quality of life on the reservation, and I look forward to continuing to partner with the Hopland Band of Pomo Indians in crime detection, criminal investigations, and community education initiatives.

Sincerely,

Meredith J. Lintott  
District Attorney  
County of Mendocino  
(707) 463-4211

Section 3: General Agency Information\*  
Hopland Band of Pomo Indians  
Tribal Meth 2010

**G. Service Population**

3. What is the actual population your department serves as the primary law enforcement entity?

1,000 (minimum) to 6,000 (maximum); fluctuates seasonally

**H. Law Enforcement Agency Sworn Force Information**

1 a) Number of officers funded in agency's current fiscal year budget:

Full-time: 7 Part-time: 0

2 a) Number of officers employed by your agency as of the date of this application:

Full-time: 7 Part-time: 0