

RES 16-054

Wilmington, Delaware  
June 16, 2016

#4239

Sponsor:

Council  
Member  
M. Brown

**WHEREAS**, pursuant to Section 2-363 of the City Code, the Council deemed it necessary and proper to specify the requirements for review and approval of City-sponsored grant applications and proposals, including authorization for expedited grant applications when necessary, prior to Council's approval by resolution; and

**WHEREAS**, the City, through the Wilmington Police Department, has submitted a grant application to the State of Delaware, Criminal Justice Council for funds in the amount of \$25,000.00; and

**WHEREAS**, the said grant will provide funding for the City to conduct a citizen satisfaction survey of the Wilmington Police Department; and

**WHEREAS**, the said grant does not require a local match; and

**WHEREAS**, for timing purposes, the application for said grant had to be submitted in advance of City Council approval by resolution; and

**WHEREAS**, the Council deems it necessary and proper to authorize the grant application, for the aforesaid purpose.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WILMINGTON** that the Wilmington Police Department's grant application to the State of Delaware, Criminal Justice Council in the amount of \$25,000, a copy of which is attached hereto, is hereby authorized.

**BE IT FURTHER RESOLVED** that the Chief of Police of the Wilmington Police Department, or his designee, shall be authorized to take all necessary actions to accept any and all funds associated with the grant application.

Passed by City Council,  
June 16, 2016

ATTEST: Maribel Seijo  
City Clerk

Approved as to form this 14<sup>th</sup>  
day of June, 2016

Danya Dhater  
Assistant City Solicitor

**SYNOPSIS:** This Resolution authorizes a grant application of the Wilmington Police Department to the State of Delaware, Criminal Justice Council in the amount of \$25,000.00. The funds will be used to conduct a citizen satisfaction survey of the Wilmington Police Department. No local match is required.

DELAWARE CRIMINAL JUSTICE  
COUNCIL

DCJC USE ONLY

Applicant Hereby Applies to the DCJC for Financial  
Support for the Within-Described Project

Receipt Date	Award Date	Subgrant Number(s)
5/24/2016		-- 1394

<b>1. Type of Funds for which you are applying</b>	Edward Byrne Memorial Justice Assistance Grant (JAG) Program - DB (Federal 16.738 BJAG)		
<b>2. Applicant</b>	Name Of Applicant: Wilmington Police Department		
	Federal I.D: 510176414	County: New Castle	
	Street Address Line 1: 300 N. Walnut Street		
	Address Line 2:	Address Line 3:	
	City: Wilmington	State: DE	Zip: 19801-3973
<b>3. Recipient Agencies</b>	Wilmington Police Department		
<b>4. Project Director</b>	Name: Master Corporal Frederick S Reed		Title: Budget and Grants Analyst
	Agency:		
	Street Address Line 1: 300 N. Walnut Street		
	Address Line 2:	Address Line 3:	
	City: Wilmington	State: DE	Zip: 19801-3973
<b>5. Financial Officer</b>	Name: Captain Stephen Misetich		Title:
	Agency:		
	Street Address Line 1: 300 north walnut street		
	Address Line 2: public safety building	Address Line 3:	
	City: wilmington	State: DE	Zip: 19801-3973
<b>6. Contact</b>	Name: Master Corporal Frederick S Reed		Title: Budget and Grants Analyst
	Agency:		
	Street Address Line 1: 300 N. Walnut Street		
	Address Line 2:	Address Line 3:	
	City: Wilmington	State: DE	Zip: 19801-3973
<b>7. Brief Summary of Project</b> (Do Not Exceed Space Provided)	Short Title (May not exceed 50 characters) Citizen Satisfaction Survey		
	The Department is seeking funding to implement a Citizen Satisfaction Survey, The Department proposes to partner with the University of Delaware to create a survey tool which will measure citizens satisfaction, with the performance of the Wilmington Police Department.		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	0.00
EMPLOYEE BENEFITS	0.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	0.00
CONSULTANTS	25,000.00
CONSTRUCTION	0.00
OTHER	0.00
<b>TOTAL</b>	<b>25,000.00</b>

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	25,000.00	100%
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP)	0.00	
IN-KIND MATCH	0.00	
PROJECT INCOME MATCH	0.00	
<b>TOTAL</b>	<b>25,000.00</b>	<b>100%</b>

10. Project Start Date: 6/1/2016

Project End Date: 10/1/2016

DCJC USE ONLY

SUBGRANT: 1394

Short Title: Citizen Satisfaction Survey

DELAWARE CRIMINAL JUSTICE COUNCIL

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	Street Address Line 1: 300 N. Walnut Street		
	Address Line 2:		Address Line 3:
	City: Wilmington		State: DE Zip: 19801-3973
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<b>4. Project Director</b>	Name: Master Corporal Frederick S Reed		Title: Budget and Grants Analyst Agency:
	Street Address Line 1: 300 N. Walnut Street		
	Address Line 2:		Address Line 3:
	City: Wilmington		State: DE Zip: 19801-3973
	Phone: 302-576-3171	Fax: 302-573-7709 x573	Email: frederick.reed@cj.state.de.us
<b>5. Financial Officer</b>	Name: Captain Stephen Misetic		Title: Agency:
	Street Address Line 1: 300 north walnut street		
	Address Line 2: public safety building		Address Line 3:
	City: wilmington		State: DE Zip: 19801-3973
	Phone: 302-576-3681	Fax:	Email: stephen.misetic@cj.state.de.us
<b>6. Contact</b>	Name: Master Corporal Frederick S Reed		Title: Budget and Grants Analyst Agency:
	Street Address Line 1: 300 N. Walnut Street		
	Address Line 2:		Address Line 3:
	City: Wilmington		State: DE Zip: 19801-3973
	Phone: 302-576-3171	Fax: 302-573-7709 x573	Email: frederick.reed@cj.state.de.us
<b>7. Brief Summary of Project</b>  (Do Not Exceed Space Provided)	Short Title (May not exceed 50 characters) Citizen Satisfaction Survey		
	The Department is seeking funding to implement a Citizen Satisfaction Survey. The Department proposes to partner with the University of Delaware to create a survey tool which will measure citizens satisfaction, with the performance of the Wilmington Police Department.		

Subgrant Budget TOTAL BUDGET BY CATEGORY

TOTAL BUDGET BY FUND SOURCE

8. Project Start Date: 6/1/2016 Project End Date: 10/1/2016

11. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and ensealed by its proper officials, pursuant to legal action authorizing the same to be done.

\_\_\_\_\_

DATE

Wilmington Police Department  
NAME OF APPLICANT AGENCY

\_\_\_\_\_

SIGNATURE OF AUTHORIZED SIGNING OFFICIAL

\_\_\_\_\_

TITLE OF AUTHORIZED SIGNING OFFICIAL

NOTE: The original copy must be signed in ink.  
Titles of all signatories must be inserted.

**FOR DCJC USE ONLY**

We certify that this application is approved and that a grant award has been received to pay the herein stated \_\_\_\_\_ funds.

\_\_\_\_\_

EXECUTIVE DIRECTOR, DCJC

\_\_\_\_\_

DATE

**12. BUDGET DETAILS****A. MASTER BUDGETS**

<b>BY RECIPIENT AGENCY</b>	<b>YEAR 1</b>	<b>TOTAL</b>
Wilmington Police Department	25,000.00	25,000.00
<b>Total:</b>	<b>25,000.00</b>	<b>25,000.00</b>

Applicant Agency: Wilmington Police Department

<b>BY CATEGORY</b>	<b>YEAR 1</b>	<b>TOTAL</b>
PERSONNEL	0.00	0.00
EMPLOYEE BENEFITS	0.00	0.00
TRAVEL (INCLUDING TRAINING)	0.00	0.00
EQUIPMENT	0.00	0.00
SUPPLIES & OPERATING EXPENSES	0.00	0.00
CONSULTANTS	25,000.00	25,000.00
CONSTRUCTION	0.00	0.00
OTHER	0.00	0.00
<b>Total:</b>	<b>25,000.00</b>	<b>25,000.00</b>

<b>BY SOURCE</b>	<b>YEAR 1</b>	<b>TOTAL</b>
FEDERAL	25,000.00	25,000.00
STATE	0.00	0.00
PROJECT INCOME	0.00	0.00
INTEREST	0.00	0.00
STATE MATCH	0.00	0.00
CASH MATCH (NEW APPROP.)	0.00	0.00
IN-KIND MATCH	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00
<b>Total:</b>	<b>25,000.00</b>	<b>25,000.00</b>

**12. BUDGET DETAILS**

**A. MASTER**

Line Item Details for: **Wilmington Police Department**

**YEAR 1**

**PERSONNEL**

	<u><b>COST</b></u>
Position:	
Name:	
Computation:	0.00
<hr/>	
<b>Personnel - Year 1 Total:</b>	<b>0.00</b>

**EMPLOYEE BENEFITS**

	<u><b>COST</b></u>
Position:	
Name:	
Computation:	0.00
<hr/>	
<b>Employee Benefits - Year 1 Total:</b>	<b>0.00</b>

**TRAVEL (INCLUDING TRAINING)**

	<u><b>COST</b></u>
Purpose of Travel:	
Location:	
Item:	
Computation:	0.00
<hr/>	
<b>Travel (Including Training) - Year 1 Total:</b>	<b>0.00</b>

**EQUIPMENT**

	<u><b>COST</b></u>
Item:	
Item:	
Quantity:	0.00
<hr/>	
<b>Equipment - Year 1 Total:</b>	<b>0.00</b>

**12. BUDGET DETAILS**

**A. MASTER**

Line Item Details for: **Wilmington Police Department**

**SUPPLIES & OPERATING EXPENSES**

	<u><b>COST</b></u>
Supply Item:	
Computation:	0.00
<hr/>	
<b>Supplies &amp; Operating Expenses - Year 1 Total:</b>	<b>0.00</b>

**CONSULTANTS - CONSULTANT**

		<u><b>COST</b></u>
Name / Position:	University of Delaware	
Service Provided:	Creat public survey, conduct survey, analyze results of survey	
Computation:	One survey - flat fee of \$25,000.00	25,000.00
<hr/>		
<b>Consultants - Consultant - Year 1 Total:</b>		<b>25,000.00</b>

**CONSULTANTS - TRAVEL**

		<u><b>COST</b></u>
Consultant:		
Location:		
Item:		
Computation:		0.00
<hr/>		
<b>Consultants - Travel - Year 1 Total:</b>		<b>0.00</b>

**CONSULTANTS - PRODUCT/SERVICE**

		<u><b>COST</b></u>
Consultant:		
Item:		
Computation:		0.00
<hr/>		
<b>Consultants - Product/Service - Year 1 Total:</b>		<b>0.00</b>

**OTHER**

		<u><b>COST</b></u>
Description:		
Computation:		0.00
<hr/>		
<b>Other - Year 1 Total:</b>		<b>0.00</b>

**YEAR 1 TOTAL: 25,000.00**



**13. SECTIONS:****F. Project Narrative**

**1. The Problem:** In this response, the problem which this project is intended to address should be described and defined. Accurate problem definition is essential because the application can only be reviewed and evaluated according to the problem it purports to resolve. Describe the problem in a manner which offers the potential to observe and measure its dimensions before, during and after the project activity.

Like many urban police agencies, the Wilmington Police Department struggles to maintain a positive and productive relationship with the residents and citizens it serves. In an attempt to better the relationship and accurately identify deficiencies, the Department needs to employ the use of a public satisfaction survey to establish specifics on how to better deliver police services, or continue current practices.

**2. Goal Statement and Measurable Objectives:** This response should clearly and concisely describe precisely what the project will achieve and/or demonstrate. The goal statement and measurable objectives should be directly related to the statement of the problem so that the project can be evaluated in terms of its ability to resolve the problem identified. A program goal is the end that you want to achieve through the funded project.

The Department will partner with the University of Delaware, develop a public satisfaction survey tool, and potentially adjust policing practices, based on the data provided by the survey tool.

**2.1. Please provide the implementation objectives for this project. Implementation objectives define your targets for implementing the program (e.g.,**

The Department, partnered with the University of Delaware, will develop a survey tool within 90 days of award. The survey tool will be administered by the University of Delaware within 30 days of development. The results of the tool will be analyzed and delivered to the Department within 30 days of being administered.

**2.2. Performance objectives indicate activities necessary to achieve the goals of the program. Describe the action steps you will need to take to obtain your goal.**

The Department and the University of Delaware will need to collaborate with in order to create the survey tool. The University of Delaware will administer the survey tool and analyze the results.

**2.3. Impact objectives demonstrate the achievement of the goal of the project or program. What will be accomplished at the end? What difference will be made? In other words, what impact will your project make on the targeted population/community?**

At the conclusion of the survey, the Department will determine how to continue or ameliorate current practices to better provide police services, and improve community relations.

**3. Methods and Procedures:** This response should address the impact of the program by quantifying the results.

A survey tool will be developed. The tool will be administered to a prescribed number of Wilmington citizens.

**4. Evaluation Design:** This response should describe the specific plans and activities which will be pursued to measure progress toward and achievement of the goal statement(s) and objectives identified in question 3. The evaluation design should provide for and rely upon objective measures and judgments of project personnel, local officials or advisory groups.

The Department, partnered with the University of Delaware, will develop a survey tool within 90 days of award. The survey tool will be administered by the University of Delaware within 30 days of development. The results of the tool will be analyzed and delivered to the Department within 30 days of being administered.

5. **Continuation:** Indicate what prospects and willingness for continued financing of the project is to be sought after CJC support has been terminated. Furthermore, indicate the amount of CJC funding to be sought. Please provide an "assumption of local costs" timetable so that staff can determine the likelihood of continuation beyond CJC funds.

The project will be single event, and the need for continued financing is not anticipated.

6. Is this application for CJC funding for a Continuation Grant?

No

6.1. **Past Progress Report:** The purpose of the past progress report is to provide information on past results in summary form so that their utility can be applied to the continuing effort. Provide a summary for the last complete funding cycle in the state. Summarize your past grant achievements in 30 words or less.

n/a