

## Application for Federal Assistance SF-424

Version 02

## \* 1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

## \* 2. Type of Application:

- ☒ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify)

## \* 3. Date Received:

07/27/2011

## 4. Applicant Identifier:

OR02602

## 5a. Federal Entity Identifier:

## \* 5b. Federal Award Identifier:

## State Use Only:

## 6. Date Received by State:

## 7. State Application Identifier:

## 8. APPLICANT INFORMATION:

\* a. Legal Name: City of Portland, Oregon

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

936002236

\* c. Organizational DUNS:

054971197

## d. Address:

## \* Street1:

1120 SW Fifth Ave., Room 1250

## Street2:

## \* City:

Portland

## County:

Multnomah

## \* State:

Oregon

## Province:

## \* Country:

USA

## \* Zip / Postal Code:

97204

## e. Organizational Unit:

## Department Name:

Portland Police Bureau

## Division Name:

Youth Services Division

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

## Prefix:

## \* First Name:

DeeDee

## Middle Name:

## \* Last Name:

Baldwin

## Suffix:

Title: Financial Planning Analyst

## Organizational Affiliation:

\* Telephone Number: 503-823-5512

Fax Number:

\* Email: deedee.baldwin@portlandoregon.gov

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

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

## \* 10. Name of Federal Agency:

Office of Justice Programs

## 11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

Gang Resistance Education &amp; Training (G.R.E.A.T.) Program - West Regional Center

## \* 12. Funding Opportunity Number:

\* Title:

## 13. Competition Identification Number:

Title:

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

California, Oregon, Washington, Idaho, Alaska, Hawaii, Montana, North Dakota, South Dakota, Nebraska and Wyoming

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

Gang Resistance Education and Training Program to provide first-rate, professional service, while building positive relationships among and with the G.R.E.A.T. officers in the the West Region.

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## 16. Congressional Districts Of:

\* a. Applicant 1,3,5

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

## 17. Proposed Project:

\* a. Start Date: 10/01/2011

\* b. End Date: 09/30/2012

## 18. Estimated Funding (\$):

* a. Federal	\$310,000
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	\$310,000

## \* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.

## \* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

☐ Yes☒ No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

## Authorized Representative:

Prefix: \* First Name: Sam

Middle Name:

\* Last Name: Adams

Suffix:

\* Title: Mayor

\* Telephone Number: 503-823-4120

Fax Number:

\* Email: sam.adams@portlandoregon.gov

\* Signature of Authorized Representative:

\* Date Signed: 7/25/11

01/31/31

184812

OMB Number: 4040-0004

Expiration Date: 01/31/2009

**Application for Federal Assistance SF-424**

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**\* Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

**STANDARD ASSURANCES**

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); *see* Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity—
  - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
  - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Signature Date 7/25/11

## Disclosure of Lobbying Activities

Approved by OMB 0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse side for instructions.)

**Public Reporting Burden** for this collection of information is estimated to average 30 minutes per response, including the 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 this 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.

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		<b>2. Status of Federal Action:</b> <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		<b>3. Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  City of Portland 1120 SW Fifth Ave., Room 1250 Portland, OR 97204  Congressional District, if known: 1,3,5			<b>5. If Reporting Entity in No. 4 is Subawardee, enter Name and Address of Prime:</b>   Congressional District, if known:		
<b>6. Federal Department/Agency:</b>  DOJ OJP BJA			<b>7. Federal Program Name/Description:</b> Gang Resistance Education & Training (G.R.E.A.T.) Program - West Regional Center  CFDA Number, if applicable:		
<b>8. Federal Action Number, if known:</b>			<b>9. Award Amount, if known:</b> \$ 310,000		
<b>10a. Name and Address of Lobbying Registrant</b> (If individual, last name, first name, MI):  N/A			<b>b. Individuals Performing Services</b> (including address if different from No. 10a.) (last name, first name, MI):		

11. Information requested through this form is authorized by Sec.319, Pub. L. 101-121, 103 Stat. 750, as amended by sec. 10; Pub. L. 104-65, Stat. 700 (31 U.S.C. 1352). This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the 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 semiannually 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.

Signature: 

Print Name: Sam Adams

Title: Mayor

Telephone No.: (503) 823.4120

Date: 7/25/11

Federal Use Only

 Authorized for Local Reproduction  
 Standard Form-LLL (1/96)

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**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 any 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 followup 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, 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 commitments.
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., "RFP-DE-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 registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names 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.

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### **Project Abstract**

The G.R.E.A.T. West Region Training Center (RTC) represents the Bureau of Justice Assistance (BJA) along with the G.R.E.A.T. Program throughout 11 western states. For the last 13 years, the West RTC has assisted dozens of law enforcement agencies in both starting and sustaining the G.R.E.A.T. Program and its four components. One of the main goals is to provide first-rate, professional service, while building positive relationships among and with the G.R.E.A.T. officers in the region. This is accomplished through multiple yearly G.R.E.A.T. Officer Trainings (GOTs), attendance at various regional and national law enforcement-related conferences and almost daily contact with the G.R.E.A.T. agencies. Along with providing technical and programmatic assistance to fellow law enforcement agencies, the West RTC is an active participant in G.R.E.A.T.'s governing bodies and consistently takes a leadership role in moving G.R.E.A.T. forward with curricular and programmatic development.

With the strong and continuous support of the Portland Police Bureau, the West RTC has developed the infrastructure and institutional knowledge needed to represent the G.R.E.A.T. Program on a local, regional and national level with proficiency and distinction.

### **Problem Statement**

According to the National Youth Gang Center, "The proliferation of gang problems in large and small cities, suburbs, and even rural areas over the last two decades led to the development of a comprehensive, coordinated response to America's gang problem by the Office of Juvenile Justice and Delinquency Prevention (OJJDP)." Part of that response includes the



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prevention efforts presented by the G.R.E.A.T. Program. The West RTC is at the forefront of the U.S. government's response to America's gang problem. In the last decade, the West RTC has certified over 1,500 law enforcement professionals in the G.R.E.A.T. curriculum. The program continuously supports the active G.R.E.A.T. agencies in the western region and the effort to recruit start-up agencies is ongoing.

**Goals and Objectives - Project Design/Strategy**

The West RTC's goals and objectives along with its project design and strategies are directly tied to the performance measures and program deliverables as outlined by BJA. The following is an outline of those goals/performance measures and the strategy on how to achieve them:

The West RTC will recruit a minimum of three agencies within the region, to teach the G.R.E.A.T. curriculum in their respective schools and provide start-up supplies and technical assistance where needed. The West RTC will promote the G.R.E.A.T. Program and its components by staffing a G.R.E.A.T. informational booth and giving presentations to large groups and individual agencies as needed. The West RTC will promote and market G.R.E.A.T. at a minimum of eight regional gatherings of law enforcement professionals, which include police chiefs, sheriffs, educational professionals and other groups who may influence the implementation of the G.R.E.A.T. Program in their communities.

The West RTC will seek to develop at least one new regional or national partnership annually. West RTC currently enjoys ongoing partnerships with the Police Activities League of

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Portland (PAL), Camp Rosenbaum (a regional youth citizenship summer camp), the Metro-Portland Boys and Girls Clubs and Peninsula Wrestling Club. In the forthcoming year, they will seek to partner with professional sports teams in the area, the National Basketball Association Portland Trail Blazers, the Portland Timbers, a Major League Soccer team and the Seattle Mariners, a Major League Baseball Team.

The West RTC will provide direct technical assistance to a minimum of 24 potential or existing G.R.E.A.T. agencies on starting or operating a G.R.E.A.T. Program effectively, with the use of local, sustainable resources, to include program options and information on the role of partnerships. This will be accomplished in part by on-going communication throughout the year with agencies known to have a G.R.E.A.T. Program and to the officers trained in G.R.E.A.T.'s components. Contact with these agencies and officers will occur via phone, e-mail, electronic flyers, site visits, regional mailings, annual in-service trainings and national law enforcement-related conferences.

With the goal of starting four new G.R.E.A.T. Families programs, the West RTC will provide direct technical assistance to a minimum of 24 agencies with information for starting and operating a G.R.E.A.T. Families program. This will be accomplished in part by on-going communication throughout the year with agencies known to have a G.R.E.A.T. Program and to the officers trained in G.R.E.A.T.'s components. Contact with these agencies and officers will occur via phone, e-mail, electronic flyers, site visits, regional mailings, annual in-service trainings and national law enforcement-related conferences.

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The West RTC will provide a minimum of 24 agencies with assistance and information on starting a G.R.E.A.T. Summer program in their respective communities, with the goal of five new G.R.E.A.T. Summer programs. This will be accomplished in part by on-going communication throughout the year with agencies known to have a G.R.E.A.T. Program and to the officers trained in G.R.E.A.T.'s components. Contact with these agencies and officers will occur via phone, e-mail, electronic flyers, site visits, regional mailings, annual in-service trainings and national law enforcement-related conferences.

The West RTC will coordinate a minimum of three G.R.E.A.T. GOTs and a minimum of two G.R.E.A.T. Families trainings per performance period. These training courses will be put on with the goal of a minimum of 24 new G.R.E.A.T. officer certifications per GOT and 10 Families Curriculum certifications per Families Curriculum training. This will be accomplished in part by on-going communication throughout the year with agencies known to have a G.R.E.A.T. Program and to the officers trained in G.R.E.A.T.'s components. Contact with these agencies and officers will occur via phone, e-mail, electronic flyers, site visits, regional mailings, annual in-service trainings and national law enforcement-related conferences.

Anticipated trainings for BJA FY 2011 are as follows:

1/9/12 – 1/18/12	GOT2-12xx	80-hour Training	Portland, OR
6/18/12 – 6/27/12	GOT2-12xx	80-hour Training	San Francisco, CA
8/6/12 – 8/15/12	GOT2-12xx	80-hour Training	Portland, OR

Remote GOTs are subject to agency demand. The total number of trainings may vary.

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The West RTC will promote the G.R.E.A.T. Program at a minimum of four state police chiefs or sheriffs association meetings and four other regional gatherings of law enforcement, education professionals, or other groups vital to bringing the G.R.E.A.T. to their communities.

The West RTC will publish a G.R.E.A.T. regional newsletter three times during each 12-month grant period (2nd week of May 2011, 2nd week of September 2011, and 2nd week of January 2012). Included in each newsletter will be information on future Officer Trainings, along with details on regional and/or national conferences taking place. The newsletter will also offer the opportunity for agencies throughout the region to promote their community's G.R.E.A.T. Program while sharing their ideas and local achievements through pictures and news articles.

#### **Management and Organizational Capability**

The Regional Administrator for G.R.E.A.T.'s West RTC is Lieutenant John P. Smith (also the supervisor for the Portland Police Bureau's local G.R.E.A.T. Program). Lieutenant Smith has been in law enforcement for 28 years. He is a certified G.R.E.A.T. Instructor and a member of the National Training Committee. As the West Region Administrator, Lieutenant Smith is actively involved in the implementing and managing of the Regional G.R.E.A.T. grant.

The West RTC's Regional Administrative Assistant is Narcisa Delgado-Grubb. She has held that position for the last five-and-a-half years. She is multi-cultural and bi-lingual with over 13 years experience working with the Portland Police Bureau in positions that all involved close contact with the community. Her outgoing personality, people skills and professionalism have made her a "go-to" administrative resource for G.R.E.A.T. in the 11-state region.

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The G.R.E.A.T. grant is coordinated by Captain Kevin Modica. He has worked for the Portland Police Bureau for 25 years and has over 30 years of law enforcement experience. Captain Modica has served at many levels of the organization and in numerous job functions and was the original G.R.E.A.T. Regional Administrator for the Bureau. He currently heads the Bureau's Youth Services Division, which includes School Resource Officers, Cadet/Reserve Program, Crisis Response Team, Juvenile Runaway Officer, Police Activities League (PAL) and the G.R.E.A.T. Program. Captain Modica has extensive experience managing grants, budgets and personnel that enables him to successfully implement and manage the West RTC.

**Performance, Evaluation, Sustainability**

The West RTC's performance measures and evaluation strategies are guided and monitored by BJA. The goals for the FY 2011 grant period include:

The West RTC will recruit a minimum of three agencies within the region, to teach the G.R.E.A.T. curriculum in their respective schools and provide start-up supplies and technical assistance where needed. The West RTC will promote the G.R.E.A.T. Program and its components by staffing a G.R.E.A.T. informational booth and giving presentations to large groups and individual agencies as needed. The West RTC will promote and market G.R.E.A.T. at a minimum of eight regional gatherings of law enforcement professionals, which include police chiefs, sheriffs, educational professionals and other groups who may influence the implementation of the G.R.E.A.T. Program in their communities.

The West RTC will seek to develop at least one new regional or national partnership annually. West RTC currently enjoys ongoing partnerships with the Police Activities League of Portland (PAL), Camp Rosenbaum (a regional youth citizenship summer camp), the Metro-

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January 2012). Included in each newsletter will be information on future Officer Trainings, along with details on regional and/or national conferences taking place. The newsletter will also offer the opportunity for agencies throughout the region to promote their community's G.R.E.A.T. Program while sharing their ideas and local achievements through pictures and news articles.

The Regional Administrative Assistant writes performance metrics and sends them semi-annually to BJA. She also reports to the online BJA Training and Technical Assistance Reporting System (TTARS), sending information about the West RTC's training and technical assistance activities throughout the region. The information collected and reported back to BJA is used to guide the present and future direction of G.R.E.A.T. on a regional and national level as well as a tool in reporting to Congress the West RTC programmatic accomplishments and successes.

The BJA Performance Metrics ask for the following information:

1. What were your accomplishments within this reporting period?
2. What goals were accomplished, as they relate to your grant application?
3. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?
4. Is there any assistance that BJA can provide to address any problems/barriers identified in question #3 above? (Please answer YES or NO only)
5. Are you on track to fiscally and programmatically complete your program as outlined in your grant application? (Please answer YES or NO. If no, please explain)
6. What major activities are planned for the next six months?
7. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA?



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8. Number of new agencies recruited to teach the G.R.E.A.T. curriculum.
9. Number of new agencies to which start-up supplies and technical assistance are provided.
10. Number and name of agencies receiving:
  - A. Direct technical assistance with information on starting or operating a new G.R.E.A.T. Families Program.
  - B. Direct technical assistance with information on starting or operating a new G.R.E.A.T. Summer program.
11. Number and name of agencies:
  - A. Operating a new G.R.E.A.T. Summer program.
  - B. Operating a new G.R.E.A.T. Families program.
12. Number and name of:
  - A. New G.R.E.A.T. officer certifications.
  - B. New G.R.E.A.T. Families Curriculum certifications.
13. Number and name of:
  - A. Law enforcement that attended state gathering.
  - B. Law enforcement that attended regional gatherings.
  - C. Education professionals/ associations that attended state and regional gatherings.
14. Number and name of agencies visited and names of persons attending the meeting.
15. Number and name of agencies visited that initiated the G.R.E.A.T. Program following the visit.
16. During the reporting period:
  - A. Number of newsletters completed on time.
  - B. Number of newsletters NOT completed on time.

The sustainment and enduring success of the West RTC is mutually dependent on the strong support of both the Portland Police Bureau and BJA. For its part, the Bureau has been developing potential future leaders and community partnerships through its use of the G.R.E.A.T. Program since 1994. The program currently has over 45 certified G.R.E.A.T. Officers teaching in area middle schools. The Bureau utilizes all four G.R.E.A.T. components.

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For its part, BJA supplies the funding, guidance and leadership essential for this thriving collaboration to work so well at present and hopefully continuing far into the future.

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### Budget Detail

#### A. Personnel \$169,008

(Salaries and fringe benefits combined, for all Regional staff, does not exceed 70% of our base eligible award amount of \$296,000.  $\$296,000 \times 0.70 = \$207,200$ .  $\$169,008 + \$37,379 = \$206,387$ .)

Name/Position	Computation	Cost	
Lt. John Smith/Regional Administrator			
10/1/11 - 6/30/12	\$54.02/hr x 1,566 hours	\$84,595	
7/1/12 - 9/30/12	\$55.155/hr x 522 hours	<u>28,791</u>	\$113,386
Narcisa Delgado-Grubb/Regional Administrative Assistant			
10/1/11 - 6/30/12	\$26.50/hr x 1,566 hours	\$41,499	
7/1/12 - 9/30/12	\$27.055/hr x 522 hours	<u>14,123</u>	55,622

#### B. Fringe Benefits \$ 37,379

Name/Position	Computation	Cost	
Lt. John Smith/Regional Administrator			
Benefits			
10/1/11 - 6/30/12	\$12,285 x 1,566 hrs/2088 hrs	\$9,214	
7/1/12 - 9/30/12	13,941 x 522 hrs/2080 hrs	<u>3,499</u>	\$ 12,713
Narcisa Delgado-Grubb/Regional Administrative Assistant			
Fringe - Social Security, Medicare & Retirement			
10/1/11 - 6/30/12	$0.062 + 0.0145 + 0.1266 \times 41,499$	\$8,428	
7/1/12 - 9/30/12	$0.062 + 0.0145 + 0.1266 \times 14,123$	<u>2,868</u>	
Benefits			
10/1/11 - 6/30/12	\$12,986 x 1,566 hrs/2088 hrs	9,740	
7/1/12 - 9/30/12	14,466 x 522 hrs/2080 hrs	<u>3,630</u>	24,666

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**C. Travel****\$ 37,210**

<u>Item/Location</u>	<u>Computation</u>	<u>Cost</u>
Regional Coordination Mtg/NTC Tallahassee, FL <i>RA &amp; RAA attending</i>	Four-day trip Airfare - \$650 Lodging - \$400 (\$100/night) Meals/per diem - \$184 (\$46/per day) Total (\$1,234) x 2	\$ 2,468
GOI Train the Trainer Orlando, FL <i>RA attending</i>	Six-day trip Airfare - \$600 Lodging - \$600 (\$100/night) Meals/per diem - \$336 (\$56/per day) Total	1,536
NTT In-service San Antonio, TX <i>RA/RAA attending</i>	Five-day trip Airfare - \$500 Lodging - \$600 (\$120/night) Meals/per diem - \$396 (\$66x 6 days) Total (\$1,496) x 2 Car rental - \$40/day Total	2,992 200 3,192
NTC Meeting Washington, DC <i>RA attending</i>	Three-day trip Airfare - \$500 Lodging - \$360 (\$120/night) Meals/per diem - \$244 (\$61x 4 days) Car rental - \$120 (\$40/day) Total	1,224
NTC/IACP San Diego, CA <i>RA attending</i>	Seven-day trip Airfare - \$300 Lodging - \$980 (\$140/night) Meals/per diem - \$497 (\$71/day) Car rental - \$280 (\$40/day) Total	2,057

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Local and Regional Promotional Conferences

Police Chief/Sheriff Conferences	Three-day trips
Location TBD (10 conferences)	Airfare - \$450
(estimated costs)	Lodging - \$300 (\$100/night)
<i>RA/RAA attending</i>	<u>Meals/per diem - \$225 (\$75/day)</u>
	\$975 x 10 (RA) 9,750
	\$975 x 3 (RAA) 2,925
	Registration - \$400 x 9 3,600
	Registration - \$1,000 x 1 1,000
	Car rental - 5 trips x (\$40/day x 3 days) 600
	17,875

Trainings – (GOT, Remote)

California	12-day trip
80 GOT	Airfare - \$400
<i>RA/RAA attending</i>	Lodging - \$1,320 (\$110/night)
	<u>Meals/per diem - \$732 (\$61/day)</u>
	Total (\$2,452) x 2 4,904
	Car rental - \$40/day 480
	5,384

California	Seven-day trip
Remote GOT	Airfare - \$400
<i>RA/RAA attending</i>	Lodging - \$770 (\$110/night)
	<u>Meals/per diem - \$427 (\$61/day)</u>
	Total (\$1,597) x 2 3,194
	Car rental - \$40/day 280
	3,474

**D. Equipment**

**\$ 0**

*No expenses in this category*

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**E. Supplies** **\$ 29,411**

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Computer software for website building and design (Adobe Creative Suite 4 Design Premium software)		\$ 2,012
Laptop (replacement for 2008 laptop that crashed)		1,925
Software for laptop		1,000
Office supplies (Itemized in Budget Narrative)	\$267.83/month x 12 months	\$3,214
G.R.E.A.T. Marketing (200 pens @ \$60; 288 pencils @ \$60; 106 whistle key chains @ \$90 = \$210/conference)	\$210 x 12 conferences	2,520
G.R.E.A.T. staff shirts	\$30 x 14	420
GOT Incentives	\$30 x 36 officers x 4-GOTs	4,320
Start-up support/supplies for new agencies		14,000

**F. Construction** **Not allowed**  
*No expenses in this category*

**G. Consultants/Contracts** **\$ 0**  
*No expenses in this category*

**H. Other** **\$ 36,992**

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
<i>City of Portland Intra-agency expenses</i>		
Printing & Distribution:		
Photocopying fees	\$251 x 4 projects	\$ 1,004
Printing & mailing Regional newsletter	\$3,410 x 3	10,230

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Printing and graphic art - business cards		
	\$24.75 x 8 boxes	198
Copier Services	\$68 x 12 months	816
		\$ 12,248
Telecommunications:		
Telephones	\$209 x 12 months	2,508
Two land lines w/phones & voice mail		
One dedicated facsimile line		
800-Number	\$25 x 12 months	300
Cell Phones (2)	\$85 x 12 months x 2	2,040
Long distance access and charges		
Long distance access and charges	\$20 x 12 months	240
Wi-Fi aircards	\$96 x 12 months	1,152
		\$ 6,240
Fleet:		
Vehicle expense (2010 van)	\$600 x 12 months	7,200
Vehicle gasoline and	\$692 x 12 months	8,304
Repair & Maintenance		
		\$ 15,504
Retail - Postage & Shipping:		
Postage for shipping certificates based on flat rate box USPS rate	2,000	
Shipping supplies to Remotes	1,000	
		\$ 3,000
<b>Total Direct Costs</b>		<b>\$310,000</b>
<b>I. Indirect Costs</b>		<b>\$ 0</b>
<i>No expenses in this category</i>		
<b>TOTAL PROJECT COSTS</b>		<b>\$310,000</b>
<b>Federal Request</b>		<b>\$310,000</b>

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**Budget Summary Page**

A. Personnel/Salary Costs	\$ 169,008
B. Fringe Benefits	\$ 37,379
C. Travel	\$ 37,210
D. Equipment	\$ 0
E. Supplies	\$ 29,411
F. Construction	Not Allowed
G. Consultants/Contracts	\$ 0
H. Other	\$ 36,992
I. Indirect Costs	\$ 0
<b>Total Project Costs</b>	<b>\$ 310,000</b>
<b>Federal Request</b>	<b>\$ 310,000</b>
<b>Applicant Funds*</b>	<b>\$ 0</b>

\* The G.R.E.A.T. Program does not require applicants to contribute any of their own funds or provide what is known as cash match. Any applicant funds included in the application and budget will be subject to the same provisions and regulations as Federal funds.



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**Budget Narrative**

Section A: Personnel (\$169,008) This expense will provide funding for the City of Portland to retain a 1.0 FTE Lieutenant and a 1.0 FTE Assistant Program Specialist for 12 months for the G.R.E.A.T. program. Dedicated, funded positions are integral to the success of the G.R.E.A.T. program. This also allows the staff to achieve the program goals, objectives and mandates, increasing the impact and implementation of G.R.E.A.T. in the West Region. The Regional Administrator (RA) is Lieutenant John P. Smith and the Regional Administrator Assistant (RAA) is Narcisa Delgado-Grubb.

The salaries and benefits for personnel are calculated at 100% of their total. The salary and overtime rates were calculated on information derived from the City of Portland Police Bureau's Compensation and Classification Schedules, taking into consideration the anticipated Cost of Living Increases (COLA) that will occur during the 12-month grant period.

Section B: Fringe Benefits (\$ 37,379) This expense reflects the employees' fringe benefits for 2.0 FTE positions for the City of Portland for 12 months.

Section C: Travel (\$ 37,210) This expense will allow for known and projected trips. Below are projected trips and costs based on prior years travel and costs using the GSA federal travel guidelines for per diem rate at- <http://www.gsa.gov/portal/category/21287>

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(California mid-range of approx \$50.00-the high \$71.00 and low \$46.00) Below some may have a specific amount in per diem if location known for meeting/conference prior.

**G.R.E.A.T. Program NTC, and BJA Directed Travel**

Regional Coordination Mtg/NTC Tallahassee, FL <i>RA &amp; RAA attending</i>	Four-day trip Airfare - \$650 Lodging - \$400 (\$100/night) <u>Meals/per diem - \$184 (\$46/per day)</u> Total (\$1,234) x 2	\$ 2,468
GOI Train the Trainer Orlando, FL <i>RA attending</i>	Six-day trip Airfare - \$600 Lodging - \$600 (\$100/night) <u>Meals/per diem - \$336 (\$56/per day)</u> Total	1,536
NTT In-service San Antonio, TX <i>RA/RAA attending</i>	Five-day trip Airfare - \$500 Lodging - \$600 (\$120/night) <u>Meals/per diem - \$396 (\$66 x 6 days)</u> Total (\$1,430) x 2 Car rental - \$40/day	2,860 200 3,192
NTC Meeting Washington, DC <i>RA attending</i>	Three-day trip Airfare - \$500 Lodging - \$360 (\$120/night) Meals/per diem - \$244 (\$61 x 4 days) <u>Car rental - \$120 (\$40/day)</u> Total	1,224
NTC/IACP San Diego, CA <i>RA attending</i>	Seven-day trip Airfare - \$300 Lodging - \$980 (\$140/night) Meals/per diem - \$497 (\$71/day) <u>Car rental - \$280 (\$40/day)</u> Total	2,057

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### Local and Regional Promotional Conferences

Police Chief/Sheriff Conferences	Three-day trips	
Location TBD (10 conferences)	Airfare - \$450	
(estimated costs)	Lodging - \$300 (\$100/night)	
<i>RA/RAA attending</i>	<u>Meals/per diem - \$225 (\$75/day)</u>	
	\$975 x 10 (RA)	9,750
	\$975 x 3 (RAA)	2,925
	Registration - \$400 x 9	3,600
	Registration - \$1,000 x 1	1,000
	Car rental - 5 trips x (\$40/day x 3 days)	600
		17,875

### Trainings – (GOT, Remote)

California	12-day trip	
80 GOT	Airfare - \$400	
<i>RA/RAA attending</i>	Lodging - \$1,320 (\$110/night)	
	<u>Meals/per diem - \$732 (\$61/day)</u>	
	Total (\$2,452) x 2	4,904
	Car rental - \$40/day	480
		5,384
California	Seven-day trip	
Remote GOT	Airfare - \$400	
<i>RA/RAA attending</i>	Lodging - \$770 (\$110/night)	
	<u>Meals/per diem - \$427 (\$61/day)</u>	
	Total (\$1,597) x 2	3,194
	Car rental - \$40/day	280
		3,474

Locations listed above reflect inquiries and contacts made to date from throughout the region. Travel is, and will, continue to be a large expense for the West RTC. Many of the program objectives require in-person recruitment and promotional presentations that will result in remote on-site trainings encompassing the West Region – California, Oregon, Washington, Idaho, Alaska, Hawaii, Montana, North Dakota, South Dakota Nebraska and Wyoming.

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All travel expenses have been based upon figures derived from previous expenses and experiences as well as projected travel for marketing of the G.R.E.A.T. Program on a Regional and National level as directed by BJA and programmatic Performance Measures. Estimation of travel expenses was necessary as the exact amount of travel are tied directly to the locations for future promotional and marketing efforts as well as training sites that will be driven by agency demands.

Section D: Equipment (\$ -0- ) There are no Equipment costs associated with this grant request.

Section E: Supplies (\$29,411) This expense will provide for the purchase of computer software for website building and design. The West RTC will create and maintain a G.R.E.A.T. website. The expense is based on Phoenix, Arizona's proposal for their region's website. This expense will also provide for operating office supplies, G.R.E.A.T. marketing items, staff shirt, GOT incentives and start-up support and supplies for new agencies.

The office supplies expense is broken down in the spreadsheet below:

Items	Amount	Qty	Total
Color printer cartridge-HP 4600 cyan	170	3	510
Color printer cartridge-HP 4600 magenta	225	3	675
Color printer cartridge-HP 4600 yellow	170	3	510
Color printer cartridge-HP 4600 black	127	2	254
HP Laser Jet 4000 Black	92	4	368
Brother 9600 Intellifax black toner	52	1	52
name badges	21	1	21
name badge holders	8	6	48
name badge clips	2	3	6

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name tents	5	1	5
high lighters	4	6	24
markers	8	6	48
correction tape	7	6	42
certificate paper	10	1	10
photo paper	11	3	33
shipping labels	5	3	15
mailing tape	6	2	12
paper	50	10	500
interoffice envelopes	21	1	21
note paper	7	1	7
pens	10	1	10
paper clips	3	1	3
Calendars	20	2	40
			<b>3,214</b>

The Conference Marketing expense is based on \$210 of G.R.E.A.T. promotional incentives used to market G.R.E.A.T. at a projected 12 conferences in the 12-month period. Promotion will occur by attending community, educational and law enforcement-related conferences, trainings and/or symposiums within the program period. This may include a G.R.E.A.T. booth, informational presentations and/or meetings with agency heads, local school boards and/or citizen groups.

The expense for G.R.E.A.T Officer Training (GOT) incentives is based on 4 GOTs with 36 officers in a class and will not exceed \$30 per officer. The distributed incentives (coffee mugs, pens, pencils and paperweights) promote the G.R.E.A.T. program.

The \$14,000 in "start-up" support and supply expenses will provide new agencies G.R.E.A.T. "start-up" supplies and technical assistance materials. This includes, but is not limited to, incentives, classrooms supplies, graduation materials, photographs and certificates.

NOTE: This expense is included in the total federal request for funds.

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Section F: Construction (\$ -0- ) There are no Construction costs allowed with this grant request.

Section G: Consultants/Contracts (\$ -0- ) There are no Consultant/Contracts costs associated with this grant request.

Section H: Other (\$36,992) This expense will provide for expenses associated with operating the G.R.E.A.T. West Region Center.

City of Portland inter-agency expenses

Printing & Distribution:

The cost of the Regional Newsletter, which is printed and distributed three times a year, is based on previous costs of mailing. The printing expenses for business cards for RA and RAA four times a year is \$198. Copier services are estimated based on previous billings from the City of Portland intra-agency rates of \$68 monthly.

Telecommunications:

The communication equipment expenses and fees (telephones, facsimile machine, long distance usage, cell phones, Wi-Fi aircards) are based on FY 2011-12 City of Portland intra-agency rates.

Fleet:

The G.R.E.A.T. program "leases" a passenger van from the City of Portland Vehicle Services (Fleet) to haul, transport and deliver the program's staff, equipment, supplies and

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promotional materials to locations away from the G.R.E.A.T. office. The "lease," gasoline and routine van maintenance Fleet expenses are based on FY 2011-12 City of Portland intra-agency rates.

Retail - Postage & Shipping:

The expense for postage and shipping of certificates is based on the use of the flat rate boxes available through the U.S. Post office and includes tracking fees. The expense of postage and shipping to Remote Trainings is based on the average costs of prior trainings and the projected number of Remote Trainings.

Section I: Indirect Costs (\$ -0- ) There are no Indirect Costs associated with this grant request.

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**Project Time and Task Plan**

<b>Program Goals</b>	<b>Performance Measures</b>	<b>Timeline</b>
G.R.E.A.T. Regional Program	Number of new agencies recruited to teach the G.R.E.A.T. curriculum	Ongoing throughout, documented in progress report
	Number of agencies to which startup supplies & technical assistance are provided	Continuous throughout, documented in progress report
	Number of potential or existing G.R.E.A.T. agencies to which direct technical assistance is provided	Continuous throughout, documented in progress report
	Number of agencies to which direct technical assistance is provided with information on starting or operating a new G.R.E.A.T. Families program	Continuous throughout, documented in progress report
	Number of agencies operating a new G.R.E.A.T. Families program	Continuous throughout, documented in progress report
	Number of agencies to which direct technical assistance is provided with information on starting or operating a new G.R.E.A.T. Summer program	Continuous throughout, documented in progress report
	Number of agencies operating a new G.R.E.A.T. Summer program	Continuous throughout, documented in progress report
	Number of G.R.E.A.T. Officer Trainings (GOTs) & G.R.E.A.T. Families Trainings (GFTs) conducted	Ongoing throughout, documented in progress report after GOTs & GFTs
	Number of new G.R.E.A.T. officer certifications & Families certifications	Continuous throughout, documented in progress report
	Number of state & regional gatherings of law enforcement & educational professionals to promote G.R.E.A.T. program	Continuous throughout, documented in progress report



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	Number of law enforcement agencies visited by the Regional Administrator for the purpose of encouraging the agency/community to start a G.R.E.A.T. program.	Ongoing throughout, documented in progress report
Publication of regional newsletter	Percentage of Regional newsletters completed on time	Newsletter published three times during each 12-month grant period (2nd week of May; 2nd week of September and 2nd week of January).
Creation of a G.R.E.A.T. West Region Center web page	Creation of Regional G.R.E.A.T. web page for West RTC that provides important information about Regional Center activities, G.R.E.A.T. trainings, etc. for G.R.E.A.T. officers & agencies interested in the G.R.E.A.T. program	Research of other regions' websites and software purchasing needs. Consultation with City and Bureau staff.

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**Résumés of Key Grant Program Personnel**

**Lieutenant John P. Smith**  
**Portland Police Bureau**  
**449 NE Emerson St**  
**Portland, OR 97211**

**EXPERIENCE**

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<b>Lieutenant</b> 2000-present	West Region Administrator for G.R.E.A.T. program Youth Services Division North Precinct Transit Police Division Detective Division HNT Lieutenant Property Evidence Division (RU Manager) Emergency Preparedness/EOC Coordinator Personnel Division Commanding Officers Association (PPCOA) President Traffic Division Southeast Precinct (Acting Lieutenant) Highland Guard Coordinator
<b>Sergeant</b> 1994-2000	Southeast Precinct Internal Affairs Division Training Division North Precinct
<b>Officer</b> 1986-1994	Training Division Central Precinct Field Training Officer Functional Analysis Project North Precinct

**PROFESSIONAL ACCOMPLISHMENTS**

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- Broad base of experience in administrative, investigative and operational assignments.
- Certified G.R.E.A.T. instructor
  - Created template for tracking juvenile custodies
  - Oversaw development of explosives-detection canine program in Transit Division
  - Developed and formatted ICS forms specifically for PPB
  - Successfully re-instated two (2) ECS positions at PED

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- Provided guidance to BHR on EEO investigations
- Arranged and directed General Awards Ceremony
- Developed Time Code system of tracking overtime costs while assigned to Fiscal
- Coordinated and managed numerous presidential motorcades and protest marches
- Appointed by Governor to Corrections Population Advisory Committee
- Awarded the Achievement Medal and four (4) Unit Commendations
- Served as president of the Portland Police Commanding Officers Association
- Supervised and coordinated Portland Police Citizen's Academy
- Developed and implemented Stop Stick pursuit intervention program.
- Published article on PPB in Police Magazine
- Recruited first female officer to Training Division
- Bass drummer and coordinator for Portland Police Highland Guard
- Recipient of 36 Appreciation Letters and 7 Commendation Letters

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#### **EDUCATION**

*Portland State University*

Public Safety Management Certificate Program

*Lewis & Clark College*

Graduate level classes in Counseling Psychology

*University of Wisconsin*

Bachelor of Science in Sociology

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#### **PROFESSIONAL AFFILIATIONS**

International Association of Chiefs of Police

American Society of Law Enforcement Trainers

International Association for Property & Evidence

Western States Hostage Negotiators Association

I have a solid background in training and have completed nearly 5000 hours of certified training in a variety of subjects ranging from Dignitary Protection, to Workplace Harassment to Weapons of Mass Destruction.

U.S. Department of Justice, Office of Community Justice Programs Bureau of Justice Assistance  
FY 2011 Gang Resistance Education & Training (G.R.E.A.T.) Program  
West Region Training Center Grant  
City of Portland, Oregon Police Bureau  
Other Attachments - Attachment 3

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## Narcisa Delgado-Grubb

9112 N Allegheny Ave.  
Portland, Oregon 97203  
503-283-6334

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### Profile:

**G.R.E.A.T. Regional Administrative Assistant** I assist agencies with the G.R.E.A.T. program in trainings and support in the Western Region consisting of Washington, Oregon, California, Idaho, Montana, Wyoming, North Dakota, South Dakota, Alaska and Hawaii.

My responsibilities include correspondence to Federal, State and Law Enforcement agencies regarding program policies and procedures and a wide variety of materials on G.R.E.A.T. program issues, including outreach and educational materials such as brochures, informational packets, flyers, other documents and all outreach to the regional officers.

### Education:

- Bachelor of Science Degree in Secondary Education, including a Spanish Endorsement from the University of Portland

### Professional Experience:

- West Regional Administrative Assistant of G.R.E.A.T. Program; assist law enforcement agencies in 11 western states in starting and sustaining G.R.E.A.T.
- Assist in managing Regional G.R.E.A.T. grants
- Monitor and maintain databases to collect, update and coordinate information to use in reports, correspondence and other documents
- Craft and prepare clear, concise reports
- Proofread and edit correspondence for format, grammar, punctuation, and accuracy
- Creative use of Publisher generating flyers and brochures using clear concise language in English and Spanish
- Established ability to maintain working relationships with a wide variety of professionals while maintaining high standards of professionalism
- Verified ability to organize and prioritize high-level work
- Conscientious, with high standards and attention to detail

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- Advanced ability in multi-tasking and problem solving as an individual and team player
- Exceptional communication skills with clear, concise, and accurate information in high stress situations
- Capable to communicate and defuse highly stressful situations in person and over the phone
- Familiarity with administrative practices and procedures for grant funded programs
- Knowledge of policy and procedures related to City of Portland and grant purchasing
- Outreach experience with the diverse communities in the city of Portland in the time of crisis
- Experience in communication with law enforcement agencies both in written and oral form, in Spanish and English
- Demonstrated ability to take initiative to get task done in a timely manner using problem solving skills and communication

**Work History:**

**City of Portland, Portland Police Bureau**

- G.R.E.A.T. Regional Administrative Assistant November 2005 to present
- G.R.E.A.T. Staff Assistant July 2005 to November 2005
- Crisis Response Team Staff Assistant January 2003 to July 2005
- Community Service Aide II September 2001 to March 2002 (laid off due to budget cuts)
- Police Desk Clerk December 1998 to September 2001

**Abilities, Knowledge and Skills:**

- Bilingual Spanish and English (Read & Write)
- Active knowledge of G.R.E.A.T. program
- Adobe InDesign CS2
- Microsoft Excel
- Microsoft Access
- Microsoft Publisher
- PowerPoint
- WordPerfect
- Multi-line phone systems

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- Extensive customer service
- Skilled in working independently with little or no supervision
- General office and equipment (copier, fax, laminator and printers) use and protocol
- CPR/First Aid Training – City of Portland
- Vehicle Operations Course – City of Portland
- Current valid Oregon Drivers license # 3866764
- Portland Police Data System (PPDS and ePPDS)
- Law Enforcement Data System (LEDS and webLEDS)
- Issued City of Portland Procurement card
- CAD (Computer Aided Dispatch)