



Commonwealth of Virginia Virginia Department of Criminal Justice Services Grant Application

Grant Program:	Coronavirus Emergency Supplemental Funding Grant	Congressional District(s)	6 th
Applicant:	Town of Shenandoah	Faith Based Organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicant Federal ID Number:	54-6001601	Best Practice?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Jurisdiction(s) Served and Zip Codes:	Town of Shenandoah in Page County Virginia 22849		
Program Title:	Town of Shenandoah Virginia Police Department – adding 5 th Officer	Certified Crime Prevention Community?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grant Period:	January 20, 2020 to September 30, 2021	DUNS NUMBER:	02-616-5527-0000
Type of Application:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation of Grant Number _____ <input type="checkbox"/> Revision of Grant Number _____		

Project Director	Project Administrator	Finance Officer	
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Signature of Project Administrator:

Brief Project Description:
 The Shenandoah Police Department needs to hire a 5th Police Officer to help prevent, prepare for, and respond to the COVID-19 Pandemic. However, our Town has already experienced budget shortfalls due the Coronavirus Pandemic, and many more financial losses are expected in the future. Local businesses and citizens are suffering financially with lost revenue, layoffs, job losses, and more. Thus, increasing tax rates was not something anyone could afford this Fiscal Year. We are keenly aware that keeping tax rates low will give businesses and citizens a better chance for economic recovery and leave room for their extra expenses related to the Coronavirus Pandemic. Due to the COVID-19 Pandemic, the Town just hired the extra police officer, effective July 1, 2020, with plans for this to be a permanent position. Of course, it means even more strain on extremely tight budgets, especially considering COVID-19 budget shortfalls. Hiring the required additional officer coupled with the current and future COVID-19 Pandemic financial losses, the Town will fall short in the new budget, too. Grant funding for the salary will assist with our efforts toward flattening the curve now and future.

	DCJS Funds		Total Requested
	Federal	State	
Personnel	\$ 43,068		\$ 43,068
Consultants			
Travel			
Equipment			
Supplies/Other			
Indirect Costs			
Total Requested	\$ 43,068		\$ 43,068

Town of Shenandoah, VA

Police Department Adding a 5th Police Officer

June 29, 2020

Need Statement: The Town of Shenandoah is a small Town located in the heart of the Shenandoah Valley and has been deeply affected with the Coronavirus Pandemic (COVID-19). Our most pressing need to help us prevent, continue to prepare for, and respond to the COVID-19 Pandemic is hiring an additional Police Officer.

The Shenandoah Police Department *currently* employs a staff of only four (4) full-time police officers and the Chief of Police. The Department does a remarkable job with just a total police staff of five (5), but struggles to provide 24 hour coverage for the Town of Shenandoah with a population of 2,335 citizens. Having just five (5) officers (including the Chief of Police), it is difficult to provide schedules to allow for as much social distancing as possible, while still trying to keep 24-hour coverage. Therefore, the Town officers are spending some of their shifts working more closely together than they should be to help us prevent COVID-19, while trying to maintain 24-hour coverage. If there is an illness, injury, or even a day vacation within the Town department, it is then impossible to provide the 24 hour coverage to prevent, prepare for, and respond to the Coronavirus Pandemic (COVID-19) or assist the EMS agencies in response, along with departmental normal duties. More often than not, the police department manpower shortages causes the use of part-time officers from other localities (when we can find any available) or overtime for the existing members of the department to keep the Town covered 24/7. During the Coronavirus Pandemic, the department has tried to prevent the spread and therefore, has cut back on use of outside staff as much as possible. This is proving to be very difficult to impossible with just a staff of 5 (five) total, including the Chief.

Please know the Shenandoah Police Department is also responsible for assisting the all *volunteer* Shenandoah Volunteer Fire Company responding to medical calls too, the Shenandoah Volunteer Rescue Squad, Page County EMS, the Page County Sheriff's Department, the Virginia State Police, and adjacent localities, as needed.

The Shenandoah Police Department has been called upon to assist some of the above agencies with an increase by as much as 50% in some cases over previous years. Having a staff of just five (5) officers (including the Chief of Police) coupled with

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Town of Shenandoah, VA
Police Department adding a 5th Police Officer

June 29, 2020

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increased calls for other agency assistance and social distancing requirements to keep everyone safe, it is making it more and more difficult to provide required coverage and respond to normal duties, including increased calls due to the Coronavirus Pandemic.

The Shenandoah Police Department's calls for assistance with medical response has increased greatly within the recent years and especially since the beginning of the COVID-19 Pandemic. Since COVID-19 and the ensuing fallout, other calls have increased as well. In addition to the Shenandoah Police Department seeing increased calls for assistance on COVID-19 medical response, domestic issues, K9 calls, and narcotics calls, has more than tripled from the past few years.

Project Description: The Shenandoah Police Department is finding no choice, but to hire a 5th Police Officer (plus the Chief) to enhance all responses due to the COVID-19 Pandemic and more. However, the Town of Shenandoah has already experienced budget shortfalls due to the Coronavirus Pandemic, and many more financial losses are expected in the future. Local businesses have been hit hard financially, and citizens have also experienced layoffs, complete job losses, and more. Therefore, Council did not increase any tax rates this Fiscal Year, and hope to hold taxes down into next year as well. However, more funding is needed to help achieve this goal and have the additional officer required to deal with COVID-19. Keeping tax rates low will give businesses and citizens a better chance for recovery and leave room for everyone's extra expenses related to the Coronavirus Pandemic. Due to the COVID-19 Pandemic and the need for another officer to relieve some of the burden on the Police Department, the Town just hired the extra police officer, effective July 1, 2020, with plans for this to be a permanent position. Of course, though everyone agrees an extra officer is sorely needed, it means even more strain on extremely tight budgets and COVID-19 budget shortfalls. With all expenses related to hiring the required additional officer and the current and future COVID-19 Pandemic financial losses, the Town is likely to fall short in the new budget, too.

Therefore, the Shenandoah Police Department is requesting a grant of Coronavirus Emergency Supplemental Funds in the amount of \$43,068.00 to assist with the initial salary of the additional police officer.

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Town of Shenandoah, VA

Police Department adding a 5th Police Officer

June 29, 2020

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Statement of Coordination: Though not received as of this date, the Town of Shenandoah has been advised we will be receiving a small reimbursement of some of our additional COVID-19 Pandemic expenses through a small portion of the CARES ACT FUNDS that our County (Page County) was recently awarded. The CARES ACT FUNDS reimbursement requests will include in-car reporting systems for the police department to lessen the contact /contamination with other officers and the general public too, purchases of PPE for all Town and Police Staff, and other Town of Shenandoah COVID-19 related expenses. However, these CARES ACT FUNDS will not be used to pay the salary in the amount of \$43,068 for the additional police officer.

The Town of Shenandoah itself plans to fund other aspects of adding the additional police officer, including but not necessarily limited to, uniforms, police related equipment, employee fringe benefits, and payroll taxes, etc.

The Town of Shenandoah has applied for a USDA/Rural Utilities Services Community Facilities grant for an additional police vehicle. If awarded, this grant will fund 15% of this vehicle and the Town of Shenandoah will take out a loan for the remainder of the cost of the vehicle and required police equipment (lights, etc.).

The Town of Shenandoah plans to fund this additional police officer position beyond 2021 and these Coronavirus Emergency Supplemental Funding Grant Funds (CESF) would assist us in keeping the extra police officer position salary fully funded initially while not increasing the tax burden on citizens and businesses who are already struggling with results of the COVID-19 Pandemic. CESF funds for the initial 5th police officer salary would allow us time to recover from current losses, while providing enough police staff to help us continue to prepare for, respond to, and help us to prevent the COVID-19 pandemic from getting worse in our community.

Please find attached our Grant Application and Itemized Budget.

Thank you in advance for your consideration of this grant request.

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ITEMIZED BUDGET

1. Personnel/Employees

a. Name of Employees	Position Titles	Annual Salary Rate	Hours Devoted	DCJS FUNDS		APPLICANT MATCH		TOTAL
				FEDERAL	STATE	CASH	IN-KIND	
Anthony Cubbage	Officer	\$43,068	2,184	\$43,068				\$43,068
								\$0
								\$0
								\$0
TOTAL				\$43,068	\$0	\$0	\$0	\$43,068
b. Fringe Benefits								
FICA =								\$0
RETIREMENT =								\$0
OTHER (ITEMIZE) =								\$0
								\$0
TOTAL				\$0	\$0	\$0	\$0	\$0
TOTAL PERSONNEL (a+b)				\$43,068	\$0	\$0	\$0	\$43,068

2. Consultants (Including Travel and Subsistence)

a. Individual Consultants Type	Hours Devoted:	DCJS FUNDS		APPLICANT MATCH		TOTAL		
		FEDERAL	STATE	CASH	IN-KIND			
						\$0		
						\$0		
TOTAL				\$0	\$0	\$0		
b. Organizations and Associations								
Type:						\$0		
Fee:						\$0		
Time Devoted:						\$0		
						\$0		
c. Consultants' Subsistence and Travel								
Number of Days:						\$0		
Rate/Day:						\$0		
						\$0		
TOTAL				\$0	\$0	\$0		
TOTAL CONSULTANTS (a+b+c)				\$0	\$0	\$0		

3. Travel and Subsistence for Project Personnel

a. Local Mileage = No. of Miles X Rate Per mile	b. Non Local Mileage = No. of Miles X Rate Per mile	c. Subsistence = number of days X rate per day	d. Air or other fares	DCJS FUNDS		APPLICANT MATCH		TOTAL
				FEDERAL	STATE	CASH	IN-KIND	
	X							\$0
	X							\$0
	X							\$0
TOTAL TRAVEL:				\$0	\$0	\$0	\$0	\$0

ITEMIZED BUDGET Continued

4. Equipment

Type	Quantity	Unit Price	Purchase or Rental	DCJS FUNDS		APPLICANT MATCH		TOTAL
				FEDERAL	STATE	CASH	IN-KIND	
								\$0
TOTAL EQUIPMENT:				\$0	\$0	\$0	\$0	\$0

5. Supplies and Other Expenses

Type	Quantity	Price	DCJS FUNDS		APPLICANT MATCH		TOTAL
			FEDERAL	STATE	CASH	IN-KIND	
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
TOTAL SUPPLIES AND OTHER:				\$0	\$0	\$0	\$0

6. Indirect Cost

TOTAL INDIRECT COST:	DCJS FUNDS		APPLICANT MATCH		TOTAL
	FEDERAL	STATE	CASH	IN-KIND	
	\$0	\$0	\$0	\$0	\$0

GRAND TOTAL:

	\$43,068	\$0	\$0	\$0	\$43,068
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7. Cash Funds

Cash funds from source other than grant program supporting this project. (Itemize.)

Do not add to requested Project Budget (Summary accounts.)

FICA 7.65% =	\$ 3,294.71	\$	3,294.71		\$3,295
RETIREMENT 13.52% =	\$ 5,543.20	\$	5,543.20		\$5,543
HEALTH INS. \$765 MO =	\$ 9,180.00	\$	9,180.00		\$9,180
TOTAL:					\$18,018