



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES  
145 N Street, NE, Washington, D.C. 20530

**COPS**

September 30, 2011

Chief Donald Lee  
Key West Police Department  
1604 North Roosevelt Boulevard  
P.O. Box 1409  
Key West, FL 33040

Re: COPS Hiring Grant Program Grant #2011UMWX0042  
ORI#: FL04401

Dear Chief Lee:

On behalf of the COPS Office, congratulations on receiving an award for 4 officer position(s) and \$885,796 in federal funds over a three-year grant period under the 2011 COPS Hiring Program (CHP). Your agency may use CHP grant funding to hire or rehire officers on or after the official grant award start date. Enclosed in this packet is your grant award. A list of conditions that apply to your grant is included on the reverse side of the grant award and on the additional award condition pages. You should read and familiarize yourself with these conditions. **To officially accept your grant, the award document must be signed, and all award condition pages, front and back, must be returned to the COPS Office within 90 days from the date of this letter. The enclosed materials include detailed instructions for returning the signed award document by e-mail, fax, or standard mail.**

The official start date of your grant is September 1, 2011. Therefore, you can be reimbursed for approved expenditures made on or after this date. Please carefully review the Financial Clearance Memorandum and Final Funding Memorandum included in your award package to determine your approved budget, as some of your requested items may not have been approved by the COPS Office during the budget review process, and grant funds may only be used for approved items. The Financial Clearance Memorandum will specify the final award amount, and will also identify any disallowed costs.

A supplemental online award package for 2011 COPS CHP grantees can be found at <http://www.cops.usdoj.gov/Default.asp?Item=2367>. We strongly encourage you to visit this site immediately to access a variety of important and helpful documents that will assist you with the implementation of your grant, including the 2011 CHP Grant Owner's Manual, which specifies the programmatic and financial terms, conditions, and requirements of your grant. A Frequently Asked Questions (FAQ) document is available to assist you with many questions you may have about your new CHP award. A copy is included in this award packet, and can also be found on the COPS website listed above. Within a few weeks you should receive a financial documentation package from the Office of the Chief Financial Officer, Office of Justice Programs. This important package will contain the forms and instructions necessary to begin drawing down funds for your grant.

Once again, congratulations on your CHP award. If you have any questions about your grant, please do not hesitate to call your Grant Program Specialist through the COPS Office Response Center at 1.800.421.6770.

Sincerely,

Bernard K. Melekian  
Director



**COPS Hiring Program**  
**Final Funding Memo**  
**U.S. Department of Justice, Office of Community Oriented Policing Services**

**Legal Name:** Key West Police Department      **ORI:** FL04401  
**Grant Number:** 2011UMWX0042      **Date:** September 23, 2011

	<u>Quantity</u>	<u>Cost/Item</u>	<u>Total Item Cost</u>	<u>Amount</u>		<u>Reason Disallowed/Adjusted</u>
				<u>Disallowed</u>	<u>Total Allowed</u>	
<b>Personnel</b>						
Salaries	4	\$ 134,357.00	\$ 537,428.00	\$ 0.00	\$ 537,428.00	
<b>Total:</b>				\$ 0.00	\$ 537,428.00	
<b>Fringe Benefits</b>						
Fringe Benefits	4	\$ 87,092.00	\$ 348,368.00	\$ 0.00	\$ 348,368.00	
<b>Total:</b>				\$ 0.00	\$ 348,368.00	
<b>Grand Total:</b>						
<b>Total Federal Share:</b>		\$ 885,796.00				
<b>Total Local Share:</b>		\$ 0.00				
<b>Total Project Costs:</b>		\$ 885,796.00				
<b>Total Disallowed Costs:</b>		\$ 0.00				

Cleared Date:

9/2/2011

Overall Comments:



U.S. Department of Justice  
Community Oriented Policing Services  
Grants Administration Division

COPS Hiring Program

Treasury Account Symbol (TAS) 15X0406

Grant #: 2011UMWX0042

ORI #: FL04401

Applicant Organization's Legal Name: Key West Police Department

OJP Vendor #: 596000346

DUNS #: 0798648980000

**Law Enforcement Executive:** Chief Donald J. Lee

Address: 1604 North Roosevelt Boulevard

P.O. Box 1409

City, State, Zip Code: Key West, FL 33040

Telephone: (305) 809-1042

Fax: (305) 809-1043

**Government Executive:** City Manager James Scholl

Address: 525 Angela Street

P.O. Box 1409

City, State, Zip Code: Key West, FL 33040

Telephone: (305) 809-3888

Fax: (305) 809-3886

Award Start Date: 9/1/2011

Award End Date: 8/31/2014

Full Time Officers Funded: 0

New Hires: 4

Rehires - Pre-Application Layoffs: 0

Rehires - Post-Application Layoffs: 0

Award Amount: \$885,796.00

SEP 8 2011

Bernard Melekian  
Director

Date

By signing this Award Document, the grantee agrees to abide by all 20 Grant Terms and Conditions on the reverse side of this document and the attached pages:

Donald J. Lee  
Chief

Date

James Scholl  
City Manager

Date



**U. S. Department of Justice**  
*Community Oriented Policing Services*

**Grants Administration Division**  
**COPS Hiring Program**

145 N Street, N.E.  
Washington, DC 20530

**Memorandum**

**To:** Chief Donald J. Lee  
Key West Police Department

**From:** Andrew A. Dorr, Assistant Director for Grants Administration  
John Oliphant, Supervisory Senior Policy Analyst  
Budget Prepared By: Barry Brathurd, Senior Policy Analyst

**Re:** COPS Hiring Program Financial Clearance Memo

A financial analysis of budgeted costs has been completed. Costs under this award appear reasonable, allowable, and consistent with existing guidelines. Exceptions/Adjustments are noted below.

**OJP Vendor #:** 596000346

**ORI #:** FL04401

**DUNS #:** 0798648980000

**Grant #:** 2011UMWX0042

<u>Budget Category</u>	<u>Proposed Budget</u>	<u>Approved Budget</u>	<u>Adjustments</u>	<u>Disallowed/Adjusted - Reasons/Comments</u>
Personnel	\$537,428.00	\$537,428.00	\$0.00	
Fringe Benefits	\$348,368.00	\$348,368.00	\$0.00	
Direct Costs:	\$885,796.00	\$885,796.00	\$0.00	
Grand Total	\$885,796.00	\$885,796.00	\$0.00	
<b>Grand Total:</b>				
		<b>Federal Share:</b>	<b>\$ 885,796.00</b>	
		<b>Applicant Share:</b>	<b>\$ 0.00</b>	

Cleared Date: 9/2/2011

Overall Comments: