



# Agenda

## Public Safety and Justice Subcommittee

---

Wednesday, October 12, 2022

9:30 AM

City Council Chambers

---

### OPTIONS TO ACCESS THIS MEETING

#### *Virtual Request to speak at a meeting:*

- **Register online** by visiting the City Council Meetings page on phoenix.gov **at least 2 hours prior to the start of this meeting.** Then, click on this link at the time of the meeting and join the Webex to speak:

<https://phoenixcitycouncil.webex.com/phoenixcitycouncil/onstage/g.php?MTID=ecb05452438e321b390fdc009f26de98d>

- **Register via telephone** at 602-262-6001 **at least 2 hours prior to the start of this meeting,** noting the item number. Then, use the Call-in phone number and Meeting ID listed below at the time of the meeting to call-in and speak.

#### **In-Person Requests to speak at a meeting:**

- Register in person at a kiosk located at the City Council Chambers, 200 W. Jefferson St., Phoenix, Arizona, 85003. Arrive **1 hour prior to the start of this meeting.** Depending on seating availability, residents will attend and speak from the Upper Chambers, Lower Chambers or City Hall location.

- Individuals should arrive early, 1 hour prior to the start of the meeting to submit an in-person request to speak before the item is called. After the item is called, requests to speak for that item will not be accepted.

#### **At the time of the meeting:**

- **Watch** the meeting live streamed on phoenix.gov or Phoenix Channel 11 on Cox Cable, or using the Webex link provided above.

- **Call-in** to listen to the meeting. Dial 602-666-0783 and Enter Meeting ID 2552 319 1259# (for English) or 2557 991 2490# (for Spanish). Press # again when prompted for attendee ID.

- **Watch** the meeting in-person from the Upper Chambers, Lower Chambers or City Hall depending on seating availability.

#### **Para nuestros residentes de habla hispana:**

- **Para registrarse para hablar en español**, llame al 602-262-6001 **al menos 2 horas antes del inicio de esta reunión** e indique el número del tema. El día de la reunión, llame al 602-666-0783 e ingrese el número de identificación de la reunión 2557 991 2490#. El intérprete le indicará cuando sea su turno de hablar.

- **Para solamente escuchar la reunión en español**, llame a este mismo número el día de la reunión (602-666-0783; ingrese el número de identificación de la reunión 2557 991 2490#). Se proporciona interpretación simultánea para nuestros residentes durante todas las reuniones.

- **Para asistir a la reunión en persona**, vaya a las Cámaras del Concejo Municipal de Phoenix ubicadas en 200 W. Jefferson Street, Phoenix, AZ 85003. Llegue 1 hora antes del comienzo de la reunión. Si desea hablar, regístrese electrónicamente en uno de los quioscos, antes de que comience el tema. Una vez que se comience a discutir el tema, no se aceptarán nuevas solicitudes para hablar. Dependiendo de cuantos asientos haya disponibles, usted podría ser sentado en la parte superior de las cámaras, en el piso de abajo de las cámaras, o en el edificio municipal.

## **CALL TO ORDER**

## **CALL TO THE PUBLIC**

## **MINUTES OF MEETINGS**

### **1 Minutes of the Public Safety and Justice Subcommittee Meeting Page 6**

This item transmits the minutes of the Public Safety and Justice Subcommittee Meeting on Sept. 14, 2022, for review, correction or approval by the Public Safety and Justice Subcommittee.

**THIS ITEM IS FOR POSSIBLE ACTION.**

#### **Responsible Department**

This item is submitted by Assistant City Manager Lori Bays and the City Manager's Office.

## **INFORMATION AND DISCUSSION (ITEMS 2-4)**

### **2 Fire Department Call Volume, Response Times and Staffing Page 17**

This report provides the Public Safety and Justice Subcommittee an update on Fire Department call volume, response times, and staffing.

**THIS ITEM IS FOR INFORMATION AND DISCUSSION.**

#### **Responsible Department**

This item is submitted by Assistant City Manager Lori Bays and the Fire Department.

**3 Phoenix Police Department Hiring, Recruitment and Attrition Monthly Report Page 19**

This report provides the Public Safety and Justice Subcommittee an update on the Phoenix Police Department's hiring and recruitment efforts, as well as the number of retirements and resignations.

**THIS ITEM IS FOR INFORMATION AND DISCUSSION.**

**Responsible Department**

This item is submitted by Assistant City Manager Lori Bays and the Police Department.

**4 Summer Gun Violence Prevention Program Update Page 23**

This report provides the Public Safety and Justice Subcommittee an update on the Phoenix Police Department's efforts in response to the rise of gun crimes.

**THIS ITEM IS FOR INFORMATION AND DISCUSSION.**

**Responsible Department**

This item is submitted by Assistant City Manager Lori Bays and the Police Department.

**DISCUSSION AND POSSIBLE ACTION (ITEMS 5-6)**

**5 Arizona State University's Collaborative Assessment of Calls for Police Service Page 25**

This report provides the Public Safety and Justice Subcommittee an update on Arizona State University and Phoenix Police Department's Collaborative Assessment of Calls for Police Service study and related recommendations.

**THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.**

**Responsible Department**

This item is submitted by Assistant City Manager Lori Bays and the Police Department.

**6 Authorize Recommended Changes to 2023 Neighborhood Block Watch Grant Application Guide and Program Process Page 28**

This report requests the Public Safety and Justice Subcommittee recommend City Council approval of changes to the 2023 Neighborhood Block Watch Grant Program (NBWGP) application guide and program process, as recommended by the Neighborhood Block Watch Oversight Committee.

**THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.**

**Responsible Department**

This item is submitted by Assistant City Lori Bays and the Police Department on behalf of the Neighborhood Block Watch Oversight Committee.

**CALL TO THE PUBLIC**

**FUTURE AGENDA ITEMS**

**ADJOURN**

For further information or reasonable accommodations, please call the City Council Meeting Request line at 602-262-6001. 7-1-1 Friendly.

Persons paid to lobby on behalf of persons or organizations other than themselves must register with the City Clerk prior to lobbying or within five business days thereafter, and must register annually to continue lobbying. If you have any questions about registration or whether or not you must register, please contact the City Clerk's Office at 602-534-0490.

**Members:**

Councilwoman Ann O'Brien, Chair  
Councilwoman Yassamin Ansari  
Councilmember Carlos Garcia  
Councilman Jim Waring



## **Minutes of the Public Safety and Justice Subcommittee Meeting**

This item transmits the minutes of the Public Safety and Justice Subcommittee Meeting on Sept. 14, 2022, for review, correction or approval by the Public Safety and Justice Subcommittee.

### **THIS ITEM IS FOR POSSIBLE ACTION.**

The minutes are included for review as **Attachment A**.

### **Responsible Department**

This item is submitted by Assistant City Manager Lori Bays and the City Manager's Office.

# Attachment A

**Phoenix City Council  
Public Safety and Justice (PSJ) Subcommittee  
Summary Minutes  
September 14, 2022**

City Council Chambers  
200 W. Jefferson St.  
Phoenix, Ariz.

Subcommittee Members Present

Councilwoman Ann O'Brien, Chair  
Councilman Jim Waring  
Councilwoman Yassamin Ansari  
Councilmember Carlos Garcia

Subcommittee Members Absent

**CALL TO ORDER**

Chairwoman O'Brien called the Public Safety and Justice Subcommittee to order at 9:33 a.m. with Councilman Jim Waring, Councilwoman Yassamin Ansari, and Councilmember Carlos Garcia present.

**CALL TO THE PUBLIC**

None.

**MINUTES OF MEETINGS**

**1. Minutes of the Public Safety and Justice Subcommittee Meeting**

Councilwoman Ansari made a motion to approve the minutes of the June 8, 2022 Public Safety and Justice Subcommittee meeting. Councilman Waring seconded the motion which passed unanimously, 4-0.

**INFORMATION AND DISCUSSION (ITEMS 2-3)**

**2. Phoenix Police Department Hiring and Recruitment Techniques and Attrition Update**

Assistant Chief Bryan Chapman presented on current staff levels, retirements and resignations, testing procedures for new police recruits, and recruitment efficiencies. He said total staffing was 2,603 sworn filled positions, with 82 police recruits in the academy and 1,006 officers working in patrol as of Sept. 1.

Councilman Waring asked if the numbers shown were worse than the previously presented and if the number of recruits in the police academy increased.

Chief Chapman responded the staffing data fluctuated monthly and staff would continue exploring ways to offset loss of staff with recruitment efforts in the next six months to a year.

Councilman Waring said he understood there was a net loss in staffing over the last few months.

Chief Chapman confirmed that was correct, but believed the department was in a better position based on progress over the last year and continued efforts would result in improved future staff numbers.

Chief Chapman continued with 2022 retirement and resignation totals and explained the positive momentum in the cadet program pipeline and police academy to offset retirements resulted from many department changes, including relationship building at high schools, tuition assistance for cadets, and the market adjustment approved by City Council.

Chief Chapman mentioned there were limitations to hiring because of the decreased officers available to train the new hires. He said year-to-date 900 people went through applicant testing and 600 entered the background check process, with an 800 percent increase in hires as a result of an academic waiver for those with an associate degree or higher. Chief Chapman explained some candidates were not successful in the hiring process in the applicant testing stage, and staff planned to pilot an oral board, but also during the background investigation, where 91 percent of people dropped out due to poor history or lack of integrity.

Councilman Waring asked for clarification on the disqualification of 91 percent of people interested in becoming a police officer.

Chief Chapman explained 91 percent of the number of applicants eliminated from the process overall were disqualified within the background step.

Councilman Waring and Councilwoman O'Brien thanked Chief Chapman for the clarification.

Chief Chapman stated two new non-sworn positions would be tasked with developing strategies and marketing to better achieve recruitment objectives. He said the new eSOPH software, approved by City Council, would improve recruitment efficiency and cut the time to send conditional offers in half.

Councilman Waring spoke of an individual who wanted to join the Phoenix Police Department last year but took a job in Glendale because they did not hear back. He asked if the staff was certain the techniques would give everyone the chance to join the Police Department and the youngest page an individual could be to apply to the academy.



Chief Chapman discussed improvements that had been made to the recruitment process, including increased recruitment officer staffing to five plus a sergeant, active outreach out before testing to answer questions and offer test prep, and follow-up with those who did not show up to offer an online testing option. He emphasized the importance of uploading information into the Human Resources database in a timely manner.

Councilman Waring asked the youngest age an individual can be to apply to the academy.

Mr. Chapman specified the age requirement to enter the academy was 20-and-a-half, but applications could be accepted sooner.

Councilman Waring encouraged 20-year-olds watching the meeting to do their part to fill out the forms and asked staff if there was an age limit to go through the academy.

Chief Chapman confirmed there was not an age limit to go through the academy.

Councilman Waring asked who answers calls from those contacting the hiring phone number posted on vehicles.

Chief Chapman replied officers answer those calls and were highly responsive to those calls or emails. He added the Human Resources Department was another first point of contact and the two departments communicated well.

Chief Chapman continued by presenting the benefits of Skillbridge, an educational and professional development program in partnership with the Department of Defense, as well as educational opportunities and offering hiring and testing virtually.

Councilman Waring asked what percentage of Police force had a military background.

Chief Chapman said he could provide that percentage to the subcommittee.

Councilman Waring commented on the natural fit of former military members to be officers and believed it would be a seamless way to get new officers, since they were previously vetted and physically fit.

Chairwoman O'Brien applauded steps that were made in the last year to value the time of those interested in being officers and expressed excitement that the cadet program was filled. She asked for more information on preparing field trainers as more academy hiring occurred.

Chief Chapman answered the Mountainview Precinct and South Mountain Precinct had patrol division field training. He said a third precinct, Desert Horizon, would add field training based on need.

Chairwoman O'Brien commended staff for acknowledging some individuals do not take written tests well and adjusting the test process.

Councilman Waring asked about trends with retirement and wanted to know if people were incentivized to stay with the pay increase.

Chief Chapman said the market rate adjustment slowed the attrition rate of current employees. He also stated Councilman Waring's assessment of the City moving from an older force to a young force due to retirement was a correct analysis. However, Chief Chapman noted more officers are still retirement eligible.

Councilman Waring asked for the maximum number of cadets that could go through the training academy at one time.

Chief Chapman said traditionally 300 people per year and at that time the academy had 25 or 30 recruits in a class every six weeks, with physical capacity issues on weekends or on second shift.

Councilman Waring noted there was a three-year period of precipitous drop in staff due to retirements.

Chief Chapman said it would be a couple of years to grow staffing levels back to where the department was in prior years.

Councilman Waring expressed concern that the staffing issue was not fixable and hoped Chief Chapman's positive projections were correct.

Councilwoman Ansari was encouraged by projections and efforts by staff, such as the Skillbridge program. She asked staff for new data on diversifying the force to include more women, those with a college education, and people of color.

Chief Chapman did not have specific numbers but provided a list of upcoming community events attended by officers as a snapshot of the efforts to target diverse audiences. He gave an overview of the City's involvement in the nationwide concept of 30 x 30 to increase the percentage of women as sworn officers.

Councilwoman Ansari asked what percentage of the Police Department was female.

Assistant City Manager Lori Bays stated the force is currently 14 percent female officers.

Councilwoman Ansari wanted to focus on achieving 30 percent female officers before 2030 and asked staff to look at other partnerships nationwide to specifically address gender equality.

Chairwoman O'Brien requested the 2030 Goal be a future agenda item.

### **3. Angels on Patrol**

Chairwoman O'Brien introduced Assistant Police Chief Sean Connolly, Angels on Patrol Executive Director Melinda Cadena, and Angels on Patrol founder and former Phoenix Police Officer Jacqui MacConnell to present on the item.

Mr. Connolly began by sharing the value Angels on Patrol provides to the City and Police Department including resources, housing, and financial support to assist individuals in need before handing responsibility over to community entities equipped to help.

Ms. MacConnell discussed the experience that motivated the creation of Angels on Patrol program, which impacted 19,000 lives. She defined the mission and vision of the program, which was to provide immediate support in crisis at an officer's request, and highlighted successes of the program.

Ms. Cadena provided examples of how the program moves families from crisis to stability and shared stories of officers using it to find immediate resources as an alternative to making an arrest or trespassing a family. She stated Angels on Patrol served 361 Phoenix residents this year.

Ms. MacConnell added domestic violence was a recent primary request and explained how Angels on Patrol prevented victims from being homeless by providing lodging before the long-term resource was available.

Councilman Waring asked how officers knew about Angels on Patrol and if they were encouraged to participate.

Ms. Cadena responded Angels on Patrol attended briefings and trainings where officers learned about them or through word of mouth. She said officers were often in disbelief at the amount of assistance the organization could provide.

Councilwoman Ansari asked how Angels on Patrol partnered with Phoenix providers in situations to support the unsheltered population.

Ms. Cadena responded families facing homelessness for the first time were not aware of resources, so Angels on Patrol would direct them to the family housing hub, 2-1-1 Arizona, or different shelters in the valley.

Councilwoman Ansari asked for a specific example of a time when an officer provided a family a safe space for the night.

Ms. Cadena answered generally the officer bridged the person to a long-term service by buying them some time in a hotel room.

Councilwoman Ansari asked about the funding model to support requests.

Ms. Cadena replied staff applied for grants and received donations. She said the amount of assistance fluctuated based on how much was in the budget, which then was \$500 spent per family.

Ms. MacConnell added grants from foundations funded them historically, but they were seeking more monthly donors.

Chairwoman O'Brien thanked the women for their service.

Chairwoman O'Brien revisited public comment for items two and three, but no speakers were present.

## **DISCUSSION AND ACTION (ITEM 4)**

### **4. Judicial Appointments**

Chairwoman O'Brien stated the Subcommittee would interview six candidates recommended by the Judicial Selection Advisory Board to fill two vacant seats on the Phoenix Municipal Court. She said members of the Subcommittee would ask each candidate one question and candidates had two minutes to answer.

Candidate Alexander Benezra approached the table.

Councilwoman Ansari asked the candidate what personal and professional accomplishments prepared them with maturity and wisdom to be a municipal court judge.

Mr. Benezra responded he put together the suspended license court from 2017 – 2020 which was a professional accomplishment because it identified a problem that helped thousands of people. He spoke personally about the joy he has for his two-year-old son.

Councilman Waring asked what cases will be most difficult to rule on and why.

Mr. Benezra responded he would give as much opportunity to everyone involved with the court to collect all the information, so he could rule impartially and seek counsel from others when he had questions.

Councilmember Garcia asked what upsets them and what helps them calm down.

Mr. Benezra responded he did mindfulness exercises and sung to loud music. He said broken lines of communication frustrated him, but he understood court was scary for the person and those calming actions allowed him to detach before he heard the next case.

Chairwoman O'Brien asked for their views on the role of the Municipal Court and, when individuals leave the court, how the experience should have impacted them.

Mr. Benezra responded the court is part of the community and with his diverse cultural background he understood how important it was for the marginalized to have felt the legitimacy and integrity of the court.

Candidate Michelle Gamez approached the table.

Councilwoman Ansari asked the candidate what personal and professional accomplishments prepared them with maturity and wisdom to be a municipal court judge.

Ms. Gamez responded she served on the Arizona Supreme Court Committee on the impact of domestic violence, that revamped the bench book and the roles on protective order and procedures. She said personally she hiked the Grand Canyon rim to rim, raised her younger brother while in law school, and moved her mom in to live with her.

Councilman Waring asked what cases will be most difficult to rule on and why.

Ms. Gamez responded she worked every kind of case possible as a prosecutor and therefore would have no issue ruling on any of them. She said she would have independence and discretion in making decisions.

Councilmember Garcia asked what upsets them and what helps them calm down.

Ms. Gamez responded the sight of injustice upsets her, so she took a recess and hiked, talked to a friend, prayed in order to remain professional. She said she convinced people to attend court even though they were scared or afraid of consequences, because she showed they were needed, and she advocated for them.

Chairwoman O'Brien asked for their views on the role of the Municipal Court and, when individuals leave the court, how the experience should have impacted them.

Ms. Gamez responded they should feel they were treated fairly with dignity and respect whether they were a witness, victim, or police officer. She said she ensured the person was represented and clearly understood the court procedures.

Next candidate Heidi Gilbert approached the table.

Councilwoman Ansari asked the candidate what personal and professional accomplishments prepared them with maturity and wisdom to be a municipal court judge.

Ms. Gilbert responded she reflected during the pandemic and took time to decide if she was ready to give up being an advocate or had learned enough through her experience as a lawyer. She said she was ready to do things in a meaningful way.

Councilman Waring asked what cases will be most difficult to rule on and why.

Ms. Gilbert responded domestic violence cases were the most personal because of the worry about the danger the family was in and the uncertainty about what could happen when those people walked out of the court room.

Councilmember Garcia asked what upsets them and what helps them calm down.

Ms. Gilbert responded when things did not move quickly, such as civil cases lasted more than two days. She said power tools and building projects that showed tangible progress calmed her down.

Chairwoman O'Brien asked for their views on the role of the Municipal Court and, when individuals leave the court, how the experience should have impacted them.

Ms. Gilbert responded the role of the court was to execute justice in an impartial and fair tribunal and maintained checks and balances. She said the court had the resources to stop people from spiraling further into trouble and that people needed to feel heard.

Candidate Utiki Laing approached the table.

Councilwoman Ansari asked the candidate what personal and professional accomplishments prepared them with maturity and wisdom to be a municipal court judge.

Ms. Laing responded she sat on the Maricopa County Superior Court bench for nine years with three assignments. She observed most of the people did not want to be in court, so she put them at ease with a smile and respect. She showed the person she understood the predicament they were in and how hard it was to be there.

Councilman Waring asked what cases will be most difficult to rule on and why.

Ms. Laing responded orders of protection were the most difficult because the accusations were from a traumatized victim that she was required to question and could not give the exact decision the victim wanted, sometimes with regards to children placed on the order.

Councilmember Garcia asked what upsets them and what helps them calm down.

Ms. Laing responded she felt upset when her family was injured and gave an example of when middle schoolers were mean to her daughter. She learned to breathe, reflect on what motivated the other person to be mean, and danced.

Chairwoman O'Brien asked for their views on the role of the Municipal Court and, when individuals leave the court, how the experience should have impacted them.

Ms. Laing responded the experience needed to be positive where the defendant felt dignity, fairness, and respect. She added the person needed to know they were heard and seen by calling them by name.

Candidate Lynn Pucino approached the table.

Councilwoman Ansari asked the candidate what personal and professional accomplishments prepared them with maturity and wisdom to be a municipal court judge.

Ms. Pucino responded that personally the varying roles in motherhood challenged and rewarded her. She said professionally she represented individuals with developmental disability or emotional difficulty which required communication skills and trust.

Councilman Waring asked what cases will be most difficult to rule on and why.

Ms. Pucino responded cases where the rule of law did not result in the outcome she wanted to see emotionally as a human because it tested her commitment to her role.

Councilmember Garcia asked what upsets them and what helps them calm down.

Ms. Pucino responded she did not like to see the vulnerable be exploited, so she swam, walked, and enjoyed the outdoors to calm down. She said professionally the power of reason and the application of the law was a refuge during conflict or disturbing situations.

Chairwoman O'Brien asked for their views on the role of the Municipal Court and, when individuals leave the court, how the experience should have impacted them.

Ms. Pucino responded the municipal court was an image of justice for the community at-large because people would likely encounter it at some time. She said the people should sense the rule of law was king and mattered with emotions set aside.

Candidate Scott Silva approached the table.

Councilwoman Ansari asked the candidate what personal and professional accomplishments prepared them with maturity and wisdom to be a municipal court judge.

Mr. Silva responded he was a licensed attorney for 25 years and owns Silva Law Firm. He said he served as judge pro tem in multiple courts where he presided over a variety of criminal cases. He said the practical experience gave a point of reference to make decisions.

Councilman Waring asked what cases will be most difficult to rule on and why.

Mr. Silva responded there was not a particular type of case that was difficult, but the difficulty came when there were no witnesses or evidence other than one person's word against another. He said the judge then had to draw from their own life experience to judge the credibility and apply the burden of proof.

Councilmember Garcia asked what upsets them and what helps them calm down.

Mr. Silva responded his children could try his patience and he could be stressed while he worked with people that were aggressive or insulted him in court. He said he enjoyed the outdoors with his family and stayed busy with water activities.

Chairwoman O'Brien asked for their views on the role of the Municipal Court and, when individuals leave the court, how the experience should have impacted them.

Mr. Silva responded every judge should hold the mission of the Phoenix Municipal Court in mind, which is equal access to justice, fair treatment, and resolution in a timely manner. He said the judge should promote confidence in the impartiality of that branch of government and apply the law objectively. He added the judge should have a good temperament to act above the behavior of others.

## **CALL TO THE PUBLIC**

Kristopher Califano spoke in support of appointing Alex Benezra to the Municipal Court.

Kimberly Anderson spoke in support of appointing Scott Silva to the Municipal Court.

Councilmember Garcia left the meeting at 11:34 a.m.

John Riggs spoke in support of appointing Scott Silva to the Municipal Court.

Stephanie Ehrbright spoke in support of appointing Scott Silva to the Municipal Court.

Amy Ellingson spoke in support of appointing Michelle Gamez to the Municipal Court

Jaqueline Molina spoke in support of appointing Utiki Laing to the Municipal Court.

Councilmember Garcia returned to the meeting at 11:41 a.m.

Jason Max spoke in support of appointing Utiki Laing to the Municipal Court.

Terry Esperaza spoke in support of appointing Utiki Laing to the Municipal Court.

Councilwoman Ansari made a motion to enter into Executive Session for subcommittee deliberations. Councilmember Waring seconded the motion which passed unanimously, 4-0.

## **CALL TO RESUME**

Chairwoman O'Brien called the Public Safety and Justice Subcommittee to back to order at 12:16 p.m. with Councilman Jim Waring, Councilwoman Yassamin Ansari, and Councilmember Carlos Garcia present.

Chairwoman O'Brien moved the subcommittee appoint Alexander Benezera and Heidi Gilbert as judges of the Phoenix Municipal Court for a four-year term. Councilwoman Ansari seconded the motion which passed unanimously, 4-0.

## **FUTURE AGENDA ITEMS**

Councilwoman Ansari submitted a memo requesting a presentation and discussion from the Phoenix Fire Department.

Councilmember Garcia and Councilwoman Ansari asked for a community assistance program (CAP) presentation.

## **ADJOURNMENT**

Chairwoman O'Brien adjourned the meeting at 12:19 p.m.

Respectfully submitted,

Nina Fader  
Management Intern





## **Fire Department Call Volume, Response Times and Staffing**

This report provides the Public Safety and Justice Subcommittee an update on Fire Department call volume, response times, and staffing.

### **THIS ITEM IS FOR INFORMATION AND DISCUSSION.**

#### **Summary**

The National Fire Protection Association (NFPA) standard for acceptable response times to fire emergencies is five minutes and 20 seconds or less, 90 percent of the time; similarly, the standard is five minutes or less, 90 percent of the time, for medical emergencies. The NFPA standard is applicable to career fire departments and provides the minimum requirements for resource deployment for fire suppression, EMS and Special Operations while also addressing firefighter health and safety.

Currently, according to data extracted from the Computer Aided Dispatch (CAD) system, Phoenix Fire Department response times are approaching nine minutes, 90 percent of the time, for all response apparatus including fire engines, ladder trucks, and ambulances.

Two key factors in managing response times are fire station locations and call volume. As the City's population continues to grow, Fire Department activity levels continue to increase. In 2014, the Fire Department responded to approximately 190,000 calls for service. In 2021, calls for service increased to 241,000. In high call volume areas, if a unit is already deployed then the next closest and applicable available unit is dispatched in its place. This type of secondary deployment increases response times.

Additionally, the Fire Department is experiencing an increase in daily staffing and scheduling challenges. In January 2022, in response to these challenges, the Fire Department implemented a new mandatory overtime program. This program is a component of the Fire Department's continuity of operations plan (COOP) for staffing. Since the program's implementation, the Fire Department has utilized the plan over 50 times to maintain minimum emergency service delivery staffing requirements.

The Fire Department is pursuing a comprehensive staffing plan in an effort to address

---

ongoing needs. In addition, the Fire Department was recently awarded a Staffing for Adequate Fire and Emergency Response (SAFER) grant to hire 32 firefighters to help meet staffing needs.

**Responsible Department**

This item is submitted by Assistant City Manager Lori Bays and the Fire Department.



## Phoenix Police Department Hiring, Recruitment and Attrition Monthly Report

This report provides the Public Safety and Justice Subcommittee an update on the Phoenix Police Department's hiring and recruitment efforts, as well as the number of retirements and resignations.

### **THIS ITEM IS FOR INFORMATION AND DISCUSSION.**

#### **Summary**

This report serves as a summary of the work completed by the Phoenix Police Department and the Employment Services and Training Bureaus.

Please see **Attachment A** for a summary of current hiring, recruitment, and training efforts and **Attachment B** for a breakdown of retirements and resignations.

#### **Public Outreach**

Below provides the recruitment recap for the last 90 days, through Sept. 27, 2022.

- In-Person Recruitment Events: 21
- Recruiting Videos: 2 in process to be released in October
- Written Exam Optional Prep Sessions: 3 (62 people attended)
- JOINPHXPD.COM Website Views: 60,876
- Social Media Posts @JOINPHXPD: 56 (views: 61,285)
  - a. Facebook page reach: 1.3M + 93.7% (vs. prior 90 days)
  - b. Instagram page reach: 127,314 + 90.7% (vs. prior 90 days)
  - c. New Facebook followers/likes: 162 + 107.7% (vs. prior 90 days)
  - d. New Instagram followers: 676 + 32.3% (vs. prior 90 days)

#### **Responsible Department**

This item is submitted by Assistant City Manager Lori Bays and the Police Department.

# ATTACHMENT A

## Employment Services Bureau Chief's Hiring Report September 2022

### Testing Processes

	Invited	Attended	Written Tested	Written Passed	Written Failed	Degree Waivers	On-Line Passed	Applicants to ESB
January 8	70	34	34	11	23	NA	X	11
January 21	83	48	48	35	13	NA	X	35
February 5	85	44	44	27	14	NA	X	30
February 25	89	41	41	25	16	NA	X	24
March 12	91	73	44	33	11	29	X	52
March 25	115	77	43	30	13	25	X	55
April 9	46	27	17	11	8	10	X	21
April 22	87	57	39	20	19	18	X	38
May 14	146	83	44	31	13	20	X	51
June 11	115	70	42	33	9	14	X	47
June 24	89	41	35	19	16	25	X	44
July 9	96	57	40	19	21	17	X	36
July 22	146	103	64	37	27	36	X	73
August 13*	121	89	57	42	15	27	14	83
August 26	109	67	50	32	18	31	8	71
September 10	71	50	37	26	11	22	5	53
September 23	67	51	46	26	20	40	11	77

\*This date forward, "Applicants to ESB" also includes those who passed on-line exam.  
Source: Police Employment Services Bureau

### Demographics of Recruits and Laterals Hired

New Recruits	White	African American	Hispanic	Asian	Pacific	Native American	Total
Male	59	8	28	2	0	0	97
Female	11	1	9	0	0	0	21
Total	70	9	37	2	0	0	118

Source: Police Employment Services Bureau

- Hired and/or attended classes 553, 555, 556, 557, 559, 560 and scheduled to attend 561 (Begins September 13th).

## Recruit Tracking

Class	Start Date	Tracking	Confirmed	Reinstatement	Lateral	Total
553	01/10/22	NA	6	0	0	6
555	03/07/22	NA	9	2	0	11
556	04/04/22	NA	13	1	0	14
557	05/16/22	NA	16	1	0	17
559	06/27/22	22	22	2	1	25
560	08/08/22	20	20	1	0	21
561	09/19/22	21	21	0	3	24

Source: Police Employment Services Bureau

## 2022 College Degrees and Military Members by Class

Class	Degree Total	Military
553	1	0
555	2	2
556	1	1
557*	8	1
559	8	3
560	7	3
561	13	5
563	Tracking 10	Tracking 6
564	Tracking 6	Tracking 2

\*Degree Waiver Program began with Class 557  
Source: Police Employment Services Bureau

## ATTACHMENT B

This attachment provides the number of monthly sworn retirements and resignations from the Phoenix Police Department.

<b>2021</b>	<b>Retirements</b>	<b>Resignations</b>	<b>Total</b>
<b>January</b>	13	10	23
<b>February</b>	7	4	11
<b>March</b>	5	6	11
<b>April</b>	6	11	17
<b>May</b>	11	9	20
<b>June</b>	15	6	21
<b>July</b>	28	10	38
<b>August</b>	9	11	20
<b>September</b>	14	17	31
<b>October</b>	18	3	21
<b>November</b>	17	5	22
<b>December</b>	30	10	40
<b>Total</b>	<b>173</b>	<b>102</b>	<b>275</b>

<b>2022</b>	<b>Retirements</b>	<b>Resignations</b>	<b>Total</b>
<b>January</b>	14	10	24
<b>February</b>	13	11	24
<b>March</b>	13	8	21
<b>April</b>	13	11	24
<b>May</b>	18	9	27
<b>June</b>	20	10	30
<b>July</b>	10	5	15
<b>August</b>	9	12	21
<b>September (known)</b>	11	6	17
<b>Total</b>	<b>121</b>	<b>82</b>	<b>203</b>

\*Actual and planned separations known as of September 27, 2022



## Summer Gun Violence Prevention Program Update

This report provides the Public Safety and Justice Subcommittee an update on the Phoenix Police Department's efforts in response to the rise of gun crimes.

### **THIS ITEM IS FOR INFORMATION AND DISCUSSION.**

#### **Summary**

In response to the rising gun crimes occurring within the City of Phoenix, the Phoenix Police Department's Violent Crimes Bureau and the Patrol Division developed the Summer Gun Violence Program. This 90-day program focused on assaults and robberies involving guns with actionable follow-up. Based on the belief that most violent crimes are committed by a small fraction of our community, the goal of this program was to identify, locate, and apprehend violent offenders within our community as quickly and efficiently as possible. By targeting these offenders, we can reduce violent gun crimes in our community while seizing the guns used to commit these crimes. To focus on these specific crimes, 10 detectives from the Robbery Unit and the Assaults Unit were assigned to the five precincts with the highest levels of gun crime:

- South Mountain Precinct
- Desert Horizon Precinct
- Mountain View Precinct
- Maryvale/Estrella Mountain Precinct
- Cactus Park Precinct

The detectives were assigned to the precinct to work directly with the Neighborhood Enforcement Teams to develop probable cause and formulate a plan for apprehension. Additionally, the Crime Gun Intelligence Unit and imbedded Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) Agents would assist in processing all guns and casings in hopes of linking them to additional incident to be used for prosecution. The Maricopa County Attorney's Office assisted by assigning specific attorneys to each precinct to focus on these cases. The Department has decided to extend the program until Nov. 1, 2022 while additional plans are developed to strategically address violent crime in our city.

Outcomes

Through the focus of this program, from July 1, 2022 through Oct. 2, 2022 there were 1,190 crime guns that were impounded citywide, an increase of 9.47 percent compared to the crime guns that were impounded during the same three months of 2021. There were also 1,114 citywide gun crime-related arrests, a decrease of .45 percent compared to the gun-related arrests during the same three months of 2021.

Next Steps

The program will be extended until Nov. 1, 2022 while additional plans are developed to strategically address violent crime in our city.

**Responsible Department**

This item is submitted by Assistant City Manager Lori Bays and the Police Department.





---

## Arizona State University's Collaborative Assessment of Calls for Police Service

This report provides the Public Safety and Justice Subcommittee an update on Arizona State University and Phoenix Police Department's Collaborative Assessment of Calls for Police Service study and related recommendations.

### **THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.**

#### **Summary**

For this project, the City of Phoenix requested assistance from Arizona State University (ASU) to help assess its current responses to citizen requests for police services against research, good practices in other jurisdictions, and viable alternative responses, and to recommend improvements to the current responses that are effective, efficient and equitable. The study focused on alternative responses to citizen requests for police service for eight non-emergency calls for service:

1. Check welfare requests
2. Civil-matter stand-bys
3. Noise complaints
4. Minor-damage, no-injury vehicle crashes
5. Abandoned vehicles
6. Parking complaints
7. Intrusion alarms
8. Found property reports

Recommendations are based on existing research, good practices in other jurisdictions, and input from Phoenix Police Department (PPD) patrol officers, patrol supervisors, communications operators, and communication supervisors. The guiding principle of the project was that sworn police officers should prioritize doing those tasks for which they are uniquely authorized, trained, and equipped to perform, referring, as much as possible, those tasks that can be performed safely and competently by non-sworn employees.

Of the eight different call types discussed in the study, ASU and PPD believe there are four types that can be responded to differently in the near-term, while the remaining

call types would need additional efforts such as making changes to the City Code. The four types that the Department plans to address immediately make up roughly 25,000-30,000 calls for service annually and are described below.

### Found Property

Arizona statute §12-940 defines found property as “means recovered, lost, surrendered, abandoned or otherwise received property that is turned over to a public agency where the owner may or may not be known and that is not classified as evidence.” Property that is found has liability for the finder. Some property is illegal to possess such as found firearms and narcotics. Other found property might be dangerous to handle. In certain situations, a police response is necessary if the items are illegal to possess, dangerous, known or likely to be stolen, or match a report of lost property.

### *Recommendations:*

- PPD will continue to dispatch officers to found property involving firearms, narcotics, identifiable stolen items, and/or items which could be dangerous to the public.
- For items not described above, PPD will request the finder to bring property to a PPD precinct, or potentially another City facility.
- Additionally, PPD will enhance online community messaging related to information and resources on this topic.

### Abandoned Vehicles

According to current PPD Operations Orders, related to an inoperable vehicle on a public right of way, employees will check the vehicle through the Arizona Crime Information Center (ACIC)/ National Crime Information Center (NCIC) and issue a Notice of Violation if the owner can be established. The next step is for the employee to request a contract wrecker to have the vehicle towed as soon as possible. An operable vehicle left on a public street is considered abandoned if it has been left for 72 continuous hours. The employee’s next step will be to contact the owner to ask them to move it, and the vehicle will be “red tagged” with a vehicle removal notification. Then they must recheck the vehicle 48-72 hours later and contact a towing company if the owner cannot be contacted.

### *Recommendations:*

- PPD will work to enhance the capacity of the Police Assistant job classification to be the primary responder to these calls for service.

### Parking Complaints

Illegal parking is a Priority 3 call. Citizens can report illegal parking by calling the traffic

hotline, the non-emergency line, or reporting it through an online form. The online format allows for a specific description of the problem. If the vehicle is on the street and there is a posted "no parking" sign, an officer will be dispatched to tag the vehicle. If the vehicle is on private property, the officer will tell the property owner to call in a towing company.

*Recommendations:*

- PPD will work to enhance the capacity of the Police Assistant job classification to be the primary responder to these calls for service.
- PPD will draft a new policy for parking enforcement to clearly define what is considered a Road Safety Hazard (RSH). A RSH is described as a vehicle parked in a way that could impact public safety.
- If a call is deemed by dispatchers to be a RSH, per policy, it will be dispatched to a sworn officer or a Police Assistant.
- If a call is not deemed to be a RSH, the call will be sent to a Police Assistant between 8:00 a.m. and 6:00 p.m.
- Additionally, PPD will enhance online community messaging related to information and resources on this topic.

Minor-Damage/Non-Injury Vehicle Collisions

These collisions are commonly referred to as "fender-benders" and include accidents that result in minor bumps, scrapes, and scratches to the vehicles. PPD classifies minor-collision calls for service as Priority 2. Most of the investigation and documentation of minor collisions primarily serves the interests of the automobile insurance industry in their claims-adjusting process.

*Recommendations:*

- PPD will work to enhance the capacity of the Police Assistant job classification to be the primary responder to these calls for service.
- PPD will also explore public-private partnerships with private traffic crash investigation companies.

We believe this is an opportunity for the PPD to continue to participate in being a leader in continual improvement and innovation. These efficiencies via embracing additional alternative response models demonstrates our ongoing commitment to enhancing our service to the community and our employees.

**Responsible Department**

This item is submitted by Assistant City Manager Lori Bays and the Police Department.



## **Authorize Recommended Changes to 2023 Neighborhood Block Watch Grant Application Guide and Program Process**

This report requests the Public Safety and Justice Subcommittee recommend City Council approval of changes to the 2023 Neighborhood Block Watch Grant Program (NBWGP) application guide and program process, as recommended by the Neighborhood Block Watch Oversight Committee.

### **THIS ITEM IS FOR DISCUSSION AND POSSIBLE ACTION.**

#### **Summary**

The NBWGP Oversight Committee was established to solicit, evaluate, and recommend, to the Mayor and City Council, appropriate proposals to expend funds for the expansion of the Block Watch programs within the limits of the Neighborhood Protection Ordinance. This ordinance, known as Proposition 301, was adopted at a special election held on Oct. 5, 1993. The City Council adopted the format and guidelines for this process on April 26, 1994. The NBWGP is administered by the Police Department.

The NBWGP Oversight Committee reviewed and approved requests to change the NBWGP grant application and program process during their meeting on Sept. 22, 2022. The NBWGP Oversight Committee is recommending the following changes become effective for the 2023 Neighborhood Block Watch Grant application process, which opens on Nov. 1, 2022.

The following is a list of the significant NBWGP Oversight Committee recommended changes to the 2023 NBWGP Application Guide (**Attachment A**):

1. Amend the application guide to close the grant application process Monday, Dec. 5, 2022 at 4:00 p.m., Arizona time.
2. On page 5, **Evaluation of Application**, replace "NOTE: LINE-ITEM VETOES ARE PROHIBITED," with the following language, "The purpose of a grant is to enhance crime prevention, safety, and quality of life issues in the City of Phoenix. Line-item vetoes can be applied when at least two-thirds of attending committee members agree

that the item does not meet these criteria."

3. On page 6, **Responsible Party Contact Information/ Grant Contract Signers**, add "A Co-Applicant Group is limited to one grant application per grant year, unless it is a City of Phoenix Department."

4. On pages 7 & 8, **Budget Categories and Description**

- **Personnel** - add "to pay Block Watch members for any services is strictly prohibited."
- **Volunteer hour contributions** - add "These hours should be directly related to grant projects to include but not limited to, Phoenix Neighborhood Patrol (PNP); Alley Cleanups; Getting Arizona Involved in Neighborhoods (GAIN); and/or Newsletters."
- **Operational expenses** - add "Events funded by grant funds cannot solicit and/or accept funds such as admission or booth fees for that event."
- **Equipment/Supplies** - add "Supplies necessary to maintain gates for the Gated Alley Program."

5. On page 11, **Multiple Applications**, add "In the case where more than two applications are submitted under the same Neighborhood Services Department (NSD) listing number, the application(s) with the primary applicant recognized as primary contact by NSD will take precedence."

6. On page 11, **Required Documents**, change "Applicants requesting between \$1 and \$1,000 to **\$1 and \$3,000**"; \$1,001 and \$12,000 to **\$3,001 to \$15,000.**"

7. On page 12, **Grant Dollar Limitations**, change \$12,000 to **\$15,000.**

8. On page 14, **Prohibited and Restricted Use of Funds**, add "All expenditures from provided grant funds shall be made only in accordance with Grantee's budget as set forth in the approved grant application and proposal, or as modified by agreement in writing signed by City and Grantee."

9. On pages 14 & 15, **Prohibited Items List**

- Remove "Entertainment, parties, and recognition dinners not designated as a GAIN event"
- Remove "Food or beverages of any kind, including consumable prizes or incentives in the form of food or beverages"
- Add "Entertainment, parties, and recognition dinners, unless they include a crime prevention, safety, and/or quality of life improvement component, such as a GAIN event"

- Add "Police Scanners"

10. On pages 16, 17, & 18, **Restricted Items Chart**

- Change to "Laptops, computers, tablets, or notebooks (**\$1,500** per grant year **\$750** per item; no more than two items per grant year; **limited to a purchase of two items total every three grant years**)"
- Change to "Two-way Radios, **including accessories (per radio)**"
- Remove "Police Scanners (per item)"
- Change to "**Entertainer/Entertainment group to include** Face Painter(s), Disc Jockey(s), or Balloon Artist(s) (each artist/group, per event)"
- Add "Food or beverages of any kind; must be for the use of crime prevention, safety, quality of life, or Wake-Up Clubs"
- Add "Generators"
- Add "Bicycles (\$500 per item; no more than two items per grant year)"
- Remove "Craft/Gardening Supplies"
- Change to "Sports Equipment and Supplies"
- Change to "Laptops, computers, tablets, or notebooks are restricted to a maximum of **\$1,500** per application (in addition to **\$750** per item restriction); **no more than two items per grant year; limited to a purchase of two items total every three grant years**"

11. **Insurance Requirement**, add, (for Primary Applicant Group Only).

**Contract Term**

The funding period for the 2023 NBWGP grants is July 1, 2023 through June 30, 2024.

**Financial Impact**

No matching funds are required.

**Responsible Department**

This item is submitted by Assistant City Lori Bays and the Police Department on behalf of the Neighborhood Block Watch Oversight Committee.



# **2023 Neighborhood Block Watch Grant Program Application Guide**

**All grant applications are due no later than**

**Monday, December 5, 2022**

**By 4:00 p.m., Arizona time**

# TABLE OF CONTENTS

FY2023 Competitive Grant Announcement.....	3
APPLICATION PERIOD .....	3
NEIGHBORHOOD NOTIFICATION SERVICE .....	4
ELIGIBILITY .....	4
COMPLETING THE APPLICATION .....	4
ONLINE GRANT APPLICATION PROCESS GUIDE .....	5
EVALUATION OF APPLICATION .....	5
Oversight Committee Scoring Criteria Information .....	5
Responsible Party Contact Information / Grant Contract Signers .....	5
PREPARATION OF BUDGET SECTION.....	6
Budget Categories and Description .....	7
Lawful Traffic Mitigation Devices .....	9
Attachments .....	9
APPLICATION REQUIREMENTS AND RESTRICTIONS.....	10
Multiple Applications.....	11
Required Documents.....	11
HOA / Incorporated Neighborhood / 501(c)(3) Requirements.....	11
Geographic Boundaries.....	12
Grant Dollar Limitations.....	12
Community Lighting Information.....	12
PROHIBITED and RESTRICTED USE OF FUNDS .....	13
Prohibited Items List.....	14
Restricted Items .....	15
Restricted Items Chart.....	16
INSURANCE REQUIREMENT.....	18
AWARDED FUNDING.....	18
POST AWARD PROCEDURES .....	18
Reporting.....	19
CONCLUSION / TERMINATION OF PROJECT .....	20
AUDITING .....	20
SUPPLEMENTAL INFORMATION.....	21
CONTACT INFORMATION .....	21
REVIEW OF CHANGES FOR 2023 NBWGP APPLICATION YEAR: .....	22



# NEIGHBORHOOD BLOCK WATCH GRANT PROGRAM

## FY2023 Competitive Grant Announcement

**Applications Due:**  
**Monday, December 5, 2022**  
**By 4:00 p.m., Arizona Time**

Welcome to the 2023 Neighborhood Block Watch Grant Program (NBWGP) application process!

The City of Phoenix, Phoenix Police Department, Fiscal Management Bureau, Neighborhood Block Watch Unit is seeking applications for the 2023 Neighborhood Block Watch Grant Program. This program provides an opportunity to enhance the safety and quality of life in the City of Phoenix through empowerment of community groups. NBWGP funds offer neighborhood groups the resources to create new and innovative programs and activities designed to prevent and reduce crime in their community.

---

### APPLICATION PERIOD

The NBWGP application process opens, **Tuesday, November 1, 2022** and closes on **Monday, December 5, 2022, at 4:00 p.m., Arizona time**. The application will be available through the NBWGP Grants Management System (GMS) website:

[NBWGP Grants Management System](#)

Late submissions **will not be accepted**. NBWGP staff advises that you do not wait until the last minute to submit your application. Upon submission, you will receive an email stating that your application has been received and has been assigned a grant number.

Incomplete grant applications and organizations failing to register with the Neighborhood Services Department, Neighborhood Notification Service, by the grant application submission deadline, **WILL BE DISQUALIFIED**.

## NEIGHBORHOOD NOTIFICATION SERVICE

For information regarding the Neighborhood Notification Service registration process, visit their website at:

[Neighborhood Notification Service](#)

### ELIGIBILITY

**Eligible applicants are:** Neighborhood Block Watch groups and/or neighborhood organizations, registered through the City of Phoenix Neighborhood Services Department, Neighborhood Notification Service are eligible to apply for Neighborhood Block Watch grants. Homeowner Associations are not eligible to apply as a Primary Applicant Group; however, Homeowner Associations, educational or faith-based organizations, non-profit agencies within a specific geographic area, and City of Phoenix departments (such as the Neighborhood Services Department, Police Department, and Parks and Recreation Department) may apply as a Co-Applicant Group. City of Phoenix employees cannot be signers on grant applications in their capacity as a City employee.

It is a mandatory requirement that the Primary Applicant Group be listed with the City of Phoenix Neighborhood Notification Program. Please read and follow the guidelines to complete the forms at:

[Neighborhood Notification Listing Form](#)

Once listed, your organization will receive information about issues that affect the livability of your neighborhood.

### COMPLETING THE APPLICATION

#### Preparation of Application

All grant applications must be submitted online via the Grant Management System (GMS) by the due date. Hard copy or faxed applications **will not** be accepted. If you experience any difficulties with the online application process, please contact NBWGP staff for assistance. **Do not wait until the application due date to seek assistance.**

Applicants are encouraged to review the online workshop presentation and/or attend one of the NBWGP training sessions for assistance in completing the application.

All required fields within the application must be completed. Each narrative question explains what information should be provided. Failure to answer all questions and/or provide all required information may result in the application receiving a lower score or being disqualified. Pay special attention to the restricted and prohibited items. If you have questions, contact NBWGP Staff for assistance.

Review the GMS application process guide for step-by-step directions on printing your application prior to submission.

## ONLINE GRANT APPLICATION PROCESS GUIDE

The following link will take you step-by-step through the Neighborhood Block Watch Grant Program registration and provides step-by-step instructions to complete the online application.

[Application Process - Step-By-Step](#)

## EVALUATION OF APPLICATION

Each grant application is evaluated by the NBWGP Oversight Committee on how well it fulfills the purpose of the NBWGP. Applications evaluated and scored by NBWGP Oversight Committee members must have an overall score of 5.25 or higher to receive grant funding. Grant applications scoring below the City Council approved minimum score of 5.25 points will be disqualified and will not receive funding.

All meetings of the NBWGP Oversight Committee are open to the public. NBWGP applications are scored based on the following weighted criteria:

Crime Prevention/Quality of Life Factors	50%
Budget Evaluation	20%
Community Involvement	20%
Project Viability / Feasibility / Ability to Complete the Project	10%

**~~NOTE: LINE-ITEM VETOES ARE PROHIBITED~~**

The purpose of a grant is to enhance crime prevention, safety, and quality of life issues in the City of Phoenix. Line-Item Vetoes can be applied when at least 2/3 votes of committee members present agree that the item does not meet these criteria.

## Oversight Committee Scoring Criteria Information

[Scoring Criteria](#)

## Responsible Party Contact Information / Grant Contract Signers

The grant contract signers are the responsible parties and will be held accountable for fulfilling all grant requirements, including quarterly financial activity, and program reports, for the term of the grant contract. The name, address (home for individuals or business

for companies), email address, and mobile and/or alternate phone numbers (home or work) of two representatives is required and must be listed accurately on the grant application. The Grant Management System (GMS) will automatically email the listed signers informing them that they have been listed on an NBWGP application. The signers are required to proceed to the GMS website to complete their online registration process. All detailed information regarding the NBWGP GMS will be presented at the application workshops, and is also linked on the main NBWGP website:

[Neighborhood Block Watch Grant Program Website](#)

If the submitted application is a collaborative / joint application, with a Primary Group Applicant and a Co-Applicant Group listed; a representative from each organization must be listed in the grant application and must sign the grant contract. The representatives will be responsible for fulfilling all grant requirements.

A grant Co-Applicant Group can be an educational or faith-based organization, a non-profit agency within a specific geographic area, a Homeowners' Association (HOA), or a City of Phoenix department.

- Individuals who reside or work at the same physical address or who are related (including by marriage) cannot sign the same NBWGP application.
- Members of the NBWGP Oversight Committee cannot be signers on NBWGP applications.
- City of Phoenix employees cannot be grant signers in their capacity as a City employee.
- **A Co-Applicant Group is limited to one grant application per grant year, unless it is a City of Phoenix Department.**

**NOTE:** *INDIVIDUALS MAY NOT BE LISTED AS SIGNERS ON MORE THAN TWO APPLICATIONS.*

## **PREPARATION OF BUDGET SECTION**

There are four budget categories: Personnel, Operational Expenses, Consumables, and Equipment/Supplies. Please refer to the restricted and/or prohibited list of items **before** completing your budget. Items listed with an **asterisk \*** below fall on the restricted and prohibited list. Requests for prohibited items **will not** be funded. Requests for restricted items that violate NBWGP guidelines **will not** be funded. See the complete list of restricted and prohibited items by following this link:

[Restricted and/or Prohibited Item List](#)

## Budget Categories and Description

**Personnel** - When requesting funds for personnel do not use terms such as compensate, sponsor, stipend or subsidize. **NOTE:** Administration of the grant itself, including payment to an accountant or individual to complete quarterly reports or **to pay Block Watch members for any services is strictly prohibited.**

Examples of personnel expenses that include crime prevention and safety:

- Contractors / labor for installation costs
- Hourly pay for individuals and overtime
- \*Seminars / workshops / training classes, includes speakers, presenters, and trainers

**Volunteer hour contributions** – should be provided by both primary and Co-Applicant Group (if applicable) and cannot be paid with grant funds. Paid personnel **are not** considered volunteers and any grant funded / paid hours **cannot** be included in volunteer hours on the grant application. **These hours should be directly related to grant projects, to include, but not limited to: PNP; Alley Cleanups; GAIN; Newsletters.**

- The general labor rate for calculating volunteer hours is \$29.95 per hour.
- Primary Applicant **Group** - Describe volunteer contributions to include hours, supplies or funds provided by **members** of your organization to complete the grant project.
- Co-Applicant **Group** - Describe volunteer contributions to include hours, supplies or funds provided by members of your **Co-Applicant** organization to complete the grant project. **This refers to the secondary group on your grant, if applicable (not a co-signer).**

**Operational Expenses** - If requesting grant funds for a newsletter or website, a sample of the newsletter or link to the website must be provided with the grant application.

- Soliciting and/or accepting funds to post advertisements in a neighborhood newsletter that is funded with Neighborhood Block Watch grant funds is **not permitted.**
- **Events funded by grant funds cannot solicit and/or accept funds such as admission fees or booth fees for that event.**

Examples of operational expenses include:

- \*Phoenix Neighborhood Patrol / Graffiti fuel / mileage reimbursement
- Dedicated communications services (telephone, \*cell phones, \*Internet, \*websites, fax lines)

- \*Insurance costs
- Maintenance / repair services
- Printing / copying / mailing / delivery / faxing services
- Program related transportation costs (buses / vans / rentals and public transportation)
- \*Rental of equipment / supplies (including helium and port-a-johns)
- Rental space or facility use fees
- Utilities (electricity)
- Other - provide details on budget narrative

**Equipment / Supplies** - These are items with a useful life that extend beyond the grant period of one year. Each equipment item must be listed separately. Explain in the narrative, in detail, what types of equipment will be purchased and their intended use.

Examples of equipment / supplies items include:

- \*Communications equipment (\*two-way radios, \*police scanners)
- \*GAIN or crime prevention / safety event (equipment / supplies)
- \*Musical instruments / \*games / \*sporting goods / \*bicycles / hobby / crafts and gardening supplies
- \*Phoenix Neighborhood Patrol equipment / supplies
- Audio / video equipment
- \*Computer equipment / software / accessories
- Educational materials / books
- Fencing and gates – including installation of fences and gates
- **Supplies necessary to maintain gates for the Gated Alley Program.**
- Furniture (tables, chairs, computer desks)
- Hardware items (locks, small tools, \*flashlights, rakes, paint sprayers)
- \*Lighting
- Office equipment (\*copiers / printers / scanners, staplers, scissors, file cabinets, etc.)
- Signage (\*Block Watch / Phoenix Neighborhood Patrol signs, bulletin boards, banners, posters)
- Fingerprint ID kits
- Graffiti cameras (must include the City of Phoenix Neighborhood Services Department as a Co-Applicant Group to be considered)

**Consumables** – These are items that will likely be consumed or distributed during the one-year grant period.

Examples of consumables items include:

- Audio / video / computer supplies (toner, ink cartridges, discs, tapes, CDs,

- videos)
- Clean-up supplies (garbage bags, gloves, cleaners, paper towels)
- Hardware supplies (paint, light bulbs, batteries)
- Office supplies (postage, paper, envelopes, labels, pens, toner, ink cartridges)
- \*GAIN / Safety Event Promotional / Marketing Tools/Items (pens/pencils, letter openers, mugs, Frisbees, auto-window shades, wrist bands, mouse pads, key chains, kitchen products, microfiber cloths, bags, calendars, lanyards, note pads, etc.)
- \*GAIN / Safety Event Crime Prevention Tools/Items (locks: window, door, steering wheel, and padlocks; timers; lighting: motion sensors, dusk-to-dawn, indoor/outdoor emergency lighting; alarms: small/individual door, pool, carbon **dioxide** **monoxide detectors**, smoke **detectors**, window, or personal; document shredders; individual RFID sleeves, **only**, etc.)
- \*Clothing / uniforms
- Other - Please provide detailed description on budget narrative

Each budget category requires a corresponding budget narrative. If a narrative is not included in a budget category, the application may be scored lower or disqualified.

## Lawful Traffic Mitigation Devices

If requesting lawful traffic mitigation devices, e.g. speed humps, you must complete the Budget Supplement – Lawful Traffic Mitigation Devices (included in the application).

When requesting Lawful Traffic Mitigation Devices, if the budget supplement document is not included with the application, the application may be scored lower or disqualified.

For information regarding the application process for speed humps, visit the Street Transportation Department's website and follow the instructions:

[Speed Hump Program](#)

## Attachments

All required documents / forms not submitted with the original application must be submitted prior to applicant receiving any grant funds awarded. Applicants may include additional supportive documents / photos with the application (five attachments maximum). Instructions for uploading attachments are located in the Grant Management System User Manual.

- 5 MB is the **maximum** file size for each uploaded document
  - **REMINDER:** Color documents tend to be much larger in file size

than black and white or gray scale

- Fewer attachments are preferred (i.e., combine multiple pages into a single file)
- **Do not use truncated characters in the file name or upload 'Description' field**
  - Ex: ! @ # \$ % ^ & \* \_()
- PDF format is preferred

## APPLICATION REQUIREMENTS AND RESTRICTIONS

Homeowners' Associations (HOAs) are not eligible to apply as a Primary Applicant Group. Registered block watch groups and/or neighborhood organizations that exist within HOAs boundaries are eligible. HOAs, educational or faith-based organizations, non-profit agencies within a specific geographic area, and City of Phoenix departments (such as the Neighborhood Services Department, Police Department and Parks and Recreation Department) may apply as a Co-Applicant Group.

It is a mandatory requirement that the Primary Applicant Group be listed with the City of Phoenix's Neighborhood Notification Service:

- If your organization is not registered, please visit the Neighborhood Services Department, Neighborhood Notification service website:

[Neighborhood Notification](#)

- In addition, the name of the Primary Applicant Group organization on the grant application(s) must match exactly with the name listed with Neighborhood Services Department through the Neighborhood Notification service.

Grant applications become public records; required attachments (meeting agendas / minutes) **MUST NOT** include personal information (i.e., phone number, name, mailing address, email address, etc.) of people attending meetings. Only provide the total number of members attending meetings and the crime prevention topic discussed on the attached agendas.



## Multiple Applications

Primary Applicant Groups may submit two applications in the following ways:

- As the Primary Applicant Group for its own neighborhood program; and
- As the Primary Applicant Group partnered with a Co-Applicant Group, as defined above.
- In the case where more than two applications are submitted under the same NSD listing number, the application(s) with the primary applicant recognized as primary contact by the Neighborhood Services Department will take precedence.

## Required Documents

Applicants requesting between \$1 and ~~\$1,000~~ \$3,000:

- Organizations must be registered with City of Phoenix Neighborhood Services Department Neighborhood Notification Service by the grant application submission deadline.
- Must submit copies of at least **two** Primary Applicant Group neighborhood meeting agendas / minutes / ~~event flyers~~ / ~~flyers for meetings~~ ~~meeting flyers~~ held in separate months; and the agenda must list the crime prevention topics discussed.
  - The number of individuals in attendance and the crime prevention topic **must be included** on the meeting documentation.

Applicants requesting between ~~\$1,001~~ \$3,001 and ~~\$12,000~~ \$15,000:

- Organization must have been in existence and registered with City of Phoenix Neighborhood Services Department Neighborhood Notification at least six months prior to grant application submission deadline.
- Must submit copies of at least **four** Primary Applicant Group neighborhood meetings agendas / minutes / ~~event flyers~~ / ~~flyers for meetings~~ ~~meeting flyers~~ held in separate months; and the agenda must list the crime prevention topics discussed.
  - The number of individuals in attendance and the crime prevention topic **must be included** on the meeting documentation.

## HOA / Incorporated Neighborhood / 501(c)(3) Requirements

HOAs (as a Co-Applicant Group only), incorporated neighborhoods (as Primary Applicant Group or Co-Applicant Group), and neighborhoods with 501(c)(3) status (as Primary Applicant Group or Co-Applicant Group) **are required to complete the steps listed in the *Homeowners' Associations (HOA's) / 501(c)(3) Organizations Checklist*.**

### [HOA / 501\(c\)\(3\) Checklist Information](#)

If your organization (Block Watch / Neighborhood Association) resides within the existing boundaries of a formal HOA, your group must list the HOA as the Co-Applicant Group if your project requests any item(s) that:

- The Homeowners Association would normally be responsible for; or
- Could be perceived as an improvement to Homeowners Association property (e.g., dusk-to-dawn lighting, additional light poles, fencing, gates, etc.)

Applicants requesting items strictly for Block Watch or Phoenix Neighborhood Patrol activities (e.g., newsletters, mileage reimbursement, etc.) are not required to list the HOA as the Co-Applicant Group.

Please check with your HOA for specific community by-laws prior to submitting an application.

## **Geographic Boundaries**

The geographic area and/or population to be served must be identified in the grant application as listed with the City of Phoenix's Neighborhood Notification service. The service area shall be within the corporate limits of the City of Phoenix, and the impacted population must be Phoenix residents. Applicants must provide the number of households served within the Block Watch / neighborhood organization's area.

Applicants are limited to two grant application submissions within identical geographic boundaries; one for the group and one with a partner. Primary Applicant Group / Co-Applicant Group guidelines do apply.

## **Grant Dollar Limitations**

Grant amounts may vary, but the maximum grant amount that can be requested is ~~\$12,000~~ \$15,000. Budget estimates should match your proposal and NOT be inflated to reach the maximum figure. Round estimates to the nearest whole dollar amount and remember to account for sales tax, set up fees, shipping / freight, and/or permit fees (do not include as a separate line item(s)). Remember to address each item in the budget narrative.

## **Community Lighting Information**

The NBWGP Oversight Committee strongly suggests that all grant applicants look into cost effective, energy efficient lighting options for neighborhoods. Energy efficient lighting includes solar lighting and LED lighting options.

Using grant funds to pay electric bills for lighting is restricted in the following manner:

- A maximum of \$3,000 can be allocated towards electric bills for lighting.
- Lighting is encouraged to be directed and shielded so as to deter glare which can be a safety hazard to vehicles and pedestrians.
- Lighting color temperature should be consistent with the lighting color temperature approved and used by City of Phoenix (2700 Kelvin).

No new contracts for lighting will be allowed unless lighting systems are energy efficient.

Requests for funding of new lighting fixtures must be energy efficient and include a map or detailed description on the location of the installation.

## **PROHIBITED and RESTRICTED USE OF FUNDS**

Grant funds shall be used to fund new or existing programs and activities with an identifiable anti-crime component or safety element. Eligible uses include, but are not limited to, crime prevention programs, neighborhood crime-fighting workshops, and crime-fighting / prevention educational programs. Proposals to expand a current program or activity into a new geographic area where no similar programs or activities exist will be considered. Any service / equipment / product / resource already available through a City department / agency will be reviewed on a case-by-case basis.

Once City Council finalizes funding recommendations, grant funds may only be used for those items listed in the approved grant budget without written authorization from City Council or the Oversight Committee.

Additionally, grantees should be aware that the City of Phoenix political activity policy governs what type of political activities can be undertaken with NBWGP funds. Grantees are **prohibited** from using grant funds in the following manner:

- To influence, interfere with, or affect the results of an election.
- To participate in the management or affairs of any candidates' campaign for office including, but not limited to, soliciting, or making financial contributions to candidates.
- To purchase and/or display bumper stickers, posters, literature, buttons, or other campaign materials.
- For political advertisements, endorsements, or speeches.
- For any statement or action that endorses or opposes any political party, candidate, or ballot measure.

Grant funds **can** be used to promote basic election information such as: links to the city, county, or state voter registration/information sites, election dates, and neighborhood polling places. Additionally, grantees **are** allowed to privately express political opinions. Examples of what the policy allows include: posting private opinions on non-grant funded

social media accounts, displaying yard signs, signing nominating petitions, or communicating with another person or group of people regarding elections when the grantee does, not do so in a grantee award related capacity.

**ALL EXPENDITURES FROM PROVIDED GRANT FUNDS SHALL BE MADE ONLY IN ACCORDANCE WITH GRANTEE'S BUDGET AS SET FORTH IN THE APPROVED GRANT APPLICATION AND PROPOSAL, OR AS MODIFIED BY AGREEMENT IN WRITING SIGNED BY CITY AND GRANTEE. It is understood and agreed that GRANTEE, its officers, agents, and employees accept total responsibility and accountability for any misuse of funds, and any funds, including interest earned, not used in accordance with this contract shall be reimbursed to CITY by GRANTEE.**

No expenditures or encumbrances of grant funds may be made by GRANTEE prior to issuance of grant funds and notice to proceed by CITY.

**Prohibited Items List:** *Requests for prohibited items will be denied.*

Grant funds **cannot** be used to buy or pay for:

- Administration of the grant itself, including payment to an accountant or individual to complete quarterly reports or to pay Block Watch members for any services.
- Alcoholic beverages, including wine and beer;
- Awards and raffle prizes;
- Bulletproof vests;
- ~~Entertainment, parties, and recognition dinners not designated as a GAIN event.~~
- Entertainment, parties, and recognition dinners, unless they include a crime prevention, safety, and/or quality of life improvement component, such as a GAIN event.
- Entrance or admission fees for any in-state or out of state non-educational field trips, including water and amusement parks;
- ~~Food or beverages of any kind, including consumable prizes or incentives in the form of food or beverages;~~
- Motor vehicles;
- Out-of-state field trips or travel (educational or non-education);
- Surveillance equipment and drones, including night vision and listening devices (does not include graffiti cameras if partnering with the Neighborhood Services Department);
- Vehicle overhead emergency light bars;
- Weapons of any type, including firearms, pepper spray, mace, knives, stun guns, kubotan, etc.
- Weed killers and lawn chemicals labeled as hazardous material; recommended to use organically labeled products.
- Home alarm systems and/or vehicle alarm systems.

- Batteries and/or power sources used for mobility purposes.
- **Police Scanners**

Prior to submission, review your budget for errors and transpositions. Make sure your quantities and dollar amounts are correct. Additional budget / financial pages may be submitted in the document attachment section of the application.

## **Restricted Items**

Costs for the items listed below have been restricted by the NBWGP Oversight Committee.

Cellular phones purchased with NBWGP funds for the purpose of neighborhood patrols and Block Watch activities can be funded up to a maximum limit of \$480 per phone / service for the grant year. Additionally, groups must justify the need for the number of phones requested. NBWGP funds cannot be used to pay phone charges for long distance or special fee (900 numbers) phone calls.

Mileage Reimbursement is restricted to Phoenix Neighborhood Patrol or graffiti abatement activities. Grant funds can only be used to reimburse for mileage when Phoenix Neighborhood Patrol members are patrolling or doing graffiti abatement; this does not include attending training, meetings, or running errands. Mileage Reimbursement is limited to a combined maximum of \$1,000 per grant year for either Phoenix Neighborhood Patrol or graffiti abatement activities.

Crime Prevention Tools/Items will be restricted to a total of \$4,000 for the grant year. Additionally, Promotional/Marketing Tools/Items should have a crime prevention message printed on them.

## Restricted Items Chart

Restricted Items – total requested budgeted items cannot exceed specific restricted item amount.	Restricted Item Amount
Website Hosting / Maintenance / Domain Name / Email Server (a combined total of all items)	\$750
Adult clothing (t-shirts, jackets, hats, sweatshirts, etc.)	\$500
Digital cameras (per item)	\$300
Flashlights (per item)	\$25
Laptops, computers, tablets, or notebooks ( <del>\$1,000</del> \$1,500 per grant / <del>\$500</del> \$750 per item; and no more than two items per grant year; limited to a purchase of two items total every three grant years)	\$1,000 \$1,500 / <del>\$500</del> \$750
Paint sprayers (per item)	\$700
Two-way Radios, including accessories ( <del>per item</del> ) (per radio)	\$250
<del>Police Scanners (per item)</del>	<del>\$500</del>
Radar Gun (per item)	\$125
Lighting electricity bill	\$3,000
Guest Speaker (per presentation)	\$150
Insurance	\$2,000
Entertainer/Entertainment group to include Face Painter(s), Disc Jockey(s) or Balloon Artist(s) (each artist / group, per event)	\$150
Regular Copy Printers, including maintenance	\$500
Room / Facility Rental Fees per year	\$1,000
Youth Clothing / Uniforms	\$1,000
Food or beverages of any kind; must be for the use of crime prevention, safety, quality of life, or Wake-Up! Clubs”	\$500
Generators	\$750
Bicycles (\$500 per item; no more than two items per grant year)	\$500 / \$1,000
Promotional Items / Marketing Tools (*should include a printed crime prevention message)	\$3,000
Crime Prevention Tools/Items	\$4,000
<b>Restricted Budget Categories for Block Watch / Phoenix Neighborhood Patrol Programs</b>	

<b>The following items are restricted and may ONLY be purchased <del>in conjunction</del> for the use of the <del>with</del> Block Watch or Phoenix Neighborhood Patrol programs:</b>
*Block Watch and/or Phoenix Neighborhood Patrol clothing
*Cell Phones / Service - Limit \$480 per phone / service per year; number of phones must be justified in application
*Equipment (Two-way Radios / Police Scanners / Walkie-Talkies / Binoculars / Bicycles)
*Fuel / mileage Reimbursement for Phoenix Neighborhood Patrol Activity / Graffiti Abatement has a maximum limit of \$1,000 per grant year
*GAIN / Safety Event Crime Prevention Tools/Items (locks: window, door, steering wheel, and padlocks; timers; lighting: motion sensors, dusk-to-dawn, indoor/outdoor emergency lighting; alarms: small/individual door, pool, carbon <del>dioxide</del> <del>monoxide</del> detectors, smoke detectors, window, or personal; document shredders; individual RFID sleeves, <del>only</del> , etc.)
*GAIN / Safety Event Promotional Items / Marketing Tools (pens/pencils, letter openers, mugs, Frisbees, auto-window shades, wrist bands, mouse pads, key chains, kitchen products, microfiber cloths, bags, calendars, lanyards, note pads, etc.)
*Phoenix Neighborhood Patrol Magnetic and Metal Signs
*Rentals
*Supplies
<b>Restricted Budget Categories for Youth-Related Programs</b>
The following items are restricted and may ONLY be purchased in conjunction with Youth-Related Programs:
Camp Fees (In-state Only)
Clothing / Uniforms (Restricted to \$1,000 total per application)
<del>Craft / Gardening Supplies</del>
Games (Board / Video Game Systems and Accessories / Video and Computer Games / Cards / Pool, Ping Pong, and Foosball Tables / Music or Video CDs)
Sports Equipment and Supplies <del>/Bicycles</del>
Tournament Entry Fees (In-state ONLY)
Science, technology, engineering, and math (STEM) programs

<b>Other Restricted Items</b>
<b>Mileage Reimbursement for Graffiti Abatement activities</b> has a maximum limit of \$1,000 per group (this includes any Phoenix Neighborhood Patrol reimbursements).
<b>Internet Services</b> are restricted to a maximum limit of \$750 per year for service provided to community organizations / centers and a maximum of \$500 per year for service provided to an individual's residence.
<b>Lawful Traffic Mitigation Devices</b> , including speed humps / bumps, cannot be funded unless they can be directly tied to crime prevention.
<b>Laptops, computers, tablets, or notebooks</b> are restricted to a maximum of <del>\$1,000</del> \$1,500 per application; <del>or a total of two items</del> (in addition to <del>\$500</del> \$750 per item restriction); <b>no more than two items per grant year; limited to a purchase of two items total every three grant years.</b>

## **INSURANCE REQUIREMENT**

Grant applicants are responsible for reviewing, their activities, determining whether insurance is needed, and purchasing insurance, as they deem appropriate. Grant applicants should be aware that THEY are NOT COVERED by the City of Phoenix for ANY TYPE OF INSURANCE OR LIABILITY ISSUE ASSOCIATED WITH any of THEIR program, event, and/or activities. NBWGP Staff encourages applicants to contact a licensed insurance agent to ensure they have appropriate coverage for programs, events, and activities, INCLUDING AUTO LIABILITY, GENERAL LIABILITY, WORKERS COMPENSATION, DIRECTORS AND OFFICERS INSURANCE (for Primary Applicant Group ONLY), AND/OR PROPERTY INSURANCE for example.

## **AWARDED FUNDING**

Applications recommended by the NBWGP Oversight Committee for funding will be forwarded to the Public Safety and Veterans Subcommittee for its review and acceptance and then, to the Phoenix City Council for final approval and grant awards. The Phoenix City Council makes the final determination in the acceptance, denial or alteration of the funding level of each application.

NBWGP staff will notify applicants of funding results. Grant awards will be announced in June 2023; they cannot be funded prior to July 1, 2023.

## **POST AWARD PROCEDURES**

### **Contract**

All approved grant recipients are **required** to execute a contract with the City of Phoenix regarding the use of grant funds in accordance with NBWGP rules and regulations.



All grant funds will be deposited into a joint checking account with the City of Phoenix and applicant(s) as authorized signers. The City will designate the bank to be used for such accounts. Grant checking accounts **MUST ONLY** contain grant funds.

### **Banking Requirements**

All recipients' grant funds will be deposited into a bank checking account with the City of Phoenix listed as a co-signer on the account. All checking accounts will be centralized at the Downtown Chase Bank.

Chase Bank will not charge NBWGP grantees any service charges or check fees for the 2023 grant year. Any insufficient fund charges will be the responsibility of the grantee to pay personally. Grant funds cannot be used to pay insufficient fund charges.

### **Reporting**

Quarterly reports are used to evaluate grant project performance, compliance, and progress. Reports **MUST** be submitted by grant recipients within required timelines set by the City. Quarterly Report due dates are listed on the NBWGP Grant Management System (GMS) website and reminder emails are sent to grantees on a quarterly basis.

All records and documents related to project activities, expenses, bank statements, receipts, equipment, or other personal or tangible property purchased with grant funds **MUST** be maintained by the grantee for a period of at least two (2) years from the date of expiration of the grant contract.

Applicants that do not submit quarterly and final reports in a timely manner, that submit fraudulent applications or reports, and/or do not return all unused grant monies, **WILL NOT** be eligible for future funding and may face legal prosecution.

As a Co-Applicant Group, Neighborhood / Homeowners Association / Block Watch / etc., organizations are jointly responsible for tracking and reporting of expenditures when partnering with an organization.

Checks cannot be written for an amount greater than that on the receipt / invoice. In addition, checks **CANNOT** be made out to "Cash"; cash **CANNOT** be withdrawn from the grant checking account. Checks **CANNOT** be signed by and made out to the same person.

Any items purchased with NBWGP funds must be labeled "Funded with Phoenix NBWGP funds" when reasonable and prudent.

## CONCLUSION / TERMINATION OF PROJECT

At the conclusion or termination of a project, grant recipients that purchased equipment and/or other tangible property with NBWGP funds will have two options:

1. Return equipment to the City of Phoenix; or
2. Retain equipment by submitting a contract extension form

Should the grant recipient decide to retain any equipment beyond the completion or termination of the project, they must submit a Retained Equipment contract extension form (Exhibit D) with the final grant report. Each item the grant recipient would like to retain must be listed on the form and must be made available for two years in case of an audit.

During the two-year extended term of the contract, there will be no reporting requirements. The grant recipient will continue to use the equipment in connection with the programs and activities identified in the grant application and will maintain the equipment during its useful life. The City will retain the title to the equipment during the extended term and may request to see / audit the equipment at any time during the two- year contract extension.

At the end of the contract extension period, the equipment becomes property of the Primary Applicant Group listed on the application.

A few examples of retained equipment / tangible property includes computers / laptops, printers, tables, chairs, shade canopies, and cameras.

**ALL UNUSED GRANT MONIES MUST BE RETURNED TO THE CITY OF PHOENIX.**

## AUDITING

Grant recipients **MUST** agree to allow the City Auditor and/or the NBWGP staff complete access to all records, equipment, and/or tangible property related to the project for auditing purposes. City representatives **MUST** be allowed access to all locations grant activities are being conducted for evaluating the effectiveness of the grant project. Grant recipients **MUST** adhere to any other requirements deemed necessary by the City for the proper operation of projects.

## **SUPPLEMENTAL INFORMATION**

### **Scoring Criteria**

[Scoring Criteria](#)

### **Definition of Common Grant Terms**

[Common Grant Terms](#)

### **Grant Application Checklist**

[Application Checklist](#)

### **Frequently Asked Questions (FAQ)**

[Frequently Asked Questions](#)

## **CONTACT INFORMATION**

If you have any questions, please call the **NBWGP staff at 602-262-6131** assistance. Information provided by other sources may not be accurate.

## REVIEW OF CHANGES FOR 2023 NBWGP APPLICATION YEAR:

1. Amend the application guide to close the grant application process on Monday, December 5, 2022 at 4:00 p.m., Arizona time.\*
2. On page 5, under the Evaluation of Application section, replace “*NOTE: LINE-ITEM VETOES ARE PROHIBITED*,” with the following language: “The purpose of a grant is to enhance crime prevention, safety, and quality of life issues in the City of Phoenix. Line-item vetoes can be applied when at least two-thirds of attending committee members agree that the item does not meet these criteria.”
3. On page 6, under the Responsible Party Contact Information / Grant Contract Signers section, add the following as a fourth bullet point: “Co-Applicant Groups are limited to one grant application per grant year, unless they are a City of Phoenix Department.”
4. On Page 7, under the Volunteer hour contributions section, add the following language: “These hours should be directly related to grant projects to include, but not limited to, PNP; Alley Cleanups; GAIN; and/or Newsletters.”
5. On page 7, under the Operational Expenses section, add the following as a second bullet point: “Events funded by grant funds cannot solicit and/or accept funds such as admission or booth fees for that event.”
6. On pages 8, under the Equipment / Supplies section, add the following as a new bullet point: “Supplies necessary to maintain gates for the Gated Alley Program.”
7. On page 11, under Multiple Applications section, add the following as a third bullet point: “In the case where more than two applications are submitted under the same NSD listing number, the application(s) with the primary applicant recognized as primary contact by the Neighborhood Services Department will take precedence.”
8. On page 11, under Required Documents section, remove “Applicants requesting between \$1 and \$1,000,” and replace it with the following language: “Applicants requesting between \$1 and \$3,000.”
9. On page 11, under Required Documents section, remove “Applicants requesting between \$1,001 and \$12,000,” and replace it with the following language: “Applicants requesting between \$3,001 and \$15,000.”
10. On page 12, under Grant Dollar Limitations section, increase maximum grant award from \$12,000 to \$15,000.
11. On page 14, under Prohibited Items List section, remove the following bullet point: “Entertainment, parties, and recognition dinners not designated as a GAIN event,” and add the following as a new bullet point: “Entertainment, parties, and recognition dinners, unless they include a crime prevention, safety, and/or quality of life improvement component, such as a GAIN event.”

12. On page 14, under Prohibited Items List section, remove the following bullet point: "Food or beverages of any kind, including consumable prizes or incentives in the form of food or beverages;"
13. On page 14, under Prohibited Items List section, add the following as a new bullet point: "Police Scanners"
14. On page 16, under Restricted Items Chart section, remove "Laptops, computers, tablets, or notebooks (\$1,000 per grant / \$500 per item and no more than two items)," and replace it with the following: "Laptops, computers, tablets, or notebooks (\$1,500 per grant year / \$750 per item; no more than two items per grant year; limited to a purchase of two items total every three grant years)"
15. On page 16, under Restricted Items Chart section, remove "Two-way Radios (per item)," and replace it with the following: "Two-way Radios, including accessories (per radio)"
16. On page 16, under Restricted Items Chart section, remove "Police Scanners (per item)"
17. On page 16, under Restricted Items Chart section, remove "Face Painter(s), Disc Jockey(s) or Balloon Artist(s) (each artist, per event)" and replace it with the following: "Entertainer/Entertainment group to include Face Painter(s), Disc Jockey(s) or Balloon Artist(s) (each artist / group, per event)"
18. On page 16, under Restricted Items Chart section, add the following as a new restricted item: "Food or beverages of any kind; must be for the use of crime prevention, safety, quality of life, or Wake-Up! Clubs"
19. On page 16, under Restricted Items Chart section, add the following as a new restricted item: "Generators (restricted to \$750 per grant year)"
20. On page 16, under Restricted Items Chart section, add the following as a new restricted item: "Bicycles (\$500 per item; no more than two items per grant year)"
21. On page 17, under Restricted Budget Categories for Youth-Related Programs section, remove the following: "Craft / Gardening Supplies."
22. On page 17, under Restricted Budget Categories for Youth-Related Programs section, remove "Sports Equipment and Supplies / Bicycles" and replace it with the following: "Sports Equipment and Supplies"
23. On page 18, Other Restricted Items section, remove "Laptops, computers, tablets, or notebooks are restricted to a maximum of \$1,000 per application; or a total of two items (in addition to \$500 per item restriction)" and replace it with the following: "Laptops, computers, tablets, or notebooks are restricted to a maximum of 1,500 per application; (in addition to \$750 per item restriction); no more than two items per grant year; limited to a purchase of two items total every three grant years."
24. On page 18, under Insurance Requirement section, add the following language: "(for Primary Applicant Group ONLY)"

# Shop Local Phoenix



Give yourself the **GIFT** of community services and programs



City of Phoenix

[phoenix.gov/shopphoenix](http://phoenix.gov/shopphoenix)



Webex is ending support for this operating system and is no longer providing updates and bug fixes. You will still be able to start and join Webex meetings, but for the experience, we recommend that you update your computer to a supported operated system.

# Event Information: Phoenix Sub Committee Public Safety and Justice October 12, 2022 9:30 A.M.



[English](#) : [Arizona Time](#)

**Event status:** Not started  
**Date and time:** Wednesday, October 12, 2022 9:30 am  
Mountain Standard Time (Arizona, GMT-07:00)  
[Change time zone](#)

**Duration:** 5 hours

**Description:** **If you want to speak - click this [REGISTER TO SPEAK LINK](#) at least 2 HOURS prior to the meeting and submit a request to speak.**

[Join Event Now](#)

You cannot join the event now because it has not started.

**First name:**

**Last name:**

**Email address:**

**Event password:**

WANT TO SPEAK DURING THE MEETING?		
IF JOINING ONLINE	IF JOINING BY PHONE	IF JOINING IN PERSON
<p><b>STEP 1</b></p> <p>CLICK THE REGISTER TO SPEAK LINK ABOVE &amp; SIGN UP TO SPEAK</p> <p>DEADLINE = 2 HOURS PRIOR TO MEETING</p>	<p><b>STEP 2</b></p> <p>COME BACK TO THIS WEBEX WEBSITE AT THE START OF THE MEETING &amp; JOIN</p> <p>USE SAME FIRST &amp; LAST NAME SO WE CAN FIND &amp; UNMUTE YOU</p>	<p><b>STEP 1</b></p> <p>CALL 602-262-6001 TO REGISTER TO SPEAK</p> <p>DEADLINE = 2 HOURS PRIOR TO MEETING</p> <p><b>STEP 2</b></p> <p>AT START OF MEETING CALL 602-666-0783 &amp; ENTER THE MEETING ID LISTED ON THE AGENDA</p> <p>USE SAME PHONE YOU REGISTERED WITH SO WE CAN FIND &amp; UNMUTE YOU</p>
		<p>REGISTER TO SPEAK IN PERSON AT A KIOSK AT PHOENIX CITY COUNCIL CHAMBERS AT 200 W. JEFFERSON STREET PHOENIX, AZ 85003</p> <p>DEADLINE = BETWEEN 1 HOUR PRIOR TO MEETING &amp; BEFORE ITEM IS CALLED</p>

If you are the host, [start your event](#).

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.