




## Maple Grove Police Department Memorandum

TO: Mayor Mark Steffenson and City Council  
Heidi Nelson, City Administrator

FROM: Eric T. Werner, Chief of Police 

DATE: May 6, 2022

RE: 2022 COPS (Community Oriented Policing Services) Hiring Program Grant

---

This memorandum provides general background information for the FY 2022 COPS Hiring Program (CHP) Grant in preparation for the May 16, 2022 work session discussion. The city of Maple Grove 2022 – 2024 Goals requires each department to develop a five-year staff plan to meet the department needs. Along with the staff plan, it is required to have a five-year general fund projected revenue and expense budget that includes estimates of staffing. Police grant revenue is a possible source of funding for additional future positions in the police department.

During preliminary planning to meet the city goal, police department command staff learned of one possible grant funding source. There is \$156 million in funding available through the FY 2022 CHP. The award period of performance is five years (60 months) to allow time for recruitment and hiring. Only three years (36 months) of officer salary is chargeable to the award. There is a minimum local match of 25 percent with a federal award funding cap of \$125,000. Further details of the grant are provided below. The cost of one full-time officer (or one FTE) is used for illustration.

### Maple Grove cost for one officer<sup>1</sup>

- Starting salary for the three-year period of 2023 – 2025 assuming step increases, cola, and all benefits is approximately \$313,000.
- COPS grant max funding is \$125,000. That leaves \$188,000 over the three-year time period paid by the city. Overall, this is an estimated 60/40 funding split per officer. 60% paid by the city with 40% paid by the CHP grant.
- Agencies must retain the CHP-funded position for 12 months following the three years of funding for the position. The city would be required to pay the full salary and benefits for the 12-month period.
- The city is required to pay overtime costs, training, equipment (e.g., uniforms, weapons, or vehicles), severance pay, and hazard pay.

---

<sup>1</sup> Finance Director Greg Sticha provided the cost estimates for discussion purposes.

- The estimated costs of the initial equipment or other ancillary needs for a new officer are \$10,000.<sup>2</sup> Some of these expenses or within the current police department budget such as psychological and medical testing. Other expenses, such as the purchase of a ballistic vest, have state and federal grant funding.

#### Grant application deadline dates

Applications will be submitted in a two-step process, each with its own deadline.

- STEP 1: Submit an SF-424 and an SF-LLL in [Grants.gov](https://www.grants.gov). Grants.gov application deadline is Thursday, June 9, 2022, 7:59 p.m. ET.
- STEP 2: Submit the full application including attachments in [JustGrants](https://www.justgrants.gov). Justgrants application deadline is Thursday, June 16, 2022, 7:59 p.m. ET.

#### Suggested positions for discussion for grant funding

During preliminary planning to develop a five-year staff plan, police department command staff identified the following future positions based on service needs.

- Community outreach officer assigned to the Maple Grove Community Center
- Community outreach sergeant
- General investigator

More information about these positions can be provided to the City Council during the work session on May 16.

#### Attachments

COPS (Community Oriented Policing Services U.S. Department of Justice Pre-Award Frequently Asked Questions (FAQ) for FY 2022 COPS Hiring Program (CHP) document

---

<sup>2</sup> The additional costs include police officer licensing, psychological exam/medical testing, ballistic vest, uniforms, portable radio, and training.