



-Memorandum-

**Finance Department**

P. O. Box 591, Seguin, Texas 78156-0591  
Phone (830) 401-2450 Fax (830) 401-2499

**Date:** July 19, 2016

**To:** Seguin City Council  
Doug Faseler, City Manager

**From:** Dana Losey, Grant Coordinator

**Subject:** Texas Conversion to the National Incident-Based Reporting System (NIBRS)

---

The Office of the Governor Criminal Justice Division (CJD) has announced a grant program to aid local law enforcement agencies in converting to the National Incident Based Reporting System. It is anticipated that up to \$16.2 million may be funded under this one-time grant opportunity.

The application process for the NIBRS Grant consists of an egrants.gov application with narrative documents. The final application is due no later than August 1, 2016. There is a minimum allowed amount of \$5000.00 and no award ceiling. There is no matching funds required for this grant opportunity. All Texas law enforcement agencies collecting crime data for submission to the Department of Public Safety are eligible to apply.

The final application requires a resolution authorizing the application from the applicant's governing body that gives authorization by the governing body for the submission of the application that clearly identifies the name of the project for which we are applying, a designation of the name and/or title of an authorized office who is given the authority to apply for, accept, reject, alter or terminate the grant. And a written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJD.

The Seguin Police Department is requesting funding to update all CAD and reporting software, the total cost which is estimated at \$480,000.00. There will be no request for a City-funded match.

Staff requests approval to submit the final application for this grant program.