

**COMMISSION ON  
PEACE OFFICER STANDARDS AND TRAINING**



**GAVIN NEWSOM**  
GOVERNOR

**XAVIER BECERRA**  
ATTORNEY GENERAL

**Proposal Cover Sheet**

**RFP Process**

**INNOVATIONS GRANT PROGRAM (IGP)**  
**Community Policing**

Submitted by:

Jennifer Tejada  
Emeryville Police Department  
2449 Powell Street  
Emeryville CA 94608-3517

Phone: 510-596-3705

(POST Use Only)	POST #	Award #
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## CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING GRANT AWARD FACE SHEET

The California Commission on Peace Officer Standards and Training (POST) makes a Grant Award of funds set forth to the following.

<b>1 - Recipient</b>	City of Emeryville			
<b>2 - Implementing Entity</b>	Police Department			
<b>3 - Implementing Entity Address</b>	Street	City	County	Zip + 4
	2449 Powell St	Emeryville	Alameda	94608
<b>4 - Project Location</b>	Street	City	County	Zip + 4
		Emerville/Berkeley	Alameda	
<b>5 - Program Title</b>	Innovations in Community & Police Engagement			
<b>6 - Performance Period</b>	Start to End: mm/dd/yyyy to mm/dd/yyyy		04/01/2019 - 06/30/2022	

Provide grant fund allocation and total project cost using the table below.

	Grant Year	Grant Amount
7	04/01/2019 – 06/30/2019	\$ 19,440
8	07/01/2019 – 06/30/2020	\$ 21,450
9	07/01/2020 – 06/30/2021	\$ 14,050
10	TOTAL	\$ 65,940

11. **Certification** - This Grant Award consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Award and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Recipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Award. The Recipient accepts this Grant Award and agrees to administer the grant project in accordance with the Grant Award as well as all applicable state laws, audit requirements, program guidelines, and POST policy and program guidance. The Recipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

12. **CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code Section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

13. **Official Authorized to Sign for Recipient:**

14. **Federal Employer ID Number:**

Name: Christine Daniel

Title: City Manager

Telephone: 510-596-4371

FAX: 510-596-3724

Email: cdaniel@emeryville.org

(area code)

(area code)

Payment Mailing Address: 1333 Park Avenue

City: Emeryville

Zip+4: 94608

Date: 2/28/19

(FOR POST USE ONLY)

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

POST Fiscal Officer

Date

POST Director (or designee)

Date

## POST IGP PROJECT CONTACT INFORMATION

(POST Use Only)	POST #	Award #
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Recipient:	City of Emeryville
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Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.**

1 - Project Director				
Name	Jennifer Tejada	Title	Chief of Police	
Telephone	510-596-3705	FAX	510-653-5883	Email Address jtejada@emeryville.org
Address/City/Zip	2449 Powell Street Emeryville Ca 94608 -3517			

2 - Financial Officer				
Name	Susan Hshieh	Title	Finance Director	
Telephone	510-596-4352	FAX	510-596-3724	Email Address shshieh@emeryville.org
Address/City/Zip	1333 Park Avenue Emeryville CA 94608-3517			

3 - Person having Routine Programmatic Responsibility				
Name	Jenna Wallach	Title	Peace Educator/Public Health Consultant	
Telephone	510-390-7374	FAX	510-653-5883	Email Address jennaew@aol.com
Address/City/Zip	2449 Powell Street Emeryville CA 94608-3517			

4 - Person having Routine Fiscal Responsibility				
Name	Oliver Collins	Title	Captain	
Telephone	510-596-3706	FAX	510-653-5883	Email Address ocollins@emeryville.org
Address/City/Zip	2449 Powell Street Emeryville CA 94608-3517			

5 - CBO Executive Director or Chief Executive Officer of Implementing Agency				
Name	Christine Daniel	Title	City Manager	
Telephone	510-596-4371	FAX	510-596-3724	Email Address cdaniel@emeryville.org
Address/City/Zip	1333 park Avenue Emeryville CA 94608 -3517			

6 - Governing Board Officiant to enter Grant Award for City/County or CBO				
Name	Sheri Hartz	Title	City Clerk	
Telephone	510-596-4372	FAX	510-596-3724	Email Address shartz@emeryville.org
Address/City/Zip	1333 park Avenue Emeryville Ca 94608-3517			

7 - Chair of the Governing Body of the Recipient				
Name	Ally Medina	Title	Mayor	
Telephone	510-596-4300	FAX	510-596-3724	Email Address amedina@emeryville.org
Address/City/Zip	1333 Park Avenue Emeryville CA 94608-3517			



## SIGNATURE AUTHORIZATION

Recipient	
Award Number	
Implementing Agency	

\*The Project Director and Financial Officer are **REQUIRED** to sign this form.

Project Director	JENNIFER TEJADA	Financial Officer	SUSAN HSHIEH
Signature		Signature	
Date	02/27/2019	Date	2/27/2019

The following persons are authorized to sign for the Project Director.		The following persons are authorized to sign for the Financial Officer.	
Signature	OLIVER COLLINS	Signature	
Print Name		Print Name	
Signature		Signature	
Print Name	OLIVER COLLINS	Print Name	OLIVER COLLINS
Signature		Signature	
Print Name		Print Name	
Signature		Signature	
Print Name		Print Name	
Signature		Signature	
Print Name		Print Name	



All appropriate documentation must be maintained on file by the project and available for POST or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Recipient may be ineligible for award of any future grants if POST determines that any of the following has occurred: (1) the Recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

### CERTIFICATION

I, the official named below, am the same individual authorized to sign the Award, and hereby swear that I am duly authorized legally to bind the contractor or grant Recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature:



Authorized Official's Typed Name:

Christine Daniel

Authorized Official's Title:

City Manager

Date Executed:

February 28, 2019

Executed in the City/County of:

City of Emeryville

### AUTHORIZED BY: *(not applicable to State agencies)*

- ☐ City Financial Officer  
☒ City Manager  
☐ Governing Board Chair

- ☐ County Financial Officer  
☐ County Manager

Signature:



Typed Name:

Christine Daniel

Title:

City Manager

## CERTIFICATION OF ASSURANCE OF COMPLIANCE

The applicant must complete a Certification of Assurance of Compliance which includes details regarding Equal Employment Opportunity Program, Drug Free Workplace Compliance, Lobbying, Proof of Authority from City Council/Governing Board, and Civil Rights Compliance. In signing the Grant Award Face Sheet, the Applicant formally notifies POST that the Applicant will comply with all pertinent requirements.

I, Christine Daniel hereby certify that  
(official authorized to sign Grant Award Face Sheet)

RECIPIENT: City of Emeryville

IMPLEMENTING AGENCY: Emeryville Police Department

PROJECT TITLE: An Interactive Conversation with Inter-  
generational Black Activists

is responsible for adhering to the following:

### I. Equal Employment Opportunity

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of ancestry, age (over 40), color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military, veteran status, national origin, race, religion (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) sexual orientation, or request for family medical leave. **POST-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Lisa Lopez

Title: Director of Human Resources

Address: 1333 park Avenue, Emeryville CA 94608

Phone: 510-596-4391

Email: llopez@emeryvile.org

### II. Drug-Free Workplace Act of 1990

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug-free workplace.

### **III. Lobbying**

POST grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

### **IV. Proof of Authority from City Council/Governing Board**

The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The Applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of POST, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Award, including civil court actions for damages, shall be the responsibility of the grant Recipient and the authorizing agency. The State of California and POST disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from POST shall not be used to supplant expenditures controlled by the city council/governing board.

The Applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The Applicant is also required to maintain said written authorization on file and readily available upon demand.

### **V. Civil Rights Compliance**

The Recipient complies with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.



**Project Narrative – (a) Problem Statement*****1. The need for the proposed innovative Community Policing project:***

When there is an officer-involved shooting (OIS), especially in urban areas and when the person shot or killed is a person of Color, the response from the Police Department and other city officials is predictable and usually restricted to a limited sequence of events: a press conference; limited sharing of OIS details; legal proceedings; and special City Council and Town Hall meetings.

The Community's response, especially if there is a question whether the person shot or killed was armed, is also predictable and limited to a given number of actions: an outpouring of family, friends, and concerned citizens speaking at the Town Hall or City Council meeting; civil disruption of City Council meetings and / or demonstrations in the streets; and demands for reform, for more information, for prosecution and dismissal of the Officers involved.

The Community's response is not limited to the jurisdiction where the shooting took place. If there is an OIS in one city, there is almost always an outpouring of residents who deeply care about this issue from the surrounding communities as well.

This set of scenarios has been repeated over and over. All involved are deeply affected, but at a loss for how to effect real change. The focus is placed on the officers involved and 'business as usual' is determining whether the personal actions and judgments of those officers were within the letter of the law.

The systems that lead to an OIS stay in place. The disconnect and rift between Law Enforcement and those communities most negatively impacted by police actions also stay firmly in place.

Given the strict protocols and fairly rigid procedures that are inherent in City Council and Town Hall meetings, there is no real dialogue. Our current models of interacting don't serve healing, deepen understanding, engender compassion, or garner respect.

There is a fundamental need for each side to have a much deeper understanding of and connection to what is reality for the other, what creates the reactions both sides evoke, and what will lead to its transformation.

***2. How the proposed training fulfills an unmet training need:***

There is a strong need for a new dynamic, moving beyond what Chief Tejada refers to as 'check the box' after an incident. We have initiated using an established model for creating strong relationships, which create "heart-to-heart" authentic dialogue when there isn't a current crisis, and there is time and space to hear one another.

Our intention is to build upon our year-long effort of establishing powerful engagements between police and community members using Circle process. Circle process is not new. It comes from a long lineage of methods for resolving conflict brought forward from indigenous peoples. Circle process is being used in many community settings. However, it is relatively new to law enforcement.

Our commitment is to demonstrate what is possible using Circle process, and lay the groundwork for this method of authentic connection to become part of Law Enforcement's standard toolbox of skills for building meaningful community relationships.

This unmet need exists beyond the boundaries of Berkeley and Emeryville. Through the Train-the-Trainer component of this project, our intention is to develop a cadre of police instructors [facilitators] who can introduce Circle process to LE throughout the state of California. This approach will reduce the barriers that arise when non-law enforcement personnel attempt to teach LE and create the very partnerships we are striving to establish with community.

***3. How the proposed training may influence the prevalence of officer-involved shootings:***

Our goals are: (a) Officers who participate in Circle process will have a deeper and conscious awareness of what is true for those most negatively impacted by OIS. (b) Officers become familiar with the experience of authentic connection that is possible in Circle, and more powerful and authentically connect with community members who are angry, afraid, and traumatized.

When an Officer and a community member (a protestor or person from neighborhoods where many of these shooting occur) sit in Circle for several hours and exchange authentic stories about real life circumstances: how they grew up, why they chose to be an officer or an activist, what moves and inspires them, what family means to them, how they want to make a difference – the next time this officer, activist, or community member is in the street their perception of who they are interacting with will be powerfully different. The sense of “other” cannot and does not hold.

Circle Process introduces a new model of community engagement into police culture. In Circle, there is no hierarchy or authoritarian structure. For the period of the Circle, police and community members are equal and all part of one community. In Circle, an energetic field is established in which authentic conversation flows. The process allows participants to express



Recipient: \_\_\_\_\_ Award #: \_\_\_\_\_

what is real – both precious and challenging, in an environment where shame, blame, and accusations are no longer the focus. Participants are encouraged to step beyond “roles” and speak their personal truth, which leads everyone to recognize our common humanity.

The Circle experience is a stark contrast to the rigidity of protocols, and the ‘us / them’ nature of Town Hall or City Council meetings.

***4. The specific target audience and barriers to providing this training to this audience:***

The target audience is the Berkeley and Emeryville Officers working in collaboration with peace builders, activists, and other community members committed to reducing violence in our community, including OIS. This proposal expands upon the bridge-building work we have already been doing. In our first-year pilot, the barriers became evident.

- Police culture does not encourage officers to show or share deep feelings with each other, with superiors, and especially with those who are “not cops”. This method of connecting and engaging with community is not the norm.
- Circle process involving police and community require that police be in civilian clothes and unarmed. This methodology and way of being is ultimately a peace-building process and weapons are not appropriate. The storing and securing of weapons can be an issue.
- Officers are not necessarily accustomed to being in the presence of community members’ anger, rage, fear, frustration and be able to simply ‘hold space’ to hear what is being said, and relate to the participant’s personal truth without becoming defensive.

We are addressing these barriers by working together and being in connection, using the very skills and dynamics that Circle process embodies.

**Project Narrative – (b) Plan**

***1. The plan to develop curriculum building upon experiences from our initial work:***

Circle Process methods are well established in community setting - in schools, in community change and faith-based organizations, and in a growing capacity in prisons. It is more recent that Circle Process is being done with police and community sitting together. Curriculum and experience is very limited. In 2018, Circle Process was implemented in 3 police departments – Berkeley, Emeryville, and UC-Berkeley. Everyone involved learned from the experience from the Chiefs and Officer participants, to the lead principle serving as a bridge-builder between community and law enforcement, to the many-decade experienced Circle facilitators, some of whom had just been released from 20 to 30 year prison sentences. In this project, all parties working together, will carefully craft the development of curriculum using the feedback and experience of the 2018 Circles. We will tailor agendas for each agency/ jurisdiction.

***2. The plan to work with subject matter experts from the community in collaboration with the Police Chiefs and officers in Berkeley and Emeryville:***

Background information on the community experts who already have a working relationship with Berkeley and Emeryville Police Departments and are partners in applying for this grant is described in the Capabilities section. There are three types of trainings to be delivered, each with a specific purpose.

***3. The plan for providing trainings, including the delivery method:***

Working closely, as a team, with our community partners, the three types of trainings we will be developing and delivering are:

- Training One – Experience Circle Process: Led by expert community facilitators, the intention is to bring this method of community engagement to BPD and EPD, giving more officers an experience of connecting from the heart. This is not an expression or dynamic usually associated with LE, and yet we experienced this in our Pilot Circles.
- Training Two – Learn to Deliver Circle Process: Based on expressed interest and the kind of participation officers bring to their first Circles, sworn officers from each police department will be selected for the ‘Train-the-Trainer’ component and trained to be Circle facilitators. The intention is to partner newly trained officers with expert community facilitators, and bring this methodology to other East Bay police departments. The expectation is that the presence of police facilitators will diminish barriers and it will be easier for departments to consider, explore and experience this type of connection with the community and each other.
- Training Three – Deliver Circle Process Regionally: The apprentice program is the delivery of Circle in other East Bay cities. When this idea was first launched, Chief Tejada, Jennae Wallach, and community peace builders met with the Chiefs from Alameda, Berkeley, Oakland, San Leandro and UC Berkeley Police Departments and received their commitment to explore this concept of community engagement. Emeryville, Berkeley, UC Berkeley have had initial circles in 2018. At a minimum, the partnership of newly trained police facilitators and experienced community facilitators will be the teams that bring this practice to additional cities.

***4. The number of officers to be trained and the rationale / justification for that number:***



Recipient: \_\_\_\_\_ Award #: \_\_\_\_\_

Department Statistics: Berkeley Police Department currently has 161 sworn officers and Emeryville Police Department currently has 41 sworn officers.

Circle process is optimally done with 10 to 12 participants, and no more than 15, so that everyone in the Circle can speak a number of times during a multi-hour session. The Training One Circles will include: two (2) expert community facilitators, three (3) community members, and eight (8) police officers.

<b>Year</b>	<b>Basic Circle Process</b>	<b>Train-the-Trainer</b>	<b>Deliver Regionally</b>
Year 1	Berkeley – 4 Circles with 8 officers each. Emeryville – 2 Circles with 8 officers each.	Berkeley - 6 officers  Emeryville – 3 officers	1 Circle / 8 Officers each for 5 PDs
Year 2	Repeat	--	--
<b>Total</b>	<b>96 Officers</b>	<b>9 Officers</b>	<b>40 Officers</b>

***5. The proposed geographic project service area, and the plan for covering that area:***

In the first year of the grant, the geographic project service area is Berkeley and Emeryville.

Working directly with the Chiefs of Police, with strong support from the respective City Managers, selecting and scheduling officers for each phase of the training program is built into the project.

At the conclusion of Trainings 1 and 2, we will be sharing our experiences and learnings with neighboring police departments by meeting with, and presenting to police chiefs and their Command Staff. In the second year of the grant, officers who are trained to facilitate Circle process with community facilitators, will deliver the training to those cities previously mentioned who have agreed to explore Circle as a new community engagement tool.

***6. The plan to create a tracking system, including the information to be tracked, plus the methods for receiving and responding to requests for training:***

Each police department has an established system for tracking trainings, which is managed by the Training Bureau. The information to be tracked will include: a list of officers enrolled in each program, their attendance, their submission of evaluations and pre- and post- surveys for quantitative feedback, and their participation at debriefings for additional qualitative feedback. The Chiefs and community partners will provide the Training Officer with updated list of requests for training and the project's response. Training requests will be managed by the Training Bureau staff via each Department's web site.

***7. The plan for evaluating the training provided, including measurable outcomes to determine the effectiveness of the training:***

As part of the POST Certification process for new curriculum, we will submit Learning Objectives, Learning Activities, and Evaluation Activities to measure our effectiveness. In the budget and timeline of each training component, we built in the development and delivery of Pre- and Post-Surveys, as well as debriefing sessions to continuously grow and improve our effectiveness as the project unfolds. Debriefing after Circles is inherent to Circle process and supports continuous learning, reflection, and improvement.

***8. The plan for how POST will be able to assess user satisfaction with services:***

All feedback will be gathered through pre- and post- surveys and evaluations. This information will be available to POST.

**Project Narrative – (c) Capabilities*****1) The organization's expertise and staff qualifications in the Program topic area:***

The fundamental premise underlying our Community Policing proposal is the power of continuously working for deep authentic connection with Community. The Community leaders delivering our trainings are expert in creating that very dynamic and have demonstrated their skill set and commitment in the 'pilot' phase of our work together.

Jennae Wallach, the Lead Consultant, Peace Educator, and superb Bridge-Builder started working with us in November 2017. In this short time, she has introduced us to and facilitated amazing bonds between Community Leaders, Chiefs, and Officers. Evidence of these community experts' skill is our (BPD's and EPD's) commitment to work in partnership and apply for this Innovations Grant with the intention of dedicating training hours to introduce and train our officers in this work.

***2) The organization's capacity to develop training or workshops in the Program topic area:***

Working with Jennae, we have tapped into an extensive network of community Circle facilitators who have been developing trainings and leading Circles for decades in an extensive array of community settings. Michael Nelson and CamishaFatimah Gentry are two examples of excellent Circle facilitators and trainers who are passionate about the power of connection through Circle, committed to reducing violence, and whose personal stories includes the violence we are striving to eradicate on both sides of the badge.

***3) The organization's capacity to provide training or workshops in the Program topic area:***



With our (BPD's and EPD's) commitment to this work and our partnership with community experts led by Jennae Wallach, we have already experienced professionally run trainings being provided to our Officers. Each of our expert facilitators have been leading multi-hour to multi-day trainings for twenty plus years. These brief bios provide a sense of the capacity and experience our community partners bring to the project. Jennae and her team will be developing and providing the training with support from our Departments.

CamishaFatimah Gentry has been engaged in training and leading restorative and transformation Circles for more than 25 years. Her experience includes leading Circles in San Quentin State Prison, Women's Federal prisons, Juvenile Halls, Oakland schools, and many other organizations throughout the Bay Area. CamishaFatimah is breaking through the stereotypes of law enforcement by promoting "It is time for more people from the community be more willing to join law enforcement to help make our cities more safe." Leading by example, she is in the beginning stages of the BART police process to become a BART police officer.

Michael Nelson has recently been released from prison after serving 20 years for a violent crime he committed when he was 15 years old. While inside, he trained in many Circle methods for healing and accountability, including being certified to facilitate 'Train-the-Trainers' programs for Restorative Justice Victim Offender Education Group (VOEG), which facilitate dialogues between victims and offenders of crime in a group format. He is a founding member of the Kid C.A.T. Program at San Quentin Prison which is delivered in Circle and developed to support and encourage accountability for men like himself who identify as 'youth offenders'. He will be featured in a documentary *The Mask You Live In* which follows boys and young men as they struggle to stay true to themselves while negotiating America's limited definition of masculinity.

Jennae Wallach has been the Principle Consultant and the behind-the-scenes orchestrator of many complex community initiatives involving multiple agencies, often with opposing agendas. She is a professional mediator and collaborative negotiator. With patience and perseverance, she introduced the concept of training police in skills that are already proven to address and reduce conflict and violence in community. In our experience this past year, she a exemplary project leader: meticulous in communication, organized, and able to layout exactly what is necessary for the delivery of each training. She has been the bridge-builder that brought community expertise to work with our departments.

***4) The organization's expertise in developing and/or delivering curriculum to LE officers:***

In designing the budget for Trainings 1 – 3, meeting time has been built into each phase of developing the trainings to ensure the trainings are powerfully relevant and tailored to Law Enforcement. In our work together last year, Jennae arranged for the Circle facilitators to meet with the Chief and Command Staffs of each Department to learn what issues were most important to address in a relationship building Circle, and determine which questions were most likely to allow Officers to open up and be truly engaged. To the degree it was appropriate, even the language of the questions were reviewed with the Chiefs for their feedback and recommendations. In the proposal budget, time is allocated to regular debriefings with Chiefs and selected Officers so that there is ongoing feedback as we proceed, and thus the capacity to continuously upgrade and strengthen the materials and process for Law Enforcement.

***5) The organization's expertise, experience, and capacity to deliver the specific Program training curriculum to the targeted audience, to include existing relationships, MOUs, or OAs:***

Our organizations do not have the institutional experience and expertise to deliver this training. As explained above, the strong working relationship between the Department Chiefs and our Community partners ensures that we will deliver the carefully designed training to the officers within our Departments, and engage our Regional Partners for Training 3. During our 2018 Pilot phase, we met with the Chiefs of Alameda, Oakland, San Leandro, and UC-Berkeley, all of whom expressed significant interest in exploring this work.

***6) The organization's capacity to effectively provide outreach to advertise the training:***

Within BPD and EPD, we are committed to sharing these trainings with our staff, encouraging them to explore new ways to engage with community, and in the process, examine their beliefs and assumptions about community, especially those sectors that have a deep distrust, anger and fear of Law Enforcement. Within our own Departments, we do not need to advertise, but rather continue to discuss the training and provide the opportunity to learn what is possible through these connections. For Training 3 involving our Regional colleagues, we will be discussing the project at the monthly meetings of the Alameda County Chiefs and Sheriffs and at monthly Training Manager meetings, and via Internet postings. Based on our Pilot, the most effective strategy has been to meet with Chiefs individually and in informal 'Get-to-Know' sessions.

***7) The organization's capacity to administer grant funds throughout the Grant Award period:***

Both BPD and EPD currently administer major grants – local, state and Federal. A function of the Department's Administrative Service Division is to coordinate with the City's Finance Department to ensure submission, acceptance, and administration of the grants are managed well integrity and efficiency.



<b>TUITION COST PER STUDENT (Total costs divided by students)</b>	<b>\$0</b>
<b>EXPECTED NUMBER OF STUDENTS OVER THE ENTIRE DURATION OF THE PROGRAM, REGARDLESS OF FISCAL YEAR</b>	<b>96</b>
<b>TOTAL PART II COURSE DELIVERY COSTS (Total students multiplied by tuition)</b>	<b>\$0</b>
<b>Total Project Costs (Part I &amp; Part II)</b>	<b>\$65,940</b>

\*Actual cost of equipment / divided by number of years (useful life) /  
divided by number of presentations per year = PER PRESENTATION COST

Recipient: Emeryville Police Department - Community Pol		Award #:	
PART II- POST Course Certification Budget			COST
(Use attached course certification example for calculations)			
(A) Services-			
<div>(1) Instruction</div> <div>Grant management</div> <div>Training officer / facilitator</div>			<div>\$0</div> <div>\$5,000</div> <div>\$6,000</div>
<div>(2) Coordination</div> <div>General</div> <div>Presentation</div>			<div>\$0</div> <div>\$0</div> <div>\$0</div>
<div>(3) Clerical</div>			\$0
(B) Travel-			
<div>(1) Coordinators</div> <div>(2) Instructors</div>			<div>\$0</div> <div>\$0</div>
(C) Indirect Costs (not to exceed 10%)-			\$0
(D) Supplies and Equipment-			
<div>(1) Books/Pamphlets/Handouts</div> <div>(2) Certificates</div> <div>(3) Notebooks</div> <div>(4) Paper/Office Supplies</div> <div>(5) Printing/Reproduction</div> <div>(6) Equipment Cost per Presentation*</div>			<div>\$0</div> <div>\$0</div> <div>\$0</div> <div>\$0</div> <div>\$0</div> <div>\$0</div>
(E) Support Costs-			
<div>Course Facility Costs</div> <div>Miscellaneous (Room rental, telephone, postage)</div>			<div>\$0</div> <div>\$0</div>
Course Certification Totals			
COURSE CERTIFICATION SECTION GRAND TOTAL			\$11,000
EXPECTED NUMBER OF STUDENTS PER PRESENTATION			15

### BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]



### BUDGET CATEGORY AND LINE-ITEM DETAIL

[illegible]

### BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

**Budget Narrative*****a. The project's proposed budget supports the objectives and activities:***

Under the Community and Policing Program topic, Innovations in Community and Police Engagement is designed to bring a powerful model of working in and with community to the world of Law Enforcement. Circle Process is a proven method of creating authentic connection, resolving conflict and building relationships that is used in many sectors of the community.

The budget is designed around preparing for, delivering and training officers in Circle process.

The budget is designed to support our intentions.

- Officers who participate in Circle process will have a deeper and conscious awareness of what is true for those most negatively impacted by OIS.
- Officers become familiar with the experience of authentic connection that is possible in Circle, and more powerful and authentically connect with community members who are angry, afraid, and traumatized.

When officers and community members have sat in Circle for several hours and exchange authentic stories about real life circumstances, the next time this officer, activist, or community member is in the street their perception of who they are interacting with will be powerfully different. The sense of “other” cannot and does not hold.

***b. Funds are allocated to minimize administrative costs and support direct services:***

Administrative costs are kept at a minimum and will be shared by the Berkeley and Emeryville Police Departments. Our support to the Lead Consultant / Project Coordinator is to print



materials, schedule meetings and venues, and manage the grant funds and reporting obligations.

We are expecting to have the program hosted by a local organization at no charge.

***c. Shared costs, if applicable:***

Shared costs are not applicable in our program.

***d. Project-funded staff duties and time commitments support the proposed objectives and activities:***

Staff duties are aligned with grant oversight, training scheduling, administrative tasks, and POST reporting requirements related to curriculum delivery and student participation and evaluation.

***e. The necessity for subcontracts and unusual expenditures:***

The project requires someone who has expertise in the model and a strong connection with the community. The Lead Consultant / Project Coordinator is a person who has developed the trust and respect of prominent peace builders, activists, and community leaders of Color and can work collaboratively with police. The coordinator will be responsible for bringing in a team of expert Circle Process facilitators prepared to work with police, enroll community members to participate in Circle, tailor the programs and agendas carefully to work well in Law Enforcement, and support all involved in debriefing and continuously upgrading the experience.

Circle process requires facilitators who are trained and certified to do this work. It is anticipated that there will be twelve circles with two facilitators for each Circle to properly facilitate the dialogue and maintain an atmosphere of respect.

While Circle process is widely used in the arena of Restorative Justice, it is not used in local law enforcement's efforts to further community engagement, and it is not used in response to a community outcry and rage in Officer Involved Shooting incidents. Therefore, we are embarking on delivering curriculum that does not already exist and have costs associated with the design, content and materials.

The personnel costs in this project exist because the skill set to coordinate this kind project does not exist in either the Berkeley or Emeryville police departments. Berkeley Police Department (BPD) and Emeryville Police Department (EPD) have been laying the groundwork for this project for more than a year. Using the expertise of a local Peace Educator and Community Bridge-Builder, Jennae Wallach brought together community peace builders, chiefs and command staff, introduced us to Circle Process, and arranged for three Circles to be held. She is connected to the Oakland Peace Center, which houses over forty activist groups for the Bay Area. Through her connections, Ms. Wallach has the respect and trust of community groups committed to improving relationships with police and addressing complex and volatile issues directly with respect. This would not be possible to accomplish by a police department employee.

Additionally, the need for Circle facilitators exists because neither the Berkeley Police Department nor the Emeryville Police Department have personnel skilled in Circle process

Recipient: City of Emeryville

Award #: \_\_\_\_\_

Part Two of this project will fund a Train-the-Trainer program for both BPD and EPD. This will reduce the need to pay these costs for future Circle programs as police and community facilitators can work in partnership. Part Three extends the Circle process experience to other Bay Area police departments using a combination of the newly trained police facilitators and veteran community facilitators.



## POST IGP PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

\* Alameda County

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

\*13th Congressional District -includes City of Emeryville and City of Berkeley

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

\*Assembly District 15

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

\* District 9

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

Emeryville 11,700  
Berkeley 122,324

# CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING RECIPIENT GRANTS MANAGEMENT ASSESSMENT

<b>Recipient:</b> Emeryville Police Department	
<b>Grant/Program Title:</b> Innovations in Community and Policing Engagement	
<b>Performance Period:</b> 04/01/2019 to 03/30/2021	<b>Award Amount Requested:</b> \$ 200
<b>Type of Non-Federal Entity (Check Box)</b>	<input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe

Per Title 2 CFR § 200.331, POST is required to evaluate the risk of noncompliance with statutes, regulations and grant terms and conditions posed by each Recipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to Recipients for the award referenced above.

The following are questions related to your organization's experience in the management of grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *Grant Manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the Grant Award, and *organization* refers to the Recipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current Grant Manager have managing grants?	>5 years <input type="button" value="v"/>
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years <input type="button" value="v"/>
3. How many grants does your organization currently receive?	3-10 grants <input type="button" value="v"/>
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 200
5. Are individual staff members assigned to work on multiple grants?	Yes <input type="button" value="v"/>
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes <input type="button" value="v"/>
7. How often does your organization have a financial audit?	Annually <input type="button" value="v"/>
8. Has your organization received any audit findings in the last three years?	No <input type="button" value="v"/>
9. Do you have a written plan to charge costs to grants?	Yes <input type="button" value="v"/>
10. Do you have written procurement policies?	Yes <input type="button" value="v"/>
11. Do you get multiple quotes or bids when buying items or services?	Always <input type="button" value="v"/>
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years <input type="button" value="v"/>
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes <input type="button" value="v"/>

**Certification:** *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

	<b>Date:</b> 02/28/2019
<b>Print Name and Title</b> Oliver Collins, Captain	<b>Phone Number:</b> (510) 596-3700

*Program Specialist Only: AWARD #*