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**Agency Name:** Kyle, City

**Grant/App:** 3256901 **Start Date:** 3/1/2017 **End Date:** 4/30/2019

**Project Title:** NIBRS Conversion

**Status:** Application Pending Submission

### **Profile Information**

**Applicant Agency Name:** Kyle, City

**Project Title:** NIBRS Conversion

**Division or Unit to Administer the Project:** Kyle Police Department

**Address Line 1:** PO Box 40

**Address Line 2:** 100 W Center St

**City/State/Zip:** Kyle Texas 78640

**Start Date:** 3/1/2017

**End Date:** 4/30/2019

**Regional Council of Governments(COG) within the Project's Impact Area:** Capital Area Council of Governments

**Headquarter County:** Hays

**Counties within Project's Impact Area:**

### **Grant Officials:**

#### **Authorized Official**

**User Name:** Scott Sellers

**Email:** ssellers@cityofkyle.com

**Address 1:** 100 W. Center St.

**Address 1:** P.O. Box 40

**City:** Kyle , Texas 78640

**Phone:** 512-262-3923 Other Phone:

**Fax:** 512-262-3987

**Title:** Mr.

**Salutation:** Mr.

**Position:** City Manager

#### **Project Director**

**User Name:** Stephanie Robinson

**Email:** srobinson@cityofkyle.com

**Address 1:** PO Box 40

**Address 1:** 111 N Front St

**City:** Kyle, Texas 78640

**Phone:** 512-268-0859 Other Phone:

**Fax:**

**Title:** Ms.

**Salutation:** Ms.

**Position:** Records Supervisor

#### **Financial Official**

**User Name:** Perwez Moheet

**Email:** pmoheet@cityofkyle.com

**Address 1:** 100 W. Center Street

**Address 1:** P.O. Box 40

**City:** Kyle, Texas 78640

**Phone:** 512-262-1010 Other Phone:

**Fax:** 512-262-3987

**Title:** Mr.

**Salutation:** Mr.

**Position:** Finance Director

**Grant Writer**

**User Name:** Scott Sellers

**Email:** ssellers@cityofkyle.com

**Address 1:** 100 W. Center St.

**Address 1:** P.O. Box 40

**City:** Kyle , Texas 78640

**Phone:** 512-262-3923 Other Phone:

**Fax:** 512-262-3987

**Title:** Mr.

**Salutation:** Mr.

**Position:** City Manager

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## Narrative Information

### Introduction

Information related to this program is in the CJD funding announcement for the National Incident-Based Reporting System (NIBRS) Program.

### Section 1: Program-Specific Questions

#### A. Direct Grants from Other Agencies

Has your agency applied for NCS-x funding through the Bureau of Justice Statistics?

☒ My agency did not apply for BJS NCS-x funding

☐ My agency applied for but did not receive or has not yet received BJS NCS-x funding

☐ My agency applied for and received BJS NCS-x funding

If you received BJS NCS-x funding, how much were you awarded (in dollars)?

0

Did your agency receive any grants, besides NCS-x funding, for law enforcement purposes (not administered by CJD) in the current or previous fiscal year?

☐ Yes

☒ No

If you selected 'YES' above, provide the amount (\$) you received in the current and previous fiscal year.

0

If you selected 'YES' above, describe how those funds have been or will be used.

#### B. Sustainment

How many additional years, beyond this request, do you plan to request continuation funding?

0

1) If three (3) years or fewer, provide a brief explanation of your sustainment plan, if it will be sustained; [if not to be sustained enter 'N/A']:

N/A

2) If more than three (3) years, explain the longer term sustainment plan or why other resources cannot be used to continue this project and why a sustainment strategy is not possible:

#### C. Current Crime Reporting System

How are you submitting crime report data to DPS currently?

☐ My agency does not currently submit crime reports to DPS

☒ My agency does submit crime data, and uses the summary report system (SRS) format

☐ My agency does submit crime data to DPS, using the IBR format

What system do you currently use to submit crime reports to DPS?

We currently process our UCR Summary report through our vendor and then use the online data portal through the DPS secure website to manually enter the data.

How many times per year does your agency typically now submit data to DPS?

12

Does your agency currently use a third party vendor for the submission of UCR data to the State?

☒ Yes

☐ No

If you selected 'YES' above, provide the following information regarding that vendor:

Business Name:

Tyler Technologies

Software being used, to include version:

**Note:** Third party vendors that used to submit UCR data to the State should have demonstrable experience with compilation and submission of IBR data according to the FBI Technical Specification document.

New World Systems AEGIS 10.2 SP7 MSP

Has your agency completed the NCS-X NIBRS Readiness Assessment or similar readiness self-assessment? Reference the NCS-X NIBRS [Readiness Assessment](#)

If you selected 'YES' above, please upload a copy of the readiness assessment to eGrants on the Summary/Upload.Files Tab.

☐ Yes  
☒ No

Does your current crime reporting system enforce any of the NIBRS data edit and validation checks at the time of data entry?

The full list of data edit checks is available in the current NIBRS [Technical Specification](#).

☒ Yes  
☐ No

Does your current system create, or have the ability to create, a NIBRS or UCR report/export file?

☒ Yes  
☐ No

If you selected '**YES**', in what format is the data exported? In addition, explain in detail how that is accomplished:

Simple text file format. Once the data is received in the Records Management System from the Field Reporting System, the user will run an error check on the data. Once all errors are fixed they will run the data batch to create the text file which will then be electronically submitted to the State.

If you answered '**NO**' above, how do you currently report NIBRS/summary UCR data (e.g., via a state website or other method)?

What other reporting methods are available for submitting UCR/NIBRS data?

Currently there are no other reporting methods available for reporting NIBRS data other than through our current Records Management System.

Are any of the data first collected via a paper form and then entered into the system?

☐ Yes  
☒ No

Does/Will your agency provide access to other agencies for a shared solution; wherein, the host agency is responsible for the submission of NIBRS data for other hosted agencies?

☐ My agency currently provides access to other agencies for a shared solution  
☐ My agency plans to provide access to other agencies for a shared solution  
☒ My agency does not provide, or plan to provide, access to other agencies for a shared solution

If you selected either box above, provide the total jurisdictional population of the area to be covered, including that of the applicant agency.

0

If you selected either box above, list the hosted agencies and their individual jurisdictional populations.

If you are not currently reporting to DPS in an IBR format, select all that apply regarding your current system:

☒ Ability to collect information about all offenses in an incident  
☒ Detailed offense code assigned to each offense in an incident  
☒ Demographic information is stored for each victim in an incident  
☒ Victim injury is stored for each victim in an incident  
☒ Demographic information is stored for each known offender in an incident  
☒ Relationship between each victim and offender is stored for all offenses in an incident  
☒ Ability to track multiple clearances  
☒ Ability to track whether an incident was exceptionally cleared  
☒ Ability to record and store exceptional clearance data

#### D. Agency and Financial Information

Select a category that best describes your agency type:

☐ Sheriff's Office  
☒ Municipal Police Department  
☐ Other

What is your agency's jurisdictional population?

39400

## Section 2: Use of Grant Funds

**Note:** These requirements are all found in the Texas Conversion to the National Incident-Based Reporting System (NIBRS) Announcement available in the Overall Certification area below.

☒ **I certify** that grant funds will not be used for system training, salaries, or other ineligible costs or activities outlined in the Funding Announcement.

☒ **I certify** that any technology purchased with grant funds will employ national data standards for NIBRS data submissions. NIBRS data may be submitted to the Department in the National Data Exchange (N-DEx) Information Exchange Packet Documentation (IEPD) format in order to participate in the NDEx program or via a flat file submission. Submission of data via the N-DEx IEPD is preferred, as it ensures submission not only to the state's UCR system but also to the DPS Texas Data Exchange program, and eventually to the FBI's National Data Exchange.

☒ **I certify** that my agency will obtain a written certification from a vendor prior to purchase and implementation of any system or equipment that their product can and will comply with all technical and submission standards and requirements identified in the Funding Announcement.

☒ **I certify** that my agency will only purchase systems with grant funds that adhere to the NIBRS and TIBRS data specification guides for proper formatting included in the following links:

**National Incident-Based Reporting System (NIBRS)**

[Technical Specification](#) - ver. 2.1 in PDF

[XML IEPD Technical Specification](#) - Zip file

**Technical Specification**

Cargo Theft [Technical Specification](#) - PDF

Hate Crime [Technical Specification](#) - PDF

**Conversion of National Incident-Based Reporting System (NIBRS)**

[Data to Cargo Theft Data](#) - PDF

[Data to Hate Crime Data](#) - PDF

[Data to Summary Reporting System \(SRS\) Data](#) - PDF

**Guidance**

Texas Incident-Based Reporting Training and Reference [Manual](#) - PDF

☒ **I certify** that any software solution my agency purchases with grant funds will include all data edits and validation routines, as supplied in the FBI NIBRS [Technical Specification](#)

☒ **I certify** that any software solution my agency purchases with grant funds will include edits for Texas-centric data, as supplied in the Texas Incident-Based reporting Training and Reference [Manual](#)

☒ **I certify** that system implementation funded with grant funds will support reporting to DPS no less than monthly, but with a goal of near real-time reporting of data.

**Section 3: Certifications**



In addition to the requirements found in existing statute, regulation, and the funding announcement, this program requires applicant organizations to certify compliance with the following:

**A. Constitutional Compliance**

Applicant assures that it will not engage in any activity that violates Constitutional law including profiling based upon race.

**B. Information Systems**

Applicant assures that any new criminal justice information systems will comply with data sharing standards for the Global Justice XML Data Model and the National Information Exchange Model.

**C. Bulletproof Vests**

Applicant assures that if it plans to purchase body armor with grant funds, that it has adopted a mandatory wear policy and that all vests purchased have been tested and found to comply with the latest applicable National Institute of Justice (NIJ) ballistic or stab standards. Additionally, vests purchased must be American-made.

**D. Uniform Crime Reports**

Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety for inclusion in the annual Uniform Crime Report (UCR) and must have been current for the previous 12 months.

**E. Criminal History Reporting**

The county (or counties) in which the applicant is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety for calendar years 2010 through 2014.

**F. DNA Testing of Evidentiary Materials**

When funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS) by a government DNA lab with access to CODIS.

**G. Interoperable Communications**

Funds to support emergency communications activities must ensure compliance with the FY 2015 SAFECOM Guidance on Emergency Communications Grants; adherence to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band; and are fully coordinated with the full-time Statewide Interoperability Coordinator (SWIC) for Texas.

**H. Immigration and Customs Enforcement Requests**

If Grantee is a county or municipality and includes a department or other subdivision that detains individuals after arrest for a criminal violation, such Grantee certifies that it participates fully, and will continue throughout the grant period to participate fully, in all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security (DHS) to: (1) notify DHS of all information requested by DHS related to illegal aliens in the custody of the Grantee; and (2) detain such aliens in accordance with requests by DHS. Grantee certifies that it does not have, and will throughout the grant period not have, any policy, procedure, or agreement (written or unwritten) that in any way limits or impedes Grantee's receipt of or DHS's issuance of detainer requests. Grantee further certifies that it does not have, and will throughout the grant period not have, any policy, procedure, or agreement (written or unwritten) that in any way limits or restricts the Grantee's full participation in all aspects of the programs and procedures utilized by DHS to: (1) notify DHS of all information requested by DHS related to illegal aliens in the custody of the Grantee; and (2) detain such aliens in accordance with requests by DHS. Grantee agrees that failure to comply with this certification may result in OOG, in its sole discretion, terminating this grant and any other grant made by the OOG to the Grantee's county or municipality. Grantee agrees that it shall return all funds received by OOG for any grant terminated under this certification. Additionally, Grantee agrees that it will remain ineligible for future OOG funding until it can provide satisfactory evidence that the jurisdiction has been in compliance with this requirement for a period of at least one year.

**I. Civil Rights Liaison**

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Sandra Duran

Enter the Address for the Civil Rights Liaison:

PO Box 40 Kyle Texas 78640

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:  
(512) 262-1010

**Overall Certification**

Each applicant agency must certify to the content in this record as submitted to OOG, as well as the [Announcement](#) and the [Grantee Responsibilities Memo](#) requirements to be eligible for this program.

☒ **I certify to all of the application content & requirements.**

**Project Abstract :**

The proposed project is an initiative to comply with the upcoming transition from a Uniform Crime Report (UCR) Summary Based System (SRS) to the UCR National Incident Based Reporting System (NIBRS) as outlined both an initiatives from the Texas Legislature and the Federal Bureau of Investigations (FBI). The 84th Texas Legislature passed House Bill 11, which included a mandate to transition from SRS to NIBRS by 2019. On top of the mandate from the State of Texas the FBI made the decision to discontinue the SRS program and will be



transitioning all reporting agencies to NIBRS by 2021. Our current Records Management System is an approved vendor for NIBRS reporting in the State of Texas. In order to transition from the SRS to NIBRS there are a series of steps the RMS vendor will have to make in the coding of the systems in order to capture the required NIBRS data. Along with the code, the data tables will be evaluated and certain standards will be created to ensure that data tables are maintained based on NIBRS standards. Once the functionality of the system is stable, the Kyle Police Department will implement mandatory training of all staff to ensure that the data is entered into the Mobile Field Reporting correctly in order to accurately and efficiently collect the required NIBRS data for submission to the State.

**Problem Statement :**

The Kyle Police Department currently is an UCR SRS agency. The Kyle Police Department views the reporting of crime data an imperative part of transparency and accountability. Today's crimes are ever changing and becoming more complex in nature. NIBRS crime data gives a more comprehensive look at crimes occurring in our jurisdictional area, which will lead to improvement in policing practices and crime prevention.

**Supporting Data :**

N/A

**Project Approach & Activities:**

The overall goal is to collect and report the most accurate data to the State and the FBI. Currently the Kyle Police Department has a Records Management System through Tyler Technologies New World MSP platform. In order to enhance the software functionality we will work with Tyler Technologies NIBRS software development and implementation team. Through a three part process we will be able to implement changes: 1) LERMS Configuration - The Records Management portion of the software where the data will be captured and compiled into the Text File 2) Field Reporting Changes - The Mobile Field Reporting component where Officers write reports and input required NIBRS data 3) Training and Certification - The required process to ensure staff can manage the system, make changes to statutes, enter data, modify data, run NIBRS reports, make error adjustments, and ensure complete functionality before submitting data to the State of Texas.

**Capacity & Capabilities:**

N/A

**Performance Management :**

The State of Texas requires the data meet an error rate of less than 4% in order to approve submission of NIBRS data. We will be using State of Texas performance measures to ensure we are submitting accurate data. In order to ensure accuracy and identify any system errors, the summary report will be completed manually even furthering the accuracy and reliability of the data. By manually completing the SRS report the State will be able to quickly identify any computer errors that may be present on the IIR report. There are also multiple internal standards that must be set as well, including the need for error corrections and entry time.

**Data Management:**

There is a three step process to management of data: 1. Accuracy in data tables - Prior to and from implementation on, it is imperative that policy define the parameters in which data tables are maintained within our Records Management System. These tables are essential to the success or failure of data accuracy and compliance. Policy should define regular system maintenance of NIBRS tables to ensure all Statute updates are done regularly and correctly to ensure compliance with NIBRS data collection standards. 2. Training of officers entering data - Field reporting is essential to the accuracy of the data submitted to NIBRS. The Kyle Police Department has instituted as part of its Field Training Program, classes on both, data entry into the Mobile Field Reporting System and currently the UCR SRS overview. The Kyle Police Department will sunset the SRS overview replacing it with the NIBRS review. We have found it imperative that the officers themselves understand the NIBRS requirements to better ensure the accuracy of the data they are providing. Officers who are found to be making continued errors through our data collection process will be required to take remedial classes until performance improves. 3. Error checking of data prior to submission - As we focus on the data entry training through the Kyle Police Departments Field Training Program, we also find it imperative that we train our records specialists on identifying and fixing errors prior to the flat file being submitted to the State of Texas. The Records Specialists will receive yearly training or refreshers on NIBRS entry and data collection to ensure they are accurately adjusting errors as needed. This will also be where we are able to identify specific officers who have higher error rates than others, through documenting error fixes internally. We believe that with continued education of NIBRS data collections requirements and procedures we will be able to submit data monthly under the 4 percent threshold.

**Target Group :**

N/A

**Evidence-Based Practices:**

The Kyle Police Department purchased New World Systems (NWS) in 2011. In 2015 New World Systems was procured by Tyler Public Safety Tyler Technologies. Both New World Systems as well as Tyler Public Safety are listed on the Texas Department of Public Safety's approved vendors list. Currently at least two Texas agencies that submit NIBRS data using the Tyler Public Safety New World System, Bedford Police Department and The Colony Police Department. It is in the best interest of the Kyle Police Department to maintain the current records management system and work with Tyler Technologies to update our current platform to produce the NIBRS data.

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**Project Activities Information**

**Reserved**

This section left intentionally blank.

**Selected Project Activities:**

| ACTIVITY            | PERCENTAGE: | DESCRIPTION                                                                                                                                                                                                               |
|---------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Technology Upgrades | 100.00      | We will be working with our vendor Tyler Technologies on the coding of our software to change from the SRS format to IBR format in both our mobile field reporting, records management system and implementation process. |

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**Measures Information**

Objective Output Measures

| OUTPUT MEASURE | TARGET LEVEL |
|----------------|--------------|
|----------------|--------------|

Objective Outcome Measures

| OUTCOME MEASURE | TARGET LEVEL |
|-----------------|--------------|
|-----------------|--------------|

Custom Output Measures

| CUSTOM OUTPUT MEASURE                    | TARGET LEVEL |
|------------------------------------------|--------------|
| Hours of RMS coding work                 | 40           |
| Hours of Mobile coding work              | 40           |
| Hours of testing and certifying database | 40           |
| Project timeline days                    | 180          |
|                                          |              |

Custom Outcome Measures

| CUSTOM OUTCOME MEASURE | TARGET LEVEL |
|------------------------|--------------|
|                        |              |
|                        |              |
|                        |              |
|                        |              |

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**Budget Details Information**  
**Budget Information by Budget Line Item:**

| CATEGORY                              | SUB CATEGORY                                           | DESCRIPTION                                                            | CJD         | CASH MATCH | IN-KIND MATCH | GPI    | TOTAL       | UNIT/% |
|---------------------------------------|--------------------------------------------------------|------------------------------------------------------------------------|-------------|------------|---------------|--------|-------------|--------|
| Contractual and Professional Services | Installation of Grant-funded Equipment and Data System | Configuration changes to IBR Reporting System to meet NIBRS standards. | \$25,200.00 | \$0.00     | \$0.00        | \$0.00 | \$25,200.00 | 0      |

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### Section 1: Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a resolution that contains the following:

1. Authorization by your governing body for the submission of the application to CJD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update CJD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJD.

Upon approval from your agency's governing body, upload the approved resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

### Section 2: Contract Compliance

Will CJD grant funds be used to support any contracts for professional services?

☒ Yes

☐ No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

The Kyle Police Department will work with the City of Kyle Information Technology department to ensure the technical specification requirements are being met. We will be able to work on our test environment servers to test the application for accuracy before pushing out the final coding changes to the production database. Once the final release is complete we will work with the State of Texas IBR compliance team to evaluate the accuracy of the data.

### Section 3: Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid 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 awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

☐ Yes

☒ No

☐ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid 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 in connection with this federal contract, loan, or cooperative agreement?

☐ Yes

☒ No

☐ N/A

### Section 4: Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2016

Enter the End Date [mm/dd/yyyy]:

9/30/2017

### Section 5: Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

121943

Enter the amount (\$) of State Grant Funds:

0

## Section 6: Single Audit

Select the appropriate response below based on the Fiscal Year Begin Date as entered above.

### For Fiscal Years Beginning Before December 26, 2014

Applicants who expend less than \$500,000 in federal grant funding or less than \$500,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in OMB Circular A-133.

Has the applicant agency expended federal grant funding of \$500,000 or more, or state grant funding of \$500,000 or more during the most recently completed fiscal year?

OR

### For Fiscal Years Beginning On or After December 26, 2014

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

☐ Yes

☒ No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit [mm/dd/yyyy]:

## Section 7: Equal Employment Opportunity Plan

### **Type I Entity**

Defined as an applicant that meets one or more of the following criteria:

- the applicant has less than 50 employees;
- the applicant is a non-profit organization;
- the applicant is a medical institution;
- the applicant is an Indian tribe;
- the applicant is an educational institution, or
- the applicant is receiving a single award of less than \$25,000.

### Requirements for a Type I Entity

- The applicant is exempt from the EEOP requirements required to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42.302;
- the applicant must complete Section A of the [Certification Form](#) and send it to the Office for Civil Rights (OCR) to claim the exemption from developing an EEOP; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

### **Type II Entity**

Defined as an applicant that meets the following criteria:

- the applicant has 50 or more employees, and
- the applicant is receiving a single award of \$25,000 or more, but less than \$500,000.

### Requirements for a Type II Entity - Federal law requires a Type II Entity to formulate an EEOP and keep it on file.

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, et seq., subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of CJD, CJD's designee, or the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the EEOP is required to be on file in the office of (enter the name and address where the EEOP is filed below):

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:

Sandra Duran 100 W. Center St / PO BOX 40 Kyle, Texas 78640



### **Type III Entity**

Defined as an applicant that is NOT a Type I or Type II Entity.

Requirements for a Type III Entity - Federal law requires a Type III Entity to formulate an EEOP and submit it for approval to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:

- ☐ Type I Entity  
☒ Type II Entity  
☐ Type III Entity

### **Section 8: Debarment**

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- ☒ I Certify  
☐ Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

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Document #: 1571-16A2A

## AMENDMENT

This amendment ("Amendment") is made this \_\_\_\_ day of \_\_\_\_\_, 2016 ("Amendment Effective Date") by and between Tyler Technologies, Inc., a Delaware corporation with offices at 840 West Long Lake Road, Troy, MI 48098 ("Tyler") and Kyle Police Department, TX, with offices at 111 N. Front Street, P.O. Box 40, Kyle, TX 78640 ("Client").

WHEREAS, Tyler and the Client are parties to a License Agreement with an effective date of December 29, 2010 (the "Agreement");

WHEREAS, Tyler and Client now desire to amend the Agreement;

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and the Client agree as follows:

1. The services set forth in Exhibit 1 to this Amendment are hereby added to the Agreement. Any additional adjustments to scope not set forth herein must be reflected in another amendment to the Agreement.
2. The following payment terms, as applicable, shall apply:
  - a. Additional services fees and any expenses will be billed and invoiced as delivered.
  - b. Travel expenses shall be invoiced as incurred, if applicable.
3. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement.
4. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below.

Tyler Technologies, Inc.

Kyle Police Department, TX

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Greg Sebastian

Name: \_\_\_\_\_

Title: President, Public Safety Division

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Exhibit 1  
Investment Summary

DECEMBER 23, 2016

| A. PROFESSIONAL SERVICES |             |            |
|--------------------------|-------------|------------|
| ITEM                     | DESCRIPTION | INVESTMENT |

**PROFESSIONAL SERVICES**

|    |                                      |          |
|----|--------------------------------------|----------|
| 1. | Implementation and Training Services | \$19,200 |
|----|--------------------------------------|----------|

**Converting UCR Reporting to IBR Reporting**

- |                                            |          |
|--------------------------------------------|----------|
| • 40 hours for LERMS Configuration Changes | \$19,200 |
| • 40 hours for Field Reporting Changes     |          |
| • 40 hours for Training/Certification      |          |

|                                      |                 |
|--------------------------------------|-----------------|
| <b>TOTAL IMPLEMENTATION SERVICES</b> | <b>\$19,200</b> |
|--------------------------------------|-----------------|

| B. TRAVEL AND LIVING EXPENSES (Estimate) |             |            |
|------------------------------------------|-------------|------------|
| ITEM                                     | DESCRIPTION | INVESTMENT |

**1. TRAVEL AND LIVING EXPENSES (Estimate)**

|                                       |         |
|---------------------------------------|---------|
| Estimated 3 trips at \$2,000 per trip | \$6,000 |
|---------------------------------------|---------|

|                            |                 |
|----------------------------|-----------------|
| <b>TOTAL ONE TIME COST</b> | <b>\$25,200</b> |
|----------------------------|-----------------|

**PRICING VALID THROUGH MARCH 31, 2017.**