

## **Exhibit D**

### **COPS STOP Grant Management and Implementation Plan**

The City of Duluth will act as fiscal agent for the full term of the 2018 City of Duluth Safe Schools Initiative project. Oversight of the project will be conducted by the City of Duluth and Duluth Public Schools administrators, and the Safety Committee, which includes the school community and law enforcement stakeholders. Upon receipt of the grant award, the City will fully execute the agreement between the City and the U.S. Department of Justice COPS Office through a City Council resolution as per City of Duluth Guidelines. Award acceptance will also be in compliance with U.S Department of Justice and COPS Office implementation requirements. The City of Duluth Attorney's Office has protocol in place that requires a fully executed grant award contract prior to creating a contract agreement with a partnering agency. Upon receipt of an executed contract for the FY 2018 COPS Office STOP School Violence Prevention Program (SVPP), the City of Duluth Attorney's Office will create and complete an executed Partner Agreement specifying the scope and terms of the partnership under this award. The document will be submitted to the COPS Office upon its completion.

Procurement of the specified equipment in the grant request will begin after all award execution requirements are met. The procurement process will follow City of Duluth and Duluth Public School policies and will conform to federal procurement requirements set forth in 2 C.F.R. 200.320.

The Duluth Public Schools Facilities Management Department will coordinate the installation of all equipment purchased through the grant award. Duluth Public Schools IT personnel will coordinate, install and test all software for the new equipment. The Safety Committee will monitor the progress of grant award objectives and deliverables to ensure activities are proceeding as specified in the timeline. A City of Duluth Financial Analyst will submit all required quarterly financial status reports to the grantor as per reporting requirements. The City of Duluth Police Department Grant Coordinator will compile and submit all required quarterly progress reports to the grantor as per reporting requirements. Grant closeout reports will be submitted to the grantor as per reporting requirements. Grant award activities will follow the subsequent timeline and will achieve the following deliverables:

| <b>Time Frame</b>             | <b>Milestones</b>  | <b>Responsible Party/Parties</b>                                |
|-------------------------------|--|---|
| November 2018                 | Fully execute grant award between the City of Duluth and the COPS Office             | City of Duluth Administrators                                   |
| November 2018                 | Fully execute partner agreement between the City of Duluth and Duluth Public Schools | City of Duluth and Duluth Public Schools Administrators         |
| December 2018 – February 2019 | Equipment quote/bid confirmation/awarding  | City of Duluth and Duluth Public Schools Purchasing Departments |
| March 2019 – April 2019       | Equipment procurement  | City of Duluth and Duluth Public Schools Purchasing Departments |
| May 2019 - June 2019          | Installation of software upgrades for Access System                                  | Duluth Public Schools Facility Manager and IT Manager           |
| August 2019 – September 2019  | Installation of Access System, AiPhone, and office CCTV hardware                     | Duluth Public Schools Facility Manager                          |
| September 2019 – October 2019 | Installation of Raptor Management System hardware                                    | Duluth Public Schools Facility Manager                          |

|   |   |  |
|---|---|--|
| October 2019 – November 2019            | Installation of camera system equipment       | Duluth Public Schools Facility Manager and IT Manager        |
| December 2019                           | Camera system hard drive upgrade installation | Duluth Public Schools IT Manager                             |
| Biweekly                                | Attend Safety Committee meetings              | Duluth Police Department and Duluth Public Schools Officials |
| Quarterly throughout Grant Award Period | Submit Financial Status Reports to Grantor    | City of Duluth Auditor                                       |
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|--|------------------------------------|--|
| Quarterly throughout Grant Award Period  | Submit Progress Reports to Grantor | City of Duluth Grant Coordinator                       |
| Within 90 Days of grant award period end | Submit a grant closeout report     | City of Duluth Financial Analyst and Grant Coordinator |

**Deliverables**

1. Positive identification Access System installed in all Duluth Public School buildings.
2. Installation of a Raptor System in all Duluth Public School Buildings.
3. Installation of a high definition camera system in school offices and buildings.
4. Increase Duluth Public Schools REMS SITE ASSESS scores.