



Teen And Police Service Academy

MOU

for the

OJJDP Multistate Mentoring

2022-2024

Welcome to TAPS Academy and thank you for being a sub-recipient of the Office of Juvenile Justice Delinquency Prevention (OJJDP) Multistate Mentorship Grant.

The TAPS response to reduce delinquency and crime is two-fold: 1) increase the presence of highly trained TAPS Officers in the school environment allowing them to implement the evidence-based practices of TAPS Academy in a school setting to reduce the social distance between youth and police; 2) provide year round mentorship for youth with police officers and community members to socially bond youth to law abiding practices and people to reduce risk factors and create more protective factors to prevent delinquency and crime.

The period for the grant is July 2022- August 2024. Programming is to be provided Fall 2022, Spring 2023, Summer 2023, Fall 2023, Spring 2024, Summer 2024, The total amount is \$66,000.

**TAPS Academy will:**

- A. Provide training for all officers and staff designated by the grant administrator at the site as the TAPS Site Leader and TAPS Officers. Training will be provided at the designated time agreed upon between site leader and TAPS Academy. Training is from 800am -1:00pm Central via Zoom. All personnel involved with TAPS MUST attend the training session. The Zoom information for each site will be emailed to the site leader.
- B. Provide instructional materials for 24-30 students, 4 instructors and 1 site leader.
- C. Provide 30 T-shirts for graduation. Please place order with sizes to Mr. Willmaning (Program Director) six weeks in advance.

- D. Provide assistance for TAPS related issues to include: training, maintaining program standards, mentorship and evaluation.
- E. Provide reimbursable funding to support TAPS Academy. Cohort 1- August 2022 through July 2023; Cohort 2- January 2023- December 2023; Cohort 3- August 2023- July 2024. Each cohort will have 24-30 youth. The site will serve 72 to 90 youth.
- F. Use the stories and pictures provided by the site for various media purposes to promote TAPS Academy nationwide.
- G. Follow an invoice payment system reimbursing for personnel performing direct TAPS duties. Those involved are not employees of TAPS Academy. TAPS Academy assumes no responsibility for benefits, injury or damage while individuals serve in the TAPS Academy program. This also applies to students in TAPS Academy.
- H. Pay invoices following the system stated in this document. All supporting documents will be emailed to Dr. Everette B. Penn, TAPS Academy director at [epenn@pennpals.net](mailto:epenn@pennpals.net). Thirty days will be allotted for payment. Invoices and other documents should be submitted in the following process (expenses for July, August and September) by October 10<sup>th</sup>, (expenses for October, November and December) by January 10<sup>th</sup>, (expenses for January, February, March) by April 10<sup>th</sup> and (expenses for April, May, June) by July 10<sup>th</sup>.
- I. Pay for service-learning expenses up to \$1000. Please submit receipts in the same manner as stated in H.

**????????? will:**

- A. Designate a Grant Administrator who will work with TAPS Academy to coordinate financial issues, training, and administrative issues. This person will oversee the Site Leader and provide final signature for financial matters and other administrative issues. This person is not compensated by this agreement.
- B. Oversee all financial matters and any administrative issues.
- C. Designate a Site Leader (civilian) who will work under the Grant Administrator to provide day-to-day supervision and manage the budget and fiscal affairs of the grant. The Site Leader will serve as both purchasing agent and payment agent for the grant. The Site Leader will make all disbursements and payments to staff and vendors. The Site Leader will authorize the expenditure of school funds to augment TAPS Grant funding. The Site Leader will supervise the officers. The site leader follows TAPS Academy policies and practices for implementation. Site Leader will be compensated for 4 hours per week at a rate of \$40 per hour. The site leader will be compensated for 4 hours per week for 50 weeks for two years. The total time will be 100 weeks x \$40 per hour x 4 hours per week for a total of \$16,000.
- D. Ensure the site leader and coordinator follow the TAPS Academy policies and practices for implementation and provide program support when and if needed.

- E. Designate police officers to implement TAPS programming with students. There will be a maximum of 4 officers for each cohort. Officers will be chosen by the Police Chief of the city. Each officer will as a TAPS Officer 3 hours per week for 50 weeks for two years. The total time will be 100 weeks x\$40 per hour x 3 hours per week for a total of \$12,000 \$48,000.
- F. Provide a school in which the TAPS program is most needed.
- G. Provide 24 -30 school-aged students in need of TAPS programming. The desired ratio is no more than 6 students to 1 officer.
- H. Provide weekly snacks, and a graduation celebration with food for each TAPS Academy cohort. .
- I. Provide news stories and pictures related to TAPS activities.
- J. Facilitate payments to officers and site leader as this agreement works on a reimbursement from TAPS Academy.
- K. Provide proof of officer and site leader payment made through ??????:
  - \* Copy of timesheets must be dated and signed by officers and the site leader. The site leader's timesheets must have signature approval by the grant administrator.
  - \* Proof of payment made to officers and the site leader may include receipt of credit card payment, canceled check or print-out of purchase order used to issue a check.
- L. Payment should be mailed to:??????????

Grant Administrator for ??????:

\_\_\_\_\_Date:\_\_\_\_\_

Site Leader for ??????:

\_\_\_\_\_Date:\_\_\_\_\_

Director of TAPS Academy:

\_\_\_\_\_Date:\_\_\_\_\_



