



CITY COUNCIL STAFF REPORT



April 21, 2026

ITEM TITLE

Grant Application and Appropriation: Authorize Submission of an Application for the Fiscal Year 2025 Edward Byrne Memorial Justice Assistance Grant and Appropriate Funds

Report Number: 26-0124

Location: No specific geographic location

Department: Police

G.C. § 84308 Regulations Apply: No

Environmental Notice: The activity is not a “Project” as defined under Section 15378 of the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c)(3) no environmental review is required.

Recommended Action

Adopt a resolution authorizing submission of a grant application for the Fiscal Year 2025 Edward Byrne Memorial Justice Assistance Grant, authorizing the City Manager to execute grant documents, and amending the Fiscal Year 2025-26 budget to appropriate grant funds. **(4/5 Vote Required)**

SUMMARY

The City of Chula Vista Police Department (“Police Department”) has received a notice of funding opportunity for the Fiscal Year 2025 Edward Byrne Memorial Justice Assistance Grant Program. As part of the application requirements established by the U.S. Department of Justice, Bureau of Justice Assistance, the grant application must be made available to the City of Chula Vista governing body for review prior to submission. Approval of this item will allow the City to secure available federal funding to support community policing efforts.

ENVIRONMENTAL REVIEW

The proposed activity has been reviewed for compliance with the California Environmental Quality Act (CEQA) and it has been determined that the activity is not a “Project” as defined under Section 15378 of the State CEQA Guidelines because it will not result in a physical change in the environment. Therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION

At its April 10, 2025 meeting, the Measure A Citizens' Oversight Committee received the Proposed Fiscal Year 2025-26 Measure A Public Safety Spending Plan and determined that the proposed expenditures comply with the requirements of Measure A. The Fiscal Year 2025-26 Measure A Public Safety Spending Plan includes funding for the Police Community Relations Specialist position, which is partially supported by anticipated Justice Assistance Grant funds. The Measure A spending plan estimated a grant allocation of \$63,372.

DISCUSSION

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is a federal funding source administered by the U.S. Department of Justice that supports state and local criminal justice initiatives and provides flexible funding for locally identified public safety priorities, including crime prevention, community outreach, and law enforcement support services. These non-competitive funds are distributed based on population and Part I violent crime statistics, including homicide, rape, robbery, aggravated assault, and human trafficking.

Use of JAG funds is subject to federal requirements, including that funds supplement, not supplant, existing local funding. Federal law also requires that the grant application be submitted to the City Council for review and made available for public comment prior to submission. (34 U.S.C. § 10153(a).)

The Fiscal Year 2025 JAG solicitation was released on March 13, 2026, and on March 14, 2026, the Police Department received notice of its allocation in the amount of \$69,925. This item is presented to the City Council for review prior to the application submission deadline.

The Police Department proposes to use these funds to partially fund the Police Community Relations Specialist position during fiscal year 2025-26, consistent with prior years. The JAG Program grant performance period is 48 months, beginning retroactively on October 1, 2024.

The Police Community Relations Specialist advances the City's community policing strategy and serves as a primary liaison between the Police Department and the community, facilitating communication, building trust, and promoting transparency. Key responsibilities include:

- Coordinating and participating in community meetings and public outreach events
- Conducting Crime Prevention Through Environmental Design (CPTED) assessments for residents and businesses
- Managing programs such as the Community Police Academy and Teen Police Academy
- Responding to community inquiries and fostering collaborative partnerships

Through these efforts, the position advances the Police Department's prevention and education objectives, strengthens community relationships, and contributes to overall public safety.

The grant application process requires a two-step submission through Grants.gov and JustGrants. The initial submission (SF-424) through Grants.gov was completed on March 19, 2026 (Attachment 1). Staff now seeks authorization to complete the application process in JustGrants and to authorize the City Manager to execute all related grant documents.

DECISION-MAKER CONFLICT

Staff has reviewed the decision contemplated by this action and has determined that it is not site-specific and consequently, the real property holdings of the City Council members do not create a disqualifying real property-related financial conflict of interest under the Political Reform Act. (Cal. Gov. Code § 87100, et seq.)

Staff is not independently aware and has not been informed by any City Council member of any other fact that may constitute a basis for a decision maker conflict of interest in this matter.

CURRENT-YEAR FISCAL IMPACT

Approval of the resolution will authorize the submission of the Justice Assistance Grant application, with an anticipated award of \$69,925, and will increase appropriations by \$6,553 in the Other Expenses category of the Police Grants section of the Federal Grants Fund. These additional funds will partially offset personnel costs for the Police Community Relations Specialist in fiscal year 2025-26.

The Fiscal Year 2025-26 budget included an estimated JAG allocation of \$63,372 based on the prior year award. The tables below outline the requested amendments to align the Fiscal Year 2025-26 budget with the updated allocation.

Federal Grants Fund	Adopted Budget	FY 2025-26 Amendment	Amended Budget
Federal Grant - Other	(\$63,372)	(\$6,553)	(\$69,925)
REVENUE TOTAL	(\$63,372)	(\$6,553)	(\$69,925)
City Staff Services	\$63,372	\$6,553	\$69,925
EXPENSE TOTAL	\$63,372	\$6,553	\$69,925
NET FISCAL IMPACT	\$0	\$0	\$0

ONGOING FISCAL IMPACT

Justice Assistance Grant funds are awarded on an annual basis, and the Police Department anticipates continuing to use these funds to partially support the Police Community Relations Specialist position. Any difference between the full costs of the position and the grant award amount will be addressed through the annual budget development process in future fiscal years.

ATTACHMENTS

1. Application for Federal Assistance (SF-424)

*Staff Contact: Acting Chief of Police Dan Peak
Police Administrative Services Manager Jonathan Alegre*