

Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants & Research
Edward J. Byrne Memorial Justice Assistance Grant Program (JAG)
Attachment A
**Application Template for Local Law Enforcement Opportunity
Grant**

Section I. Applicant Information

Name of Local Police Department: _____

JAG Funding Requested: \$ _____

Name of Police Chief: _____
(First and Last Name)

Police Chief Phone: _____ **Email Address:** _____

Police Department Mailing Address:

Street: _____ **City:** _____ **Zip Code:** _____

County: _____ **Phone:** _____ **Fax:** _____

Grant Contact Name: _____ **Title:** _____

(Note: The person designated as the *Grant Contact* shall serve as the project's point person and be responsible for receiving and responding to EOPSS' project related requests)

Grant Contact Mailing Address:

Same as Above ☐

Street: _____ **City:** _____ **Zip Code:** _____

County: _____ **Phone:** _____ **Fax:** _____

E-mail: _____

Fiscal Point of Contact for Grant: Name: _____ **Title:** _____

Fiscal Contact Mailing Address:

Same as Above ☐

Street: _____ **City:** _____ **Zip Code:** _____

County: _____ **Phone:** _____ **Fax:** _____

E-mail: _____

DUNS Number _____ **Currently registered in SAM** ☐ Yes ☐ No

Project Summary: Four sentences (250 characters *maximum*), summarizing the type of equipment/software to be purchased and/or program activities.

Non- Supplant

I hereby certify that, in accordance with DOJ Financial Guidelines, the _____
(NAME OF APPLICANT)

has been informed by the EOPSS that supplanting of JAG funds is strictly prohibited and if awarded will not use grant funds to replace state and local funds that would, in the absence of such assistance, otherwise be made available for this law enforcement purpose.

Statewide Interoperability: Interoperable Communications Investment Proposal (ICIP)

Equipment proposals that request funds for interoperable communications components such as the purchase of radios, mobile data terminals or communication system components are subject to an additional review and approval process per Executive Order 493 (SIEC) or a representative thereof. Law enforcement departments requesting to purchase this type of equipment must also download and complete an additional Interoperable Communications Investment Proposal (ICIP) form to submit with this application. The ICIP form is located under **Attachment D**.

Are you requesting funds for interoperable communications and believe your application requires SIEC review and approval? Yes No

If Yes, did you complete the ICIP required form (**Attachment D**)? Yes No

THIS SIGNATURE PAGE MUST BE SIGNED AND MAILED WITH YOUR HARD COPY APPLICATION

Signature Page

*The following must be completed and signed by the Police Chief/Commissioner on behalf of the Police Department submitting this application. Remember to also complete **Attachment C** (Signatory Authorized Listing Form).*

Law Enforcement Authorizing Official

As the Chief/Commissioner of Police for this City or Town, I am requesting funds for a JAG Law Enforcement/Programming Equipment grant award from the Executive Office of Public Safety and Security. I have reviewed and approve the content contained in this application being submitted for consideration of funding.

Name of Police Department _____

Commissioner/Chief of Police Name-Printed _____ _Date_____

Signature _____
(This must be signed in *blue ink* and mailed with your application)

Section II. Narrative Template

1. Needs Assessment (2 page limit)

Use the space provided to 1) describe your law enforcement department, 2) describe in detail the current law enforcement unmet criminal justice or security type needs, 3) describe any negative effect, potential consequences or impact against the department and/or community as a result of not having the items being requested, 4) describe the sources or methods used for assessing the problem, 5) explain why such criminal justice needs stated have not been previously met to justify federal grant funds are needed

Section II. Narrative Template, Continued

2. Project Description (2 page limit)

Describe the equipment and technology to be purchased or upgraded and/or programming to be implemented. Include the purpose for purchasing said equipment and/or programming, where the program will take place/equipment will be used/stored; who will utilize or be responsible for the upkeep, monitoring and maintenance of such goods; etc, expected benefits/outcomes for officers and/or community and any other info that may be helpful to justify the funding request. Describe the expected benefit (outcome) for the law enforcement officer and/or department as a result of receiving a grant award.

Section II. Narrative Template, Continued

3. Implementation Plan, Timeline and Person Responsible

Complete this table as outlined. Be sure to identify the officers (include name and rank) responsible for receiving proposed goods. Include an approximate timeframe as to when the department expects to purchase and receive all goods.

Major Tasks/Activities to be Conducted (including a bidding process for contract and/or equipment purchases)	Anticipated Timeline (start/end date)	Anticipated Outcome	Staff Responsible

Section III: Budget Narrative Summary

The budget narrative shall provide a justification on the basis of each proposed cost category in the budget and how the cost supports the goals and objectives of the proposed project(s). Please describe each cost category, the amount requested for the category, and the purpose of the cost/purchase. All costs must be justified in this section.