

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research
Availability of Grant Funds**



**Edward J. Byrne Memorial
Justice Assistance Grant Program**

*Local Law Enforcement Opportunity
Availability of Grant Funds*

**Charles Baker
Governor**

**Karyn Polito
Lieutenant Governor**

**Thomas Turco, III
Secretary**

**Kevin Stanton
Executive Director**

Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants & Research

Edward J. Byrne Memorial Justice Assistance Grant (JAG) Program

**Local Law Enforcement Opportunity
Availability of Grant Funds (AGF)**

Due: Monday, September 28, 2020

NOTE: Hand delivering proposals on or before the date due is not permitted during the Pandemic.

Introduction

The Executive Office of Public Safety and Security's (EOPSS) Office of Grants and Research (OGR) will make available approximately **\$3,000,000** from the Edward J. Byrne Memorial Justice Assistance Grant (JAG) Program for local units of government's **Police Departments** to competitively solicit one-time federal funding to address local law enforcement equipment, enforcement and programming needs.

Applicant Eligibility

Only a **Police Department** from a Massachusetts municipality (local unit of government) is eligible to apply. Only one **(1)** application per municipality is permitted for submission. OGR reserves the right to disqualify a municipality from being eligible for an award that submits more than one application for consideration of funding.

This AGF will permit Massachusetts to meet its federally mandated variable pass-through obligation. Although, all local police departments of ANY size are eligible to apply, OGR is required by the federal government to allocate a percentage of these funds being made available for communities who are not eligible to receive a direct JAG award from the Bureau of Justice Assistance (BJA). The JAG Program law requires that states pass-through a federally predetermined percentage of funds (known as variable) to local units of government and has additional requirements for funds that must be allocated specifically to communities known as less than \$10,000 jurisdictions. Because of this requirement, OGR strongly encourages smaller cities and towns to apply.

Federal Award Background

The Edward J. Byrne Memorial JAG Program, administered by the U.S. Department of Justice, BJA, Office of Justice Programs (OJP) and authorized by Title I of Pub. Law No. 90-351, is the leading source of federal justice funding to state and local jurisdictions. The JAG Program provides Massachusetts and other states, tribes, and local governments with critical funding to support a range of program areas including law enforcement, prosecution and court, prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, technology improvement, and crime victim and witness initiatives. EOPSS/OGR is the State Administering Agency (SAA) for JAG funds awarded to the Commonwealth of Massachusetts.

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I. Important Highlights

Key Dates

Solicitation Posted: Thursday, September 3, 2020
Applications Due: Monday, September 28, 2020 by 4:00 pm.
Anticipated Award Announcements: Tentative, Tuesday, October 20, 2020
Equipment ONLY Grant Award Period: November 1, 2020 -March 31, 2021
Grant Award Period: November 1, 2020-October 31, 2021

Purpose

This grant opportunity is a competitive solicitation for local units of government to obtain funding to address their local law enforcement criminal justice related needs (equipment and technology, overtime for enforcement, programming to focus on gang/youth violence suppression, task forces, drug/opioid-related intervention, domestic violence response, and officer safety). These are just a few examples of how departments can propose to utilize Byrne JAG funding.

Evidence-Based/Promising Programs

OJP and OGR strongly emphasize the use of data and evidence in policy-making and program development in criminal justice. OJP and OGR are committed to:

- improving the quantity and quality of programs and strategies that are evidence-based;
- integrating evidence into program, practice, and policy decisions; and
- improving the translation of evidence into practice.

Our nation's law enforcement officers constantly face extraordinary new challenges with often very limited resources. They are our country's front line in the fight against crime and perform such duty with the utmost integrity, skill and dedication. At EOPSS, we believe it is imperative that the Commonwealth continue to outfit law enforcement officers with the latest technology, equipment and other resources available to not only protect our communities but to ensure the safety of those who protect and serve us each and every day.

For the purpose of this competitive grant opportunity, funding will be prioritized for proposals that seek to address the critical safety needs that enhance protection and safety for law enforcement officers (bulletproof vests, tasers, interoperable radios, body-worn cameras, etc.) and/or support programs focusing on intervention, investigations and enforcement.

Allowable Costs

Local Law Enforcement Departments may apply for up to **\$40,000** in funding for **equipment, programming, enforcement and suppression** related needs. The following are *examples* of the types of allowable uses of funds under this application process:

- *Ballistic-Resistant and Stab-Resistant Body Armor (Bulletproof Vests);
- Surveillance video cameras;
- **Body-worn cameras;
- Fingerprint scanners;
- Tasers and protective gear;
- ***Interoperable communications;
- ****Systems upgrades (hardware/software), including potential upgrades necessary for local police departments to attain/maintain compliance with the FBI's UCR NIBRS reporting;
- Personnel, consultants, fringe and indirect costs;
- Vehicle laptop computers, license plate readers;
- Support/equipment for Gang/Violent Crime Task Forces;
- Officer safety and wellness initiatives;
- Evidence-based prevention and intervention programming for youth;
- Law enforcement-focused training; and/or
- Overtime for suppression/investigation/enforcement efforts.

***Bulletproof Vests**-JAG funds may be used to purchase vests for sworn law enforcement personnel that are currently not approved/participating in the federal Bulletproof Vest Partnership (BVP) Program. A department that received reimbursement from the federal government for an officer's vest within the past 5 years may not seek JAG funding to purchase an additional vest for that same officer. Unlike BVP, JAG funds used to purchase vests do not require a 50 percent match. JAG funds may be used to pay 100% of the cost of the vest purchased.

Vests purchased with JAG funds may be purchased at any threat level, make, or model from any distributor or manufacturer, as long as the vests have been tested and found to comply with the latest applicable National Institute of Justice (NIJ) ballistic or stab standards. In addition, vests purchased must be American-made. Information on the latest NIJ standards can be found at: <https://www.nij.gov/topics/technology/body-armor/pages/safety-initiative.aspx>

As is the case with BVP, grantees who wish to purchase vests with JAG funds must **certify** that law enforcement agencies receiving vests have a written "mandatory wear" policy in effect. This policy must be in place for at least all uniformed officers before any JAG funding can be used by the agency for vests. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty. **A copy of a Department's mandatory wear policy must be submitted with this application.** The certification must be signed by the certifying official and must be attached to the application. An example certification form related to a mandatory wear policy can be found at: <https://www.bja.gov/Funding/BodyArmorMandatoryWearCert.pdf>

****Body-Worn Cameras (BWC)**-An applicant that proposes to use JAG funds to purchase BWC equipment, or to implement or enhance BWC programs, must provide to OJP (through OGR) a certification that the unit of local government has policies and procedures in place related to BWC equipment usage, data storage and access, privacy considerations, training, etc. The certification can be found at <https://www.bja.gov/Funding/BodyWornCameraCert.pdf>. Award funds will be withheld until the required certification is submitted and approved by OJP.

The [BJA BWC Toolkit](#) provides model BWC policies and best practices to assist departments in implementing BWC programs.

NOTE: Apart from the JAG Program, BJA provides funds under the Body-Worn Camera Policy and Implementation Program (BWC PIP). BWC PIP allows jurisdictions to develop and implement policies and practices required for effective program adoption, and to address program factors including the purchase, deployment, and maintenance of camera systems and equipment; data storage and access; and privacy considerations. Interested JAG award recipients may wish to refer to the [BWC web page](#) for more information. JAG funds may not be used as any part of the 50 percent match required by the BWC Program.

*****Interoperable Communications**-Grantees that are using JAG funds to support emergency communications activities (including the purchase of interoperable communications equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build-out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission (FCC) Waiver Order) must ensure:

- Compliance with the [FY 2020 SAFECOM Guidance on Emergency Communications Grants](#) (including provisions on technical standards that ensure and enhance interoperable communications); and
- 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.

In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety communities, OJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Grantees shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: <https://it.ojp.gov/GSP>. Grantees shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

Additional Interoperable Communications Compliance Requirements

Applications that requests funds for *interoperable communications components*, such as the purchase of radios, or other communication system components are subject to an additional approval process per [Massachusetts Executive Order 493](#), by the [Statewide Interoperability Executive Committee \(SIEC\)](#) or a representative thereof.

In order to receive approval to utilize JAG funds for *interoperable communications components*, a department **must also complete** and submit the “**Interoperable Communications Investment Proposal**” (ICIP) form as part of this application process. The ICIP form is **Attachment D**.

*****Systems Upgrades**-JAG funding may be utilized in support of systems upgrades (hardware/software), including potential upgrades necessary for units of local government to collect, process, and analyze data reported by local law enforcement agencies and submitting that data to the FBI in compliance with the Uniform Crime Reporting (UCR) National Incident-Based Reporting System (NIBRS).

Unallowable Costs

For this AGF, funds cannot be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Additionally, for the purposes of this application, JAG funds may not be used for any of the following:

- Standard firearms or ammunition;
- Construction, office furniture, or other like purchases;
- Vehicles, vessels or aircraft including unmanned aerial vehicle/unmanned aircraft, aircraft system, or aerial vehicles (UA/UAS/UAV); and
- Extended warranty above and beyond the cost of the item (after the contract end date).

II. Grant Compliance Details

Fund Disbursement

This is a cost reimbursement grant. Reimbursement requests will be submitted to OGR on a quarterly basis. Details about the reimbursement process will be addressed in greater detail once award notifications are made.

Subrecipient Requirements

Subrecipients must abide by the grant requirements below as well as all OGR Subrecipient Grant Conditions to be provided at the time of contracting.

1. *Grants Management*

- Subrecipients must have a DUNS (Data Universal Numbering System) number. This is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. This identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at <https://fedgov.dnb.com/webform/>. Individuals are exempt from this requirement.
- Subrecipients must maintain current registrations in the System for Award Management (SAM), formerly the Central Contractor Registration (CCR) database. The SAM database is the repository for standard information about federal financial assistance, applicants, recipients, and sub-recipients. Information about registration procedures can be accessed at <https://sam.gov/SAM/>. If your organization was previously registered in CCR and you have not yet made the migration to SAM, information about registration procedures can be accessed at the above address. IMPORTANT: You must contact the federal government directly to receive a DUNS Number and SAM registration. Please do not contact OGR as we cannot facilitate these federal requirements for your agency.
- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports, with all required back-up documentation, will be required of subrecipients.
- Timely submission of performance measures via the Performance Measurement Tool (PMT) online platform through the U.S. Department of Justice is required of subrecipients. Numerical data are reported quarterly and narrative reported annually.
- Subrecipients are expected to cooperate during OGR monitoring endeavors, including site visits and desk reviews.
- Grant funds are subject to federal accounting and audit requirements including the prohibitions on co-mingling funds. Organizations that receive JAG funding along with other federal funds must treat the funds independently with separate cost and reporting centers. An audit trail is required for the federal and matching portions of

the program each year and is expected to be accessible upon the request of OGR. The sources of receipts, expenditures, and disbursements for each portion of funding are to be accounted for separately.

- Supplanting of funds is strictly prohibited. Funds for programs and services provided through this grant are intended to supplement, not supplant, other state or local funding sources.
- Costs paid with grant funds must be direct and specific to the implementation of the JAG funded program.
- No consultant or trainer may be paid more than \$650 for an eight-hour work day or \$81.25/hour without the prior written approval from OGR. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.

2. *Procurement*

- Subrecipients choosing to further subgrant to an implementing agency or an independent contractor, all or any part of the amount of the JAG award, shall include the provisions of the OGR standard subgrant conditions and enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. At a minimum, the contract or MOU must explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOU must be submitted to OGR for the subrecipient grant folder once a subaward is made.
- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities and Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.

3. *Other Requirements*

- Subrecipients must comply with the Federal Funding Accountability and Transparency Act as will be further instructed by EOPSS prior to contracting.
- Units of local government and non-profit subrecipients that expend \$750,000 or more in federal awards from all sources within 12 months must have a single or program-specific audit conducted for that year in accordance with the provisions of [2 CFR 200 Subpart F Audit Requirements](#). OGR's local government and non-profit subrecipients will be required to submit an audit summary to OGR annually, upon request.
- In accordance with civil rights laws and regulations, subrecipients of federal funds, regardless of the type of entity or the amount of money awarded, must certify that they will not discriminate against any person on the grounds of race, color, religion, sex, national origin, age or disability, in any program or activity funded in whole or in part by federal financial assistance. In addition, subrecipients meeting certain funding and agency-specific criteria are required to develop and file an Equal Employment Opportunity Plan (EEOPlan). Additional civil rights compliance and reporting requirements will be addressed with subrecipients upon award of the grant.
- Subrecipients will be required to complete a Certification of Compliance with Regulations form, responding to either Section A- Declaration Claiming Complete

Exemption from the EEOP Requirement, Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and certifying that an EEOP is on File for Review or Section C-Declaration Claiming EEOP Submission Requirement. Some subrecipients may be required to submit their EEOP or EEOP Short Form to the U.S. Department of Justice, Office for Civil Rights (OCR). Each subrecipient's Certification, EEOP, or EEOP Short Form will be submitted to OCR in accordance with 28 CFR 42.301-308. Details will be provided prior to contracting.

- The Anti-Lobbying Act of 18 U.S. Code § 1913 prohibits the use of federal funds for "grassroots" campaigns that encourage third parties, members of special interest groups or the general public to contact members of Congress or of a State or local legislature or an official of any government in support of or in opposition to a legislative, policy or appropriations matter. It applies to activities both before and after the introduction of legislation.
- In addition to the requirements set forth above, subrecipients will be required to agree to and abide by all state and federal rules, regulations, and conditions pertaining to the receipt, administration, and management of federal funding.
- OGR subgrant conditions must be signed and dated at the time an award is made.
- All Subrecipients who are law enforcement agencies receiving any state or federal grant award from EOPSS/OGR will be required to participate and submit case-specific information on officer administration of Narcan/Naloxone using a reporting tool as determined by EOPSS.

4. *Equipment and Technology*

- Equipment acquired with Federal funds shall be used and managed to ensure that the equipment is used for criminal justice purposes.
- The Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42USC Bill# 789, et seq., Section 808, requires that the title to all equipment and supplies purchased with funds made available under the Crime Control Act shall vest in the criminal justice agency or non-profit organization that purchased the property, if it provides written certification to the State office that it will use the property for criminal justice purposes. If such written certification is not made, title to the property shall vest in the State office, which shall seek to have the equipment and supplies used for criminal justice purposes elsewhere in the State prior to using it or disposing of it in any other manner.
- A subrecipient shall use and manage equipment in accordance with their own procedures as long as the equipment is used for criminal justice purposes.
- When equipment is no longer needed for criminal justice purposes, a State shall dispose of equipment (for both the State and subrecipients), in accordance with State procedures, with no further obligation to the awarding agency.
- Subrecipients are responsible for replacing or repairing the property which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage, or theft of the property must be investigated and fully documented and made part of the official project records. A copy of the report must be forwarded to the EOPSS.

5. *Reporting Alleged Waste, Fraud and Abuse*

- It is the responsibility of the subrecipient to report alleged Fraud, Waste, or Abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with federal statutes, related laws and regulations, appropriate guidelines or purposes of the

grant. Reports may be made to the Inspector General for the U.S. Department of Justice and/or to the Offices of the Massachusetts Inspector General or State Auditor.

U.S. Department of Justice
Office of the Inspector General Field Office
Bldg. 1 Battery Park Plaza, 29th Floor
New York, NY 10004
212-824-3650
<http://www.usdoj.gov/oig/>

Office of the Inspector General
John W. McCormack State Office
One Ashburton Pl, Room 1311
Boston, MA 02108
800-322-1323
MA_OIG@maoig.net

Office of the State Auditor
Massachusetts State House,
Room 230 Boston, MA 02133
617-727-2075
Auditor@SAO.state.ma.us

III. Application Template Instructions

To provide OGR the best opportunity to fairly evaluate all requests for funding, applicants are encouraged to be clear and concise in their proposals.

*The Application Template must be completed as outlined in this section. Applications submitted without an original signature from the **Local Police Department Chief/Commissioner** will be considered invalid and may not be reviewed for funding.*

Section I. Applicant Template Information

Police Department's Contact and Fiscal Information

- Indicate Police Department name, address, authorized signatory, grant point of contact, finance officer contact information, DUNS number and SAM registration confirmation.
- Also, indicate the exact amount of federal funds (up to \$40,000) being requested.

Program Summary

- Provide brief summary of the proposed goods (equipment and/or technology) and/or programming to be funded through this application (250 characters).

Non-Supplant

- Attest to non-supplanting of federal dollars for the stated project.

Statewide Interoperability: Interoperable Communications Investment Proposal (ICIP)

- Indicate if the application submitted includes the purchase of interoperable communications type items. If "yes", please complete an ICIP form (Attachment D). Such equipment requests will be subject to an additional review and approval by the Statewide Interoperability Executive Committee (SIEC) or a representative thereof.

Police Department Authorized Signatory

- Submitted application must be signed by the Chief/Commissioner of the Police Department identified on the application.

Section II. Narrative Template

The application narrative template is comprised of four sections: Needs Assessment, Project Description, Implementation Plan/Timeline and Budget Narrative.

Needs Assessment (2-page limit)

At a minimum, the needs assessment should address the following:

- Provide a description of the law enforcement department to benefit from this application.
- Describe in detail the current law enforcement unmet criminal justice or public safety needs. Include relevant statistical and/or anecdotal evidence whenever possible.
- The sources or methods used for assessing the problem should also be described.
- Further explain why such criminal justice needs stated have not been previously met to justify federal grant funds are needed. For example:
 - Local financial hardship due to receiving less state and local funding this fiscal year have continued to result in the Department not being able to replace officer's vest that are now 7 years old; or
 - Inability to receive local approval to allocate other funds for such purchases due to other competing priorities, etc.
- Describe any negative effect, potential consequences or impact against the department and/or community as a result of not having the items being requested.

***Helpful Hint:** This will likely be a very competitive process. The peer reviewers will prioritize funding for municipalities that clearly explain, justify and prove real need for all items being requested. Small and large departments may have great need, but often fail to provide specific data and detail proving that need actually exists by the municipality requesting the award.*

Project Description (2-page limit)

Applicants must thoroughly describe the goods to be purchased and/or programming to be implemented. The following should be addressed when completing this section:

Clearly describe all equipment and technology to be purchased or upgraded and/or programming to be implemented. Include the purpose or the proposed 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. Do not assume that the reviewer knows the equipment or technology item being requested or understands the real benefit of the proposed purchase/programming to law enforcement.

- Discuss how proposed equipment purchase(s) directly correlate to the needs assessment provided.
- Discuss how the proposed programming directly correlates to the needs assessment provided.
- Cite any local procurement rules/regulations required in order to purchase the items or services as described. If known, include information as to the vendor that will be

utilized for stated project and/or describe the process utilized to select vendor/contractor.

- Describe the expected benefit (outcome) for the law enforcement officer, department and community as a result of receiving a grant award.
- Include any other information that is important and may be relevant for reviewers when evaluating the funding request.

***Helpful Hint/ COVID-19 Precautions:** Requesting funds for officers to perform programming within a public school or at a large gathering in an outdoor or a closed environment may seem unrealistic to the reviewers and result in an unfavorable review. Proposed activities that appear to violate COVID-19 restrictions must be accompanied by a letter of support/justification to validate to the reviewers that the activity is acceptable during the pandemic.*

Implementation Plan, Timeline and Person Responsible (1 page limit)

Please discuss your management and implementation plan for this award. This should include how you will ensure the effective implementation and oversight of the project, methods of procurement (if not previously mentioned) of any equipment and/or technology, a timeline with key activities and milestones, and identification of key partnerships or stakeholders who will play a role in the implementation of this award. Complete the template grid provided by identifying the necessary steps to be implemented over the approximate 5-month project period for proposed equipment-only purchases/approximate 11-month project period for other proposed projects. Include the following:

- List of major tasks/activities to be conducted including a bidding process for contracts and/or equipment purchases;
- Anticipated beginning/end date for major activities;
- Anticipated outcome of each major activity; and
- Person/Individual responsible for conducting/overseeing the stated task/activity.

Section III. Budget Narrative Summary and Budget Excel Worksheet

The **Budget Narrative Summary** (template) should outline the budget requested and itemize the purchases as described in this application. **Applicants** may submit a **budget** for up to approximately 11 months of funding (5 months if application is for equipment only).

Applicants must also complete a **Budget Excel Worksheet** (refer to **Attachment B**). Please be sure to complete both (Excel tabs) the Summary tab and Details tab, and submit with your application response.

Allowable Budget Cost Categories

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Personnel	Costs associated with agency personnel. List position, percentage of time charged to grant, and annual salary. Include a brief description of the duties/activities to be completed supported by grant funding.
Overtime	Overtime is limited to sworn law enforcement personnel only. Indicate overtime rate for each officer charged to the grant and the number of overtime hours. Refer to OGR Overtime Policy below.
Fringe Benefits	<p>Eligible costs include the employer share of the following:</p> <ul style="list-style-type: none"> • Life insurance • Health insurance • Social security costs • Pension costs • Unemployment insurance costs • Workers compensation insurance <p>Direct fringe benefits can be either actual costs or rate per employee calculated by the fiscal or human resource unit in your organization. Actual known costs must be itemized by type and include rate computation. Include a copy of approved rate agreement in the application response.</p>
Indirect Costs	<p>Federally negotiated and approved rate for costs that are not readily assignable to a particular project, but are necessary to the operation, maintenance of the organization and performance of the project. Include copy of federally approved rate with the proposal. Applicants must include copy of federally approved rate with the proposal.</p>
Consultants/Contract Costs	<p>Consultant or Contractor fees associated with the equipment/technology purchased (e.g., installation; training). Provide a description of the product/services to be procured by contract and an estimate of the cost. Applicants should use a competitive process for procurements compliant with the organization's own procurement policy.</p> <p>The maximum rate for consultants is \$650 for an eight hour day or \$81.25 per hour. Any request for compensation over \$650 per day requires prior written approval by EOPSS. This rate is the exception not the rule.</p>
Travel	<p>Travel directly related to the purpose of the grant. In-state travel costs associated with the grant shall include mileage rates not to exceed \$0.45 per mile, as well as the actual costs of tolls and parking. Note that no grant funds may be spent for out-of-state conference fees, out-of-state travel or out-of-state lodging without prior written approval from OGR.</p>
Equipment/Technology Costs	<p>Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.</p>
Supplies	<p>Supplies directly correlated to the equipment purchased/program implementation (e.g., ink or paper for a printer, batteries for communication device, training materials, expendable items, etc.)</p>
Other Costs	<p>List items (e.g., rent, reproduction, telephone, janitorial services) by major type and the basis of the computation.</p>

OGR Overtime Policy

State and local first responders eligible through their department for overtime (and preapproved by OGR) may be reimbursed for overtime costs related to grant-funded activities ONLY.

Overtime hours charged against a federal grant award provided by OGR may be reimbursed for actual hours worked only, regardless of union contract rules. For example, an officer working two hours of overtime on a federally funded project awarded by OGR is prohibited from charging the grant award for four hours of overtime due to a union contract agreement for a four-hour minimum. In this example, the department must cover the remaining 2 hours of overtime from their own state or local budget. Departments found violating this policy will be subject to immediate termination of a grant award and must return all misspent funds to OGR.

Overtime Related Definitions

For this policy, definitions for the key terms referenced within are listed below:

- *Overtime*-Expenses limited to the additional costs that result from state and local first responders such as sworn law enforcement personnel working over and above their weekly full-time/part-time schedule as a direct result of their performance of approved activities related to the project receiving federal funding.
- *Subrecipient*-An entity receiving a grant award from OGR.
- *Sworn Uniform Personnel*-State or local (uniform) law enforcement and firefighter personnel.

If awarded to utilize grant funding for overtime costs, OGR will provide additional criteria and reporting forms needed at the time an award is made to justify and support such reimbursement costs being charged against the grant.

Section IV. Application Submission and Award Process

Submission Process and Deadline

Please review the following instructions carefully as there are *two* separate steps involved in submitting the Application Template, Budget and other documents: (**Hard Copy** and **Electronic**)

**This AGF and all other required documents can also be found on our website:*

<https://www.mass.gov/service-details/justice-and-prevention-grants>

Hard Copy Submission (Please Do Not Hand Deliver Hard Copy Applications)

Applicants must submit:

- **One** (1) signed original Application Template, **One** (1) signed Budget, **One** (1) signed original Authorized Signatory Listing Form, and **One** (1) signed original ICIP document (only if required); and
- **Three** (3) copies of the documents listed below:
 - Attachment A: Completed and Signed Application Template
 - Attachment B: Budget Excel Worksheet Form (Summary and Details sheets)
 - Attachment C: Contractor Authorized Signatory Listing Form
 - Attachment D: Interoperable Communications Investment Proposal (ICIP)

The signed and completed Application Template and required documents must be **postmarked** no later than **Monday, September 28, 2020**. Please use binder clips or paper clips (no staples). Under no circumstances will late submittals or facsimiles be accepted.

Electronic (e-mail) Submission

Applicants must submit electronically:

- Attachment A: Completed Application Template (as a PDF; not a scan)
- Attachment B: Budget Excel Worksheet Form (Summary and Details sheets)
- Attachment C: Contractor Authorized Signatory Listing Form
- Attachment D: Interoperable Communications Investment Proposal (ICIP)

Any page requiring a signature (e.g., Attachment A signature page, Budget Worksheet Summary page, etc.) must be scanned and submitted separately from the above documents, so that the authorized signature is evident. Please email required attachments to:

Samantha.Frongillo@mass.gov no later than 4:00 p.m. on Monday, September 28, 2020.

Proposals must be emailed and mailed to:

Executive Office of Public Safety and Security
Office of Grants and Research
Ten Park Plaza, Suite 3720A
Boston, MA 02116-3933
Attention: Samantha Frongillo, Program Coordinator
Samantha.Frongillo@mass.gov

Review Process

This is a competitive grant and will be subject to a peer review process. Applications will be reviewed and scored by three peer reviewers based on the following criteria:

- Clear and adequate responses in Section I: Application Template Information (15 points);
- Use of data to demonstrate need and a describe how requested equipment/ programming address the stated need (20 points);
- A narrative that clearly describes the items to be purchased and/or programming to be implemented, and the benefits to the department and/or community (25 points);
- Implementation plan and timeline that is feasible and ensures all goods and services will be received and paid for within the anticipated grant period (15 points); and
- A detailed, reasonable, relevant and complete budget (25 points).

Note: In an effort to assist as many communities as possible, departments are encouraged to submit reasonable and cost effective requests. OGR retains the right to partially fund departments in an effort to award additional departments throughout the Commonwealth that reviewers recommend for funding.

Notification of Awards

Funding decisions are at the discretion of the Executive Director of OGR and Secretary of Public Safety and Security. It is anticipated that the Local Law Enforcement Opportunity grant awards will be announced *tentatively* on October 20, 2020.

OGR reserves the right to award additional proposals recommended for funding by the peer reviewers if additional JAG funds become available after the initial awards are made.

Section V. Proposal Check List

Application Elements and Required Attachments:

- Please use Binder Clips or Paper Clips for hard copy submissions, *no staples allowed*.
- Completed Application Template (**Attachment A**) signed and dated by the Police Chief/Commissioner of the local law enforcement department in [Blue Ink](#).
- Budget Excel Worksheet (**Attachment B**) (both the **Summary** and **Detail sheets** must be submitted); the **Summary** sheet must be signed in [Blue Ink](#).
- Authorized Signatory Listing Form (**Attachment C**), signed in [Blue Ink](#).
- If applicable, an Interoperable Communications Investment Proposal (**ICIP**) form (**Attachment D**), signed in [Blue Ink](#) and included with your application packet.
- One** signed **original** and **three hard copies** of application documents must be mailed and **postmarked** by the due date.