

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



**United States Attorney's
Project Safe Neighborhood Initiative**

*Law Enforcement Equipment and Technology Grant Opportunity
Availability of Grant Funds*

**Applications Due:
April 12, 2024**

**Maura T. Healey
Governor**

**Kimberley L. Driscoll
Lieutenant Governor**

**Terrence M. Reidy
Secretary**

**Kevin J. Stanton
Executive Director**

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United States Attorney's Project Safe Neighborhood Initiative

Posted : March 8, 2024

Due: April 12, 2024

Introduction

Project Safe Neighborhoods (PSN) is a nationwide network designed to create safer neighborhoods by reducing gun violence and gun crime and sustaining that reduction. Per federal program law, the United States Attorney in each of the 94 federal districts across the country selects a State Administering Agency to be responsible for the administration and implementation of PSN. The Executive Office of Public Safety and Security's Office of Grants and Research (OGR) was selected by the US Attorney's Office (USAO) for certification by the Department of Justice (DOJ) as the State Administering Agency for these funds.

Purpose

The purpose of this PSN Law Enforcement Equipment and Technology grant opportunity is to provide funding for local law enforcement departments serving the PSN target cities to competitively solicit needed equipment, software, and other technology items considered vital for preventing or reducing violent crime.

Funding & Applicant Eligibility

A total of **\$352,214** is being made available for this competitive grant opportunity. Each applicant is encouraged to solicit a maximum of **50% (\$176,107)** of the available funding, with the expectation of two awards being made. Only the local police departments in the eight PSN target cities of **Boston, Lawrence, Holyoke, Lowell, Springfield, Worcester, New Bedford, and Brockton** may apply. Projects must aim to promote the mission of the PSN initiative and be intended for use in the PSN target cities. The Chief Executive Officer, Police Chief or Commissioner of the department seeking a grant award must sign and date the application being submitted. Applications received without the required signature will be deemed invalid and will **NOT** be considered for an award.

Key Dates

Application Posted: March 8, 2024
Applications Due: Friday, April 12, 2024 by 4:00 pm.
Anticipated Award Announcements: June 2024
Anticipated Grant Period: July 2024 through June 30, 2025

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I. Important Highlights

This will 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. Your municipality may have great need, but often fail to provide specific data and detail proving that need actually exists by the municipality requesting the award.

Allowable Equipment and Technology Related Costs

Departments may apply for up to \$176,107 in funding to address their equipment/technology needs. The following are *some examples* of the types of purchases allowable under this application process:

- Equipment and technology aiding in surveillance, warrant service, undercover operations, including but not limited to cameras and license plate readers;
- Equipment used to enhance officer and community safety;
- Systems upgrades (hardware/software) used to enhance analysis and investigations;
- Officer safety deconfliction tools, including protective equipment; and
- Other costs that demonstrate a PSN nexus.

Unallowable Costs

PSN Local Law Enforcement Equipment and Technology grant 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, PSN funds may not be used for any of the following:

- Personnel salary or benefits;
- 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);
- Extended warranty above and beyond the cost of the item (after the contract end date);
- Food, stipends, gift cards, trinkets, awards, etc.
- Interoperable communications

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 after award notifications are made.

Subgrantee 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

- Federal grant applicants who are registered with the System for Award Management (SAM) are assigned a Unique Entity Identifier (UEI). To view your organization's UEI, follow the instructions at www.fsd.gov
- All subrecipients of funds must maintain current registrations in the System for Award Management (SAM). 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/portal/SAM/##11> IMPORTANT: You must contact the federal government directly to obtain your UEI 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 backup documentation.
- Timely submission of performance measures via the Performance Measurement Tool (PMT) online platform through the U.S. Department of Justice. Numerical data are reported quarterly and narrative reported annually.
- Cooperation 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 PSN 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.
- All costs paid with grant funds must be direct and specific to the implementation of the PSN-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 PSN 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 an award 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*

- All 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 a year in federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of [Title 2 C.F.R. Subpart F \(§ 200.500 et seq.\)](#). 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, all 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 (EEO Plan). Additional civil rights compliance and reporting requirements will be addressed with subrecipients upon award of the grant.
- All subrecipients will be required to complete a Certification of Compliance with Regulations form, responding to either Section A- Declaration Claiming Complete Exemption from the EEO Plan Requirement, Section B- Declaration Claiming Exemption from the EEO Plan Submission Requirement and certifying that an EEO Plan is on File for Review or Section C-Declaration Claiming EEO Plan Submission Requirement. Some sub-recipients may be required to submit their EEO Plan or EEO Plan Short Form to the U.S. Department of Justice, Office for Civil Rights (OCR). Each sub-recipient's Certification, EEO Plan, or EEO Plan Short Form will need to 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 sub-recipients), 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
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 Bldg.
One Ashburton Pl, Room 1311
Boston, MA 02108
1 800-322-1323
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 Instructions

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

The [online Application](#) must be completed as outlined in this section. Applications submitted without a signature from the Local Police Department Chief/Commissioner will be considered invalid and may not be reviewed for funding (see below for accepted forms of signature).

Section I. Applicant Information

Police Department's Contact and Fiscal Information

- Indicate Police Department name, address, authorized signatory, grant point of contact, finance officer contact information, UEI number and SAM registration confirmation.
- Also, indicate the exact amount of federal funds (up to \$176,107) being requested.

Program Summary

- **Provide brief summary of the goods (equipment and/or technology) to be purchased that address officer safety and/or investigative needs.**

Non-Supplant

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

Amount of PSN Funds Requested

- Indicate the exact amount of federal funds being requested. The maximum amount allowed is **\$176,107**.

Local Law Enforcement Authorized Signatory

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

Section II. Proposal Narrative

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

Needs Assessment (2 page limit- 4,000 characters max)

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

- Provide a description of the community and law enforcement agency/department to benefit from this application.
- Describe in detail the current law enforcement unmet equipment and/or technology type needs. Include relevant statistical and/or anecdotal evidence whenever possible to justify the items being requested, such as providing data that shows an increase in violent crime activity in the target area, and without the equipment/technology being requested, such issues cannot be addressed appropriately or safely.
- The sources or methods used for assessing the problem should also be described.

- Justify federal grant funding by explaining why the stated criminal justice needs have not been previously met. For example:
 - Local financial hardship due to receiving less state and local funding this fiscal year;
 - Inability to receive local approval to allocate other funds for such purchases due to other demanding priorities, etc.
- Describe any negative effect, potential consequences or impact against the agency/department and/or community as a result of not having the items being requested.

Project Description (2 page limit to 4,000 characters)

Applicants must thoroughly describe the goods to be purchased. The following should be addressed when completing this section:

- Clearly describe all equipment and technology to be purchased or upgraded. Include the purpose, where the goods will be used/stored, who will utilize or be responsible for the upkeep, monitoring and maintaining such goods, etc. Do not assume that the reviewer knows the equipment or technology item being requested or understands the real benefit to law enforcement.
- Discuss how such purchase(s) directly correlate to the needs assessment provided.
- Cite any state or local procurement rules/regulations required in order to purchase the items as described. If known, include information as to the vendor that will be utilized for the stated project and/or describe the process utilized to select the vendor/contractor.
- Describe the expected benefit (outcome) for the law enforcement department and target city as a result of receiving a grant award.
- Include any other information that is important and may be relevant for reviewers when evaluating request for funding.

Implementation Plan, Timeline and Person Responsible (1 page limit to 2,000 characters)

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 application grid provided by identifying the necessary steps to be implemented over the approximate twelve-month project period for proposed equipment purchases. Include the following:

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

Budget Narrative Summary (1-page limit to 2,000 characters)

Please outline the budget requested and itemize the purchases in detail as described in this application. Applicants should submit a twelve-month budget with a proposed end date of

June 30, 2025.

Section III. Budget Excel Worksheet

Applicants must also complete a **Budget Excel Worksheet** (refer to **Attachment B**). Please be sure to complete the Detail worksheet with itemized costs and upload it to your online application. This form is a required federal document and cannot be edited by our office. Please complete **only the Year 1 Budget Detail tab** using only the approved budget categories as listed in the AGF.

Allowable Budget Cost Categories for Law Enforcement Equipment Applicants Only

- Contract/Consultant (to install or train on how to use items purchased)
- Equipment and Technology (goods purchased)
- Other (identify any additional costs that directly correlate to goods purchased)

Definitions of each budget cost category are provided.

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Consultants/ Contract Costs	Consultant or Contractor fees associated with the equipment/technology purchased. For example, a consultant might be hired by the department to install the technology or train the staff on how to use it. 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.
Equipment/Technology Costs	Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.
Supply Costs	Supplies directly correlated to the equipment purchased. For example, ink or paper for a printer, batteries for communication device, etc.

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 and Budget: (**Online Submission and Hard Copy Submission**)

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

<https://www.mass.gov/view-current-ogr-grant-opportunities>

Step 1: **Online Submission**

All applicants are required to submit the online application via the form found here:

<https://www.cognitofrms.com/MAOfficeOfGrantsAndResearchOGR/SFY2024UnitedStatesAttorneysProjectSafeNeighborhoodInitiativeLawEnforcementEquipmentAndTechnologyGrantProgram>

Upon completion, you will receive an email confirmation with a PDF attachment of your application and supporting application documents for your records. Please note: Submission of this form alone will not be accepted as an application submission. All applicants are required to also submit a hard copy of the complete application.

Step 2: Hard Copy Submission

Applicants must mail:

The signed printed submitted online application and budget:

- Attachment A: Completed and Signed Application. The Chief Executive Officer, Police Chief or Commissioner of the department seeking a grant award must sign* and date the hard copy of the application submitted, prior to mailing.
- Attachment B: Budget Excel Worksheet Form (Summary and Year 1 Detail sheets)

The signed and completed Application and required documents must be **postmarked** no later **April 12, 2024**. Please no staples. Late submittals **will not** be accepted.

**Acceptable forms of electronic signature: Electronic signature that is either: a. Hand drawn using a mouse or finger if working from a touch screen device; or b. An uploaded picture of the signatory's hand-drawn signature 3. Electronic signatures affixed using a digital tool such as Adobe Sign or DocuSign. If using an electronic signature, the signature must be visible, include the signatory's name and title, and must be accompanied by a signature date.*

Proposals must be submitted online, and a printed signed copy mailed **no later than 4:00 p.m. on April 12, 2024** to:

Executive Office of Public Safety and Security Office of Grants and Research
35 Braintree Hill Office Park, Suite 302
Braintree, MA 02184
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:

- Section I: Application Information (5 points);
- Section II: Proposal Narrative:
 - Needs Assessment (30 Points): Clearly demonstrate the need for your request, to include, but not limited to, local data/statistics, lack of funding, instances needed, but didn't have, as well as describe how the proposed strategy/project addresses the stated need;
 - Project Description (30 Points): A narrative that clearly describes the equipment/technology to be purchased and how these items will benefit (E.g., increased safety, reduced crime, increased arrests/prosecutions) the agency and its personnel and the community;

- Implementation Plan and Timeline (10 Points): Provide a feasible timeline and ensures all services/deliverables will be completed within the anticipated grant period;
- Section III: Budget Narrative and Budget Excel Worksheet (25 Points):
 - A detailed, reasonable and complete budget narrative & worksheet.

Notification of Awards

Funding recommendations will be presented to the Executive Director of OGR and once approved, will be forwarded to the US Attorney's PSN Selection Committee for review and final approval. It is anticipated that the PSN Law Enforcement Equipment and Technology grant awards will be announced in June 2024.

Funding Decisions

All agencies involved in the selection process reserve the right to fund more than two target cities should it be determined based upon applications received that it is the best use of PSN grant funds.

Section V. Proposal Check List

Application Elements and Required Attachments:

- Complete submitted online application
- Printed submitted online application (**Attachment A**) signed and dated by the Chief Executive Officer of the applicant. (hard copy mailed to OGR)
- Budget Excel Worksheet (**Attachment B**) (both the **Summary** and **Year 1 Detail sheets** must be completed and uploaded to the online application and mailed as a hard copy to OGR)