

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



**United States Attorney's
Project Safe Neighborhoods
"Law Enforcement Narcotics Analyzers
Grant Opportunity"**

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Law Enforcement Narcotics Analyzers Grant Opportunity
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United States Attorney's Project Safe Neighborhoods Initiative

Due: March 10, 2021

Introduction and Background

Project Safe Neighborhoods (PSN) is a nationwide initiative that brings together federal, state, local and tribal law enforcement officials, prosecutors and community leaders to identify the most pressing violent crime problems in a community and develop comprehensive solutions to address them. Per federal program law, the United States Attorney in each of the 94 federal districts across the country selects a State Administering Agency (SAA) to be responsible for the administration and implementation of PSN. For the District of Massachusetts, this initiative is led by Andrew Lelling, United States Attorney and Thomas A. Turco III, Secretary of the Executive Office of Public Safety and Security (EOPSS). The EOPSS 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 SAA for these funds. OGR is the SAA for several federal funding streams and departments awarded by the Department of Justice, the National Highway Safety Traffic Administration and Department of Homeland Security.

Purpose

The purpose of this PSN Law Enforcement Narcotics Analyzers grant opportunity is to provide funding for state and local law enforcement departments serving a PSN target city to competitively solicit for needed narcotics analyzers. The global drug problem is increasing, with trafficking of methamphetamines, heroin, and emerging threats like fentanyl and carfentanil impacting communities worldwide. Law enforcement officials must quickly identify suspected narcotics in the field to help keep drugs and drug dealers off the streets. narcotics analyzers enable officers and other personnel to scan suspected controlled substances in a single, definitive test. The following are the PSN target cities for the District of Massachusetts: Boston, Brockton, Lawrence, New Bedford, Springfield and Worcester.

Funding & Applicant Eligibility

A total of **\$236,944** in FY18 and FY19 PSN funding is available for this competitive grant opportunity. Only state or local police departments, or a District Attorney's Office, in the PSN target cities may apply. Only one statewide application, and one application per PSN target city will be considered for funding. Eligible applicants in each PSN target city are encouraged to coordinate on a single proposal. 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/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.

Upon receiving a grant award under this solicitation, subrecipients are required to provide data, broken down by month, on violent crime and non-fatal shootings to the United States Attorney's Office in the District of Massachusetts on a quarterly basis. In addition, subgrantees must also provide a short after-action report within 30 days following the project period end date, describing the number of approved devices purchased, when and how often they were used, the outcome of using the devices, and how the purchase has impacted capabilities.

Key Dates

Solicitation Posted: On or about Friday, January 29, 2021
Applications Due: Wednesday, March 10, 2021 by 4:00 pm.
Anticipated Award Announcements: *Tentatively*, March 26, 2021
Anticipated Grant Period: **April 2021 through August 31,**

2021

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I. Important Highlights

Allowable Equipment and Technology Related Costs

Departments may apply for funding to address their narcotics analyzer needs. The following are *some examples* of the types of purchases allowable under this application process:

- Narcotics analyzer devices, software and associated accessories;
- Warranties/Support that are either included in the cost and are not an additional cost, or other costs incurred within the anticipated grant funding period of approximately 5months.

Unallowable Costs

PSN Local Law Enforcement Narcotics Analyzers 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 the purchase of an extended warranty above and beyond the initial cost of the item package.

II. Grant Compliance Details

PSN Special Conditions (FY18 PSN Only)

1. Certification of Compliance with 8 U.S.C. § 1373 by the Chief Legal Officer of the Fiscal Agent

To the extent that the certified fiscal agent is either a state or local government entity, then the chief legal officer of that fiscal agent (e.g., the general counsel) is to carefully review the appropriate “FY 2018 Certification of Compliance with 8 U.S.C. § 1373.” If the chief legal officer determines that he or she may execute the certification, the fiscal agent is to submit the certification as part of its application. (Note: this requirement does not apply to Indian tribal governments.) All certification forms will be posted and available for download at: <https://www.mass.gov/service-details/justice-and-prevention-grants>.

2. Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)

Each applicant must provide responses to the following questions as an attachment to the application:

- Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE?
- Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1?

If yes to either:

- o Please provide a copy of each law or policy;
- o Please describe each practice; and
- o Please explain how the law, policy, or practice complies with section 1373.

Funds 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

- 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 subrecipients. 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://www.dnb.com/duns-number/get-a-duns.html>. Individuals are exempt from this requirement.
- Subrecipients 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://www.sam.gov/SAM/>. 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.
- Subrecipients must submission satisfactory and timely quarterly progress reports and quarterly financial reports with all required back-up documentation.
- Subrecipients must adhere to timely submission of performance measures via the Performance Measurement Tool (PMT) online platform through the U.S. Department of Justice.
- Cooperation during OGR monitoring endeavors, including site visits and desk reviews, required.

- 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 (if applicable) 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*

- 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 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.

- 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 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.
- 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 OGR.

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
Investigations Division
ATTN: Grantee Reporting
950 Pennsylvania Ave., NW
Washington, DC 20530
(202) 616-9881 (fax)
<https://oig.justice.gov/hotline/contact-grants.htm>
(select "Submit Report Online")

Office of the Inspector General
John W. McCormack State Office Building
One Ashburton Place, Room 1311
Boston, MA 02108
800-322-1323
IGO-FightFraud@state.ma.us

Office of the State Auditor
Massachusetts State House, Room 230
Boston, MA 02133
617-727-2075
Auditor@SAO.state.ma.us
<https://www.mass.gov/how-to/report-waste-and-abuse>

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 original signatures from an authorized signatory official will be considered invalid and may not be reviewed for funding.

Section I. Applicant Template Information

Applicant's Contact and Fiscal Information

- Indicate Applicant Agency's name, address, authorized signatory, grant point of contact, finance officer contact information, DUNS number and SAM registration confirmation. Indicate the exact amount of federal funds being requested (must match proposed budget total).

Program Summary

- Provide brief summary of the goods (equipment and/or technology) to be purchased that address officer safety and/or investigative needs (250 characters).

Non-Supplant

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

State or Local Authorized Signatory

- Applications submitted must be signed by the Department Head, as identified on the application cover sheet.

Section II. Narrative Template

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

Needs Assessment (1 page limit)

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

- Provide a description of the community and law enforcement agencies/department(s) 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 have continued to result in the Department not being able to purchase much needed equipment
 - 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.

***Helpful Hint:** This will likely be a very competitive process. The peer reviewers will prioritize funding for applicants that clearly explain, justify and prove real need for all items being requested. A department may have great need but often fail to provide specific data and detail proving that need actually exists.*

Project Description (1 page limit)

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 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 stated project and/or describe the process utilized to select vendor/contractor.
- Describe the expected benefit (outcome) for the law enforcement department and target city as a result of receiving a grant award.
- How will this proposed purchase support multiple partners? Priority consideration will be given to proposals that support collaboration with multiple partners/efforts (federal, state, local).
- 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)

Please discuss your management and implementation plan for this award. This should include 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 five-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.

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 5 months of funding.

Applicants must also complete a **Budget Excel Worksheet** (refer to **Attachment B**). Please complete the Details Tab and the Summary Tab will automatically populate, and submit with your application response.

Allowable Budget Cost Categories

Definitions of each budget cost category are provided.

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Equipment/Technology Costs	Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.
Other Costs	Supplies directly correlated to the equipment purchased. For example, ink or paper for a printer, batteries for communication device, accessories etc.

IV. Application Submission and Award Process

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

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

Electronic Submission

Email the following documents, in the listed format, to EOPSS.OGR@mass.gov **no later than Wednesday, March 10, 2021 at 4:00 p.m.**

- ☐ Attachment A: Application Template
 - Entire Attachment A in PDF (not as a scan) and
 - Scanned copy of p. 3 of Attachment A (Signature Page)
- ☐ Attachment B: Budget Excel Workbook (in Excel format, not PDF)
- ☐ Certification of Compliance with 8 U.S.C. § 1373 by the Chief Legal Officer – Signed and scanned
- ☐ Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE) (Responses to questions on page 3)

****Adobe Reader version 9.5 or higher is necessary to open, complete, and save the Application Template as a PDF. Adobe may be downloaded at <http://get.adobe.com>.**

Review Process

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

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

Notification of Awards

Funding recommendations will be presented by OGR to the US Attorney's PSN Selection Committee for review and forwarded to the Governor and Secretary of Public Safety and Security for approval. It is anticipated that the PSN Law Enforcement Narcotics Analyzers grant awards will be announced by end of March 2021. *EOPSS reserves the right to award additional proposals recommended for funding by the peer reviewers if additional PSN funds become available after the initial awards are made.*

If you have any questions regarding this application, please email: EOPSS.OGR@mass.gov