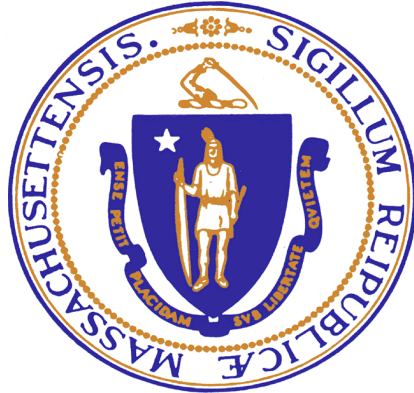


**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research
Availability of Grant Funds**



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

*Specialized Equipment Opportunity
for Municipal Police Training Committee
and Sheriff's Departments
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

**Specialized Equipment Opportunity
for Municipal Police Training Committee (MPTC)
and Sheriff's Departments
Availability of Grant Funds (AGF)**

Due: Monday, October 26, 2020

NOTE: Hand delivering proposals on or before the due date 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 **\$820,000** from the Edward J. Byrne Memorial Justice Assistance Grant (JAG) Program for the Municipal Police Training Committee (MPTC) and the county Sheriff's Departments across the Commonwealth of Massachusetts to competitively solicit one-time federal funding to implement or expand operational equipment/program needs; specifically, body-worn cameras program and/or purchase tasers and taser accessories (i.e., refill cartridges, replacement batteries).

Applicant Eligibility

Only MPTC and the county Sheriff's Departments within Massachusetts are eligible to apply. Only one **(1)** application per Department is permitted for submission.

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.

Purpose

This grant opportunity is a competitive solicitation for MPTC and county Sheriff's Departments within Massachusetts to obtain funding to address their operational equipment/programming needs concerning a body-worn cameras program and/or tasers/taser accessories.

Maximum Award Amount

Applicants may solicit up to **\$60,000** each in funding.

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I. Important Highlights

Key Dates

Solicitation Posted: Monday, September 28, 2020
Applications Due: Monday, October 26, 2020 by 4:00 pm.
Anticipated Award Announcements: *Tentatively*, Friday, November 13, 2020
Grant Award Period: December 1, 2020-November 30, 2021

Allowable Costs

Local Law Enforcement Departments may apply for up to **\$60,000** in funding for:

- Body-Worn Cameras (equipment), training, policy development, program implementation resources; and/or
- Tasers and taser accessories (i.e., refill cartridges, replacement batteries).

****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.

Unallowable Costs

Costs that do not directly relate to a Body-Worn Cameras program or tasers will not be eligible under this solicitation. Additionally, for the purposes of this application, JAG funds may not be used for any of the following:

- Personnel costs;
- Fringe costs;
- Overtime; and
- Travel.

II. Grant Compliance Details

Fund Disbursement

Funds will be disbursed via an Interdepartmental Service Agreement. Details about this process will be addressed in greater detail after 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 (if applicable) 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.

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 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.
- 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 (EEOP). 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 **MPTC Executive Director** or **county Sheriff** will be considered invalid and may not be reviewed for funding.*

Section I. Applicant Template Information

State Applicant's Contact and Fiscal Information

- Indicate 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 \$60,000) being requested.

Program Summary

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

Non-Supplant

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

Authorized Signatory

- Submitted application must be signed by the Executive Director/Sheriff 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 applicant's department to benefit from this opportunity.
- Describe in detail the current unmet needs related to body-worn cameras program and/or tasers. 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 needs stated have not been previously met to justify federal grant funds are needed. For example:
 - Financial hardship due to receiving reduced operational funding this fiscal year have continued to result in the Department not being able to meet

safety requirements.

- 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 applicants that clearly explain, justify and prove real need for all items being requested.*

Project Description (2-page limit)

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

Clearly describe all equipment, technology and programming services to be purchased, upgraded and/or implemented. Include the purpose or the proposed equipment/services; where the equipment/services will be implemented/used/stored; who will utilize or be responsible for the implementation, upkeep, monitoring and/or maintenance of such goods/services; etc. Do not assume that the reviewer knows the equipment, technology or services being requested or understands the real benefit of the proposed purchase to the department.

- Discuss how proposed equipment/technology/services purchase(s) directly correlate to the needs assessment provided.
- Cite any state 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 correctional officer, department and/or 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.

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 12-month project period. Include the following:

- List of major tasks/activities to be conducted including a bidding process for service 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 12 months of funding.

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
Indirect Costs	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.
Consultants/Contract Costs	Consultant or Contractor fees associated with the equipment/technology/services 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. 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 OGR. 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.
Supplies	Supplies directly correlated to the equipment purchased/program implementation (e.g., training materials, expendable items, etc.)

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 and Budget: **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 and **One** (1) signed Budget, 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)

The signed and completed Application Template and required documents must be **postmarked** no later than **Monday, October 26, 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)

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

Thomas.B.Ashe@mass.gov **no later than 4:00 p.m. on Monday, October 26, 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: Thomas Ashe, Program Coordinator
Thomas.B.Ashe@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 describe how requested equipment/services address the stated need (20 points);
- A narrative that clearly describes how the items/services to be purchased will be implemented, and the benefits to the department and/or community (25 points);
- Implementation plan and timeline that are feasible and ensure all goods/services will be received and paid for within the anticipated grant period (15 points); and
- A detailed, reasonable, relevant and complete budget (25 points).

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 Specialized Equipment Opportunity grant awards will be announced *tentatively* on November 13, 2020.

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 in **Blue Ink** by the Executive Director/Sheriff of the applicant agency.
- ☐ Budget Excel Worksheet (**Attachment B**) (both the **Summary** and **Detail sheets** must be submitted); the **Summary** sheet must be signed in **Blue Ink**.
- ☐ **One** signed **original** and **three hard copies** of application documents must be mailed and **postmarked** by the due date.