

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



**Law Enforcement and Youth Partnership  
Summer Day Year Two  
Renewal Opportunity**

**Title II Formula Grant  
Availability of Grant Funds**

**Charles D. Baker  
Governor**

**Karyn E. Polito  
Lieutenant Governor**

**Thomas A. Turco, III  
Secretary**

**Kevin Stanton  
Executive Director**

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

**Law Enforcement and Youth  
Partnership Summer Day Program  
Year Two Renewal Opportunity**

**Availability of Grant Funds  
Title II Formula Grant  
Applications Due: May 17, 2019**

**Introduction and Program Background**

The Massachusetts Executive Office of Public Safety and Security (EOPSS), Office of Grants and Research (OGR) is the designated State Administering Agency for the Title II Formula Grant Program awarded by the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

The Formula Grant is authorized by the Juvenile Justice and Delinquency Prevention Act (JJDP Act) of 1974, as amended. It provides funding to support state and local efforts to plan, establish, operate, coordinate, and evaluate policies and projects (directly or through grants and contracts with public and private agencies) for the development of more effective juvenile justice related education, training, research, prevention, diversion, treatment, rehabilitation and system improvement efforts.

OGR intends to make available up to \$125,000.00 in **continuation** funding of the Title II Formula Grant funds to assist law enforcement agencies with sustaining and/or expanding their pre-existing, summer-based youth and law enforcement partnership programming.

**I. Important Highlights**

**Key Dates**

**Application for Grant Funds Release:** Friday, May 3, 2019  
**Applications Due:** Friday, May 17, 2019  
**Award Announcements:** On or about May 31, 2019  
**Project Period:** July 1, 2019 – August 31, 2019

**Applicant Eligibility**

This AGF is open *only* to previously funded 2018 Formula Grant recipients who have completed their project. This is a continuation grant, not a competitive grant opportunity for new applicants. Previous recipients can only apply for up to what they were awarded in 2018.

## Summer Day Program Description, Structure and Minimum Criteria

**Program Design:** For the purpose of this AGF, an eligible Summer Day Program (SDP) is one that has received an award in the summer of 2018, and has a strong law enforcement nexus and encompasses a combination of educational and recreational opportunities for youth during the summer recess. An eligible SDP must strive to enhance relationships between youth and law enforcement officers by having officers directly involved with the coordination and implementation of the SDP being offered. Eligible law enforcement representation may include staff of the District Attorney or Sheriff's Office, D.A.R.E. or G.R.E.A.T. Officers, School Resource Officers, Community Police and/or State Police. Other staff in addition to officers may also be involved. A SDP should be geared towards school age youth (k-12). The age limit for youth to be served with these funds must fall under the age of 18 (unless such individual is currently still in school).

**Minimum Criteria:** An applicant's SDP **MUST:**

- have operated last summer;
- involve local law enforcement participation;
- incorporate both recreational and educational learning opportunities; and
- recruit and enroll youth into a structured session that is at least 5 consecutive days in duration or longer.

A SDP may be several weeks long for a specific age range of youth and the program may be offered more than once throughout the summer. Perhaps you have a SDP that is two weeks long for up to 30 youth 10-12 years old in July and then offer a second session in August for another 30 youth.

***Helpful Hint: Please make sure that you thoroughly describe your SDP in the Program Narrative Section of the application.*** EOPSS and OGR understand that all SDPs are structured differently, target different age ranges, vary in duration (some are one week, some are several weeks and others are multiple sessions throughout the summer) and vary in the number of youth served. Do not assume the reviewers understand your SDP. Also describe not only the activities but also the lessons/knowledge that the youth are expected to gain as participants in the SDP. For example, a SDP may utilize adventure-based activities to teach youth trust, team building and positive interaction with law enforcement officers who might be serving as instructors. Be as clear, concise and detailed as possible in your program narrative.

## II. Grant Compliance Details

### Fund Disbursement

Applicants selected to receive an award will enter into an Interdepartmental Service Agreement with EOPSS/OGR. **NO PROJECT PERIOD EXTENSIONS** will be permitted. All grant/program related services must be rendered by **September 15<sup>th</sup>, 2019**. Any costs incurred after that date will not be eligible to be charged against this award. Additional details about the financial reporting requirements will be provided at the time awards are made. There is **NO** match required for this award.

### Sub-recipient Requirements

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

#### 1. Grants Management

- All sub-recipients 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 [www.dnb.com/us/](http://www.dnb.com/us/).
- Individuals are exempt from this requirement.
- All sub-recipients of funds must maintain current registrations in the System for Award Management (SAM) formally 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 [www.sam.gov](http://www.sam.gov). 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 [www.sam.gov](http://www.sam.gov).
- **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.**
- Timely submission of all quarterly/annual; financial reports, programmatic reports, requests for supporting documentation or any other pertinent documents by prescribed dates.
- 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 Formula Grant Program funds along with other federal funds must treat funds independently with separate cost and reporting centers. An audit trail is required for the federal and matching portions of the project 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 Formula Grant Program.
- No grant funds may be spent for construction, office furniture, or other like purchases.
- In-state travel costs associated with the Formula Grant Program shall include mileage rates not in excess of \$0.45 per mile, actual tolls, or actual parking. 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.
- Funds may not be spent on food or beverages for trainings, conferences or staff meetings. However, funds may be spent on food and beverages for components of the program that involve direct-service programming for the youth served by the project.
- 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 and the U.S. Department of Justice. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.
- Units of local government and non-profit sub-recipients that expend \$500,000 or more in a year in federal awards (not just those awarded by OGR) shall have a single or program-specific audit conducted for that year in accordance with the provisions of the Office of Management and Budget's circular A-133 <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. OGR's local government and non-profit sub-recipients will be required to submit an A-133 summary to OGR annually upon request.

- In accordance with civil rights laws and regulations, all sub-recipients 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, sub-recipients 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 sub-recipients upon award of the grant.
- All sub-recipients 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 sub-recipients may be required to submit their EEOP or EEOP Short Form to the U.S. Department of Justice, Office for Civil Rights (OCR). Each sub-recipient'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.
- All publications, (e.g., written, visual or sound), published or produced with the use of Formula Grant Program funds must contain the following statement:

*This project was supported by Grant Award number 2013-MU-FX-0049, awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs to the Massachusetts Executive Office of Public Safety and Security, Office of Grants and Research. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition/etc. are those of the author(s) and do not necessarily reflect the views of the state of Massachusetts or the Office of Justice Programs.*

## 2. Procurement

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

## 3. Other Grant Requirements

- All sub-recipients must comply with the Federal Funding Accountability and Transparency Act as will be further instructed by EOPSS prior to contracting.
- Sub-recipients choosing to further sub-grant to an implementing agency or an independent contractor, all or any part of the amount of the Formula Grant award, shall include the provisions of the OGR standard sub-grant conditions and enter into a written contract or memorandum of agreement (MOA) with the implementing agency or independent contractor. At a minimum, the contract or MOA must explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOA must be submitted to the OGR for the sub-recipient grant folder.
- Non-profit agencies may not sub-contract to state agencies. However, state agencies may sub-contract to non-profit agencies or units of local government.

- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for units of local government and non-profit entities and Operational Services Division (OSD) Purchasing Guide for state agencies. Units of local government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are done consistent with M.G.L. Ch. 30B procedures.
- 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 a State or local legislative 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, successful applicants are required to agree to and abide by all state and federal rules, regulations, and conditions pertaining to the receipt, administration, and management of federal funds.

#### *4. Reporting Alleged Waste, Fraud and Abuse*

- It is the responsibility of the sub-recipient 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, or appropriate guidelines for purposes of the grant. Reports should 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 Building  
One Ashburton Place, Room 1311  
Boston, MA 02108  
800-322-1323  
[MA\\_OIG@maoig.net](mailto: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](mailto:Auditor@SAO.state.ma.us)

### **III. Application Process**

Applicants must review and respond accordingly to each of the sections below in response to this AGF. This section describes: (A) Proposal pre-submission process; (B) Application template instructions; (C) Proposal requirements; (D) Application review process and (E) Submission process and deadline.

The process will require the standard submission of one (1) original and two (2) copies of an Application Template and required documents via mail. In addition, applicants are asked to submit electronically (email) one (1) PDF version of the Application Template to: [Samantha.Frongillo@mass.gov](mailto:Samantha.Frongillo@mass.gov)

Applicants must have Adobe Reader version 9.5 or higher. Software necessary to open, complete, and save the PDF's is available at <http://get.adobe.com>.

A checklist is provided in Section V. Please review the checklist prior to completing the Application Template and Required Documents.

## **A. Application Template Instructions**

### **Section I. Cover Page/Applicant Information**

Please be sure to fill out the "Cover Page" including all necessary key staff and contact information completely and accurately for our record.

### **Section II. Project Information**

Please complete each of the following sections pertaining to the project to be implemented.

#### Project Name

Identify name/title of your program.

#### Project Summary

Briefly summarize the proposed program. Space is limited (250 characters) and summaries may be posted on various websites so please be as concise as possible.

#### Non-Supplanting

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 applicants must consent to Non-Supplant.

#### Applicant Request for Funding

Applicants may request a sub-award amount that is cost-effective for up to a two-month budget of the proposed project.

#### Signature

Applications submitted (hard copy) must be signed by the Authorized Signatory of the applicant state agency. Please note that electronic signatures are not required on the electronic (email) version of the application being submitted.

## **B. Proposal Requirements**

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

### **Project Narrative**

The narrative is comprised of four sections: Statement of the Problem and Needs Assessment, Program Description, Applicant Capacity, and Goals, Objectives, Activities, Timeline, Performance Measures and Evaluation.

#### **a. Statement of the Problem/Needs Assessment (1 page limit)**

**This section should clearly identify the problem and support the stated issues with relevant data to justify the request for the SDP services and activities being proposed.**

- Applicants must describe the needs impacting the youth of the community or county proposing to be served and their effect or consequences on the community or locality impacted. Include, relevant poverty rates and any financial hardships impacting the municipality or county to help justify the needs. Financial hardship can include a lack of funds to sustain the SDP and/or need for additional funds due to a wait list of youth to be served.
- Describe the intended target population using demographic and other data where possible. Please include the ages being targeted and risk factors confronting the target population.
- Support any statements made with up to date statistical or other factual information/data or relevant literature. The sources or methods used for assessing the problem should also be identified and described.

b. **Project Description (3 page limit)**

**This section should address both the scope and intent of the program, including detailed descriptions of its components and activities. Additionally, the applicant should discuss (if applicable) if the program will target/benefit a minority youth population or populations not normally receiving services. Also the applicant should show how the components of the program will address the problem and needs previously identified.**

- Describe any risk factors to be addressed and how the program will address them.
- Describe any previous evaluation results of the previous year(s) SDP to be replicated or expanded. In a difficult budget climate, it is critical that grant dollars are spent on programs and activities shown to have a strong likelihood of success. Do not assume that the reviewer is familiar with your unique SDP and concepts or services being proposed. Reviewers can only review the information provided and a lack of detail could result in an unfavorable rating.
- Thoroughly describe the design of your SDP. Include how youth are selected, lead department, location of services, how the program is structured, lessons to be learned from participating youth, activities and any other information that will help the review team understand the SDP being proposed.
- Please include the names of any collaborating agencies and/or partners such as community and business groups, local officials including any additional law enforcement departments and non-profits. Include a detailed description of any partner's participation in addressing the problem as outlined in the application.
- If you are proposing to sub-contract funds to one or more collaborative partners (outside organizations including local law enforcement departments) to implement all or some of the proposed activities, a Memorandum of Understanding **MUST** be included as an attachment labeled "Attachment C" and contain the following information:
  - Summary of each agency's role and responsibilities specific to the proposed project; and,
  - Clear outline of deliverables, timeframes, hours and rates of compensation;



c. **Applicant Capacity (2 page limit)**

- Discuss organizational capacity to carry out the proposed project and related activities.
- Describe agency qualifications and history implementing the SDP program.
- Describe ability to provide trained staff to deliver the services required by the proposed project.
- Describe proven track record and commitment of management team proposed for project.
- Describe any collaboration among community groups, local units of government, and other key stakeholders.

d. **Goals and Objectives, Activities, Timeline, Performance Measures and Evaluation**

**Applicants need to clearly state the goals and objectives of what will be achieved with Formula Grant funding. (Worksheets included in the “Application Template” will allow for up to 4 Goals.)**

Goals: Goals are broad statements that describe the program’s intentions and desired outcomes. They suggest the desired end to which the program is directed. The goals of your program should be clearly stated, realistic, and must be attainable and measurable. In stating your goals, be careful to describe the desired *end* and not the means to the end.

Objectives: Objectives describe the program activities that support the goal(s). They describe intermediate results or accomplishments to be achieved by the program in pursuing its goal(s). The event or program activity must answer the questions: Who or what will change? Where will change occur or the event take place? When (period of time) will the event occur? How will the change happen? Objectives may change due to program progression. The more specific your objectives are, the easier it will be to determine if your program has achieved them. Use numbers wherever possible.

Activities and Timeline: Provide the primary activities to be carried out within the proposed program period. Please include:

- List of major tasks/activities; and
- Start and end dates of each.

Performance Measures/Evaluation: List the performance measures that will demonstrate progress toward achieving the goal(s). Performance measures provide program administrators with answers to critical questions regarding the operation of their programs. The purpose of developing performance measures is to determine the extent to which the program’s funded activities have achieved the program’s goals. Specifically, by collecting data and measuring progress, administrators will be able to identify and document:

- The program’s success/failure at meeting its initial goals and objectives;
- Whether the program is serving the intended target population (e.g., number of offenders who completed the substance abuse treatment program);
- Whether the volume of program participants is what was originally intended;
- Whether the program components were implemented as originally planned;
- Problems encountered in implementing the program; and,
- Whether the program is achieving its desired impact.

All applicants must evaluate (ongoing) their programs, services and activities to monitor success. Realistic and adequate performance measures must be developed at the outset of the program. Applicants are expected to explain their plans to collect data and measure their program’s progress in

this section. The measures should be statements of quantifiable data that demonstrate the extent to which the program is meeting its objectives. Applicants are strongly encouraged to clearly explain their data collection methodology, frequency, and analysis in relation to your program's performance measures, and how this self-assessment strategy will be integrated into your overall program operations.

**Budget Narrative** (included in Application Template) and **Budget (Excel) Worksheet**. Applicants may submit a **budget** for *up to* 2-months of funding. Applicants must also complete a Budget Excel Worksheet (refer to **Attachment B**). Please be sure to complete both the summary roll-up sheet and worksheet when submitting your application response/package.

**Matching funds are NOT required for this application.**

#### **Allowable Cost Categories**

- **Direct Salary/Personnel/Overtime** (overtime is allowed for sworn uniform law enforcement personnel only).
- **Fringe Benefit**-based on actual costs or an established formula from the fiscal unit in your organization.
- **Indirect**-only if the applicant has a federally approved indirect cost rate. If the applicant's accounting system permits, costs may be allocated to the "Other" cost category in the budget.
- **Contract/Consultant**
- **Equipment**-equipment must be directly related to program implementation and justification of its need must be provided.
- **Local Travel**
- **Other/Supplies**

#### **Unallowable Costs**

- Construction
- **Funds may NOT be spent on food or beverages.**

Definitions of each budget cost category are provided below.

<b>Allowable Budget Cost Categories</b>	<b>Definitions and Documentation Requirements</b>
Personnel Costs	Full or part-time regular salaried employees working on the grant. Overtime is also permitted but for sworn uniform law enforcement officers only.

Fringe Benefit Costs	<p>Eligible costs include the <u>employer share</u> of the following:</p> <ul style="list-style-type: none"> <li>• Life insurance</li> <li>• Health insurance</li> <li>• Social security costs</li> <li>• Pension costs</li> <li>• Unemployment insurance costs</li> <li>• Workers compensation insurance</li> </ul> <p>Cost amounts for direct fringe benefits can be either actual costs or rates per employee calculated by the fiscal or human resource unit in your organization (rate computations must be included). Include copy of approved rate agreement in the application response.</p>
Indirect Costs	<p>Costs can only be shown here if the applicant has a federally approved indirect cost rate. If the applicant's accounting system permits, costs may be allocated to the applicable direct cost category in the budget including the category "other" if the costs being identified do not fit into one of the specific direct cost categories.</p> <p>Include copy of rate agreement in the application response.</p>
Consultants/ Contract Costs	<p>Consultant or contractor fees.</p> <p>The maximum rate for consultants is \$650 for an eight hour day or \$81.25 per hour (excluding travel and subsistence costs). Any request for compensation over \$650 per day and/or \$81.25 per hour requires prior written approval by EOPSS. This rate is the exception not the rule.</p>
Equipment Costs	<p>Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.</p> <p>Must be directly related to the program implementation.</p>
Travel Costs	<p>Travel directly related to the purpose of the grant.</p> <p>In-state travel costs associated with the grant shall include mileage rates not in excess of \$0.45 per mile, as well as the actual costs of tolls and parking.</p> <p>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>
Other/Supply Costs	<p>Supplies required for program (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).</p>

## D. Application Review Process

EOPSS intends to carry out a fair and transparent process for reviewing all applications. This process will be facilitated by the OGR and approved by the EOPSS. It is anticipated that grant awards will be announced on or about October May 31, 2019

## E. Submission Process and Deadline

**Please review the following instructions carefully** as there are *two* separate steps involved in submitting the Application Template and other documents: 1) Hard Copy and 2) Electronic.

The attachments are available at <https://www.mass.gov/service-details/justice-and-prevention-grants>

### **1: Hard Copy Submission**

Applicants **must submit** one (1) **signed original** and **two (2) copies** of the documents listed below. The signed and completed Application Template and required documents must be received by OGR on **Friday, May 17, 2019 by 4:00 pm.**

Faxed proposals will **NOT** be accepted. Please use binder or paper clips (no staples). Under no circumstances will late submittals be accepted.

### **Required Hard Copy Documents:**

1. Attachment A: Application Template
2. Attachment B: Budget Excel Worksheet Form (Summary and Details sheets)
3. Attachment C: Memorandum of Understanding from project partners. *If outside partners including local law enforcement departments are involved, please include a signed MOU and mark it as Attachment C.*

Proposals must be mailed or hand-delivered\* so it is **received by 4:00 pm on Friday, May 17, 2019** to:

The Executive Office of Public Safety and Security  
Office of Grants and Research  
Ten Park Plaza, Suite 3720A  
Boston, MA 02116-3933  
**Attention: Samantha Frongillo**

*\* If you choose to hand deliver your proposal, please note that a valid form of identification is required to enter the Ten Park Plaza Office Building on the 2<sup>nd</sup> floor. Also, the building security staff will not allow entrance into the office areas after 5:00pm nor will they accept grant applications on behalf of the Office of Grants and Research. No exceptions will be made.*

## **2: Electronic (e-mail) Submission**

Applicants **must submit one** complete **Application Template document electronically** (electronic signatures are not necessary) **as a PDF**—not a scan. Applicants must have Adobe Reader version 9.5 or higher to complete the Application Template. Software necessary to open; complete; and save the PDF's is available at: <http://get.adobe.com>.

Required Electronic Documents:

1. Attachment A: Application Template

Please email Attachment A as a PDF (not a scan document) to: [Samantha.Frongillo@mass.gov](mailto:Samantha.Frongillo@mass.gov) no later than 4:00 pm on **Friday, May 17, 2019**. Please include the applicant name in the email subject line.

## **IV. Notification of Awards**

All funding decisions are at the discretion of the Secretary of Public Safety and Security and/or Office of the Governor. It is anticipated that these grant awards will be announced on or about May 31, 2019.

## **V. Proposal Check List**

### **Hard Copy Application Elements and Required Attachments:**

- ☐ Please use Binder or Paper Clips, *no staples allowed*
- ☐ Application Template (**Attachment A**) signed and dated in **Blue Ink** and includes all required information
- ☐ Budget Excel Worksheet (see **Attachment B**) (both the **Roll Up and Detail sheets** must be included in your application packet)
- ☐ **Attachment C:** Memorandums of Understanding (if applicable)
- ☐ One original and four copies of all the application documents

### **Electronic Application Elements and Required Attachments:**

- ☐ Attachment A: Application Template