

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



Governor's Safer Communities Initiative

Local Law Enforcement Equipment and Technology Grant Opportunity

**Charles Baker
Governor**

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

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Availability of Grant Funds
Edward J. Byrne Memorial Justice Assistance Grant Program

Local Law Enforcement Equipment and Technology Grant Opportunity
Due: Wednesday, October 17, 2018

Introduction

The Executive Office of Public Safety and Security's (EOPSS) Office of Grants and Research (OGR) will make available approximately **\$1,000,000** from the Edward J. Byrne Memorial Justice Assistance Grant (JAG) Program for local units of government/**Police Departments** to competitively solicit one-time federal funding to address local law enforcement equipment and technology related needs. Priority will be given to Departments proving greatest need **AND** propose items that will enhance overall law enforcement officer safety or enhance school safety.

Applicant Eligibility

Only a **Police Department** from a Massachusetts municipality (local unit of government) is eligible to apply. Both the Chief Executive Officer (Mayor, City Manager, or Town Administrator) and Police Chief/Commissioner of the municipality seeking a grant award must sign and date the application being submitted. Applications received without the required signatures will be deemed invalid and will **NOT** be considered for an award. Only **(1)** application per municipality is permitted for consideration of funding.

Federal Award Background

The Edward J. Byrne Memorial JAG Program, administered by the U.S. Department of Justice, Bureau of Justice Assistance, and authorized under Public Law 109-162, 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, and technology improvement, and crime victim and witness initiatives. The EOPSS/OGR is the State Administering Agency (SAA) for JAG funds awarded to the Commonwealth of Massachusetts.

The JAG Program Law requires that states *pass-through* a federally predetermined percentage of funds to local units of government and has additional requirements for funds that must be allocated specifically for what are known as *variable less than \$10,000 jurisdictions*. This AGF will permit Massachusetts to meet its federally mandated *variable pass-through* obligation.

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I. Important Highlights

Key Dates

Application Posted: On or about Monday, September 24th, 2018

Applications Due: Wednesday, October 17th, 2018 by 4:00 pm.

Anticipated Award Announcements: On or about Thursday, November 1st,

2018 Anticipated Grant Period: **November, 2018 through February 28th, 2019**

Purpose

This grant opportunity is designed for municipal police departments that can demonstrate greatest need for law enforcement-related equipment and technology deemed instrumental for not only combating crime but for increasing officer safety and/or enhancing the safety and security of the perimeters within or around one's public school building(s).

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

Equally important is protecting our children and youth at our schools from random acts of violence. It is impossible to stop every type of situation but we can do more to prevent or minimize such acts by providing law enforcement departments with the financial resources needed to assist their local public schools with addressing previously identified needs and gaps by supplying the district with equipment and technology to better secure the school premise(s) and building(s).

For the purpose of this competitive grant opportunity, funding will be prioritized for proposals that seek to address the critical safety needs that enhance protection and safety for our law enforcement officers (bulletproof vests, tasers, interoperable radios, etc.) and/or prioritized for proposals that address the school safety and security needs of a district (cameras to be installed at entryways, metal detectors, emergency communication system, etc.).

Allowable Equipment and Technology Related Costs

Local Law Enforcement Departments may apply for up to **\$20,000.00** in funding to address their equipment/technology needs. The following are *some additional examples* of the types of purchases allowable under this application process:

- *Ballistic-Resistant and Stab-Resistant Body Armor (Bulletproof Vests);
- School Site Alarm and Protection Systems;

- Metal detectors, surveillance video cameras;
- Fingerprint scanners; tasers and protective gear;
- ****Interoperable communications;**
- *****Systems upgrades (hardware/software), including potential upgrades necessary for local police departments to come into compliance with the FBI's UCR Redevelopment Project (UCRRP); and**
- Vehicle laptop computers, license plate readers.

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

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

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

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

- Compliance with the *FY 2014 SAFECOM Guidance on Emergency Communications Grants* (including provisions on technical standards that ensure and enhance interoperable communications); and
- Adherence to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band.

In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations

for this particular grant. Grantees shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: <https://it.ojp.gov/GSP> Grantees shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

Additional Interoperable Communications Compliance Requirements

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

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

*****Systems Upgrades**-JAG funding may be utilized in support of systems upgrades (hardware/software), including potential upgrades necessary for units of local government to come into compliance with the FBI’s UCR Redevelopment Project (UCRRP). For more information on the UCRRP visit: <https://ucr.fbi.gov/crime-in-the-u.s/2010/crime-in-the-u.s.-2010/aboutucrmain>

Unallowable Costs

JAG 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, JAG 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).

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*

- All 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 www.dnb.com/us/. Individuals are exempt from this requirement.
- All subrecipients 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 <https://sam.gov/portal/SAM/##11>. 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.
- 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 JAG funding along with other federal funds must treat the funds independently with separate cost and reporting centers. An audit trail is required for the federal and matching portions of the program each year and is expected to be accessible upon the request of OGR. The sources of receipts, expenditures, and disbursements for each portion of funding are to be accounted for separately.
- Supplanting of funds is strictly prohibited. Funds for programs and services provided through this grant are intended to supplement, not supplant, other state or local funding sources.
- All costs paid with grant funds must be direct and specific to the implementation of the JAG funded program.
- No consultant or trainer may be paid more than \$650 for an eight-hour work day or \$81.25/hour without the prior written approval from OGR. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.

2. *Procurement*

- Subrecipients choosing to further subgrant to an implementing agency or an independent contractor, all or any part of the amount of the JAG award, shall include the provisions of the OGR standard subgrant conditions and enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. At a minimum, the contract or MOU must explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOU must be submitted to OGR for the subrecipient grant folder once 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 \$500,000 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 the Office of Management and Budget's circular A-133
https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A133/a133_revised_2007.pdf OGR's local government and non-profit subrecipients will be required to submit an A-133 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 (EEOP). 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 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.

- 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 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 mailed without original signatures from both the **Municipal Authorizing Official** and **Local Police Department Chief/Commissioner** will be considered invalid and may not be reviewed for funding.*

Section I. Applicant Template Information

Municipality and Police Department's Contact and Fiscal Information

- Indicate Police Department name, address, signatory, grant point of contact, finance officer contact information, DUNS number and SAM registration confirmation.

Program Summary

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

Non-Supplant

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

Statewide Interoperability Interoperable Communications Investment Proposal (ICIP)

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

Amount of JAG Funds Requested

- Indicate the exact amount of federal funds being requested. The maximum amount allowed is \$20,000.00.

Municipal Authorized Signatory and Police Department Authorized Signatory

- Applications submitted must be signed by both the Chief Executive Office (Mayor, City Manager, or Town Administrator) and Chief/Commissioner of the Police Department identified on the application.

Section II. Narrative Template

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

Needs Assessment (2 page limit)

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

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

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

Project Description (2 page limit)

Applicants must thoroughly describe the goods to be purchased. 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 or school security.
- Discuss how such purchase(s) directly correlate to the needs assessment provided.
- Cite any 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 officer, department and/or school district 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)

Please discuss your management and implementation plan for this award. This should include how you will ensure the effective implementation and oversight of the project, methods of procurement (if not previously mentioned) of any equipment and/or technology, a timeline with key activities and milestones, and identification of key partnerships or stakeholders who will play a role in the implementation of this award. Complete the template grid provided by identifying the necessary steps to be implemented over the approximate four-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 4-months of funding.

Applicants must also complete a **Budget Excel Worksheet** (refer to **Attachment B**). Please be sure to complete both (Excel tabs) the Roll-Up sheet and Detail worksheet and submit with your application response.

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)

**Please make sure that any school security types of equipment do not violate your local fire safety codes.*

Definitions of each budget cost category are provided.

Allowable Budget Cost Categories	Definitions and Documentation Requirements
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Consultants/ Contract Costs	<p>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.</p> <p>The maximum rate for consultants is \$650 for an eight hour day or \$81.25 per hour. Any request for compensation over \$650 per day requires prior written approval by EOPSS. This rate is the exception not the rule.</p>
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, 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 other documents: (**Hard Copy** and **Electronic**)

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

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

Hard Copy Submission

Applicants must submit:

- **One** (1) signed original Application Template and **One** (1) signed original Authorized Signatory Listing Form, **One** (1) signed original ICIP document (only if required); and
- **Three** (3) copies of the documents listed below under *Required Hard Copy Documents*.

The signed and completed Application Template and required documents must be received by OGR on **Wednesday, October 17th, 2018 by 4:00 pm**. Please use binder or paper clips (no staples). Under no circumstances will late submittals or facsimiles be accepted.

Required Hard Copy Documents:

- Attachment A: Completed and Signed Application Template
- Attachment B: Budget Excel Worksheet Form (Summary and Details sheets)
- Attachment C: Authorized Signatory Listing Form
- Attachment D: Interoperable Communications Investment Proposal (ICIP)

Remember, only if you are requesting JAG funds for Interoperable Communications Components, you must complete Attachment D and submit the ICIP form with your required hard copy documents.

Proposals must be mailed or hand-delivered* to the:

**Executive Office of Public Safety and Security
Office of Grants and Research
Ten Park Plaza, Suite 3720A
Boston, MA 02116-3933
Attention: Kevin Stanton, Deputy Executive Director**

**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 2nd floor.*

Electronic (e-mail) Submission

Applicants must submit:

- **One** (1) complete **Attachment A**: 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>.

Applicants must also submit electronically:

- **One** (1) **Attachment B**: Budget Excel Worksheet (Roll Up and Detail sheets). The Excel version of the Roll Up and Detail sheets (**not** a PDF—and **not** a scan) must be emailed.

Please email **Attachment A** as a PDF-not a scan and **Attachment B** as an Excel document, along with any other additional documents to: eopssbjag@mass.gov **no later than 4:00pm on Wednesday, October 17th, 2018.**

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 school (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

All funding decisions are at the discretion of the Governor and Secretary of Public Safety and Security. It is anticipated that the Local Law Enforcement Equipment grant awards will be announced on or about November 1st, 2018.

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

Section V. Proposal Check List

Hard Copy Application Elements and Required Attachments:

- ☐ Please use Binder or Paper Clips, *no staples allowed*.
- ☐ Completed Application Template (**Attachment A**) signed and dated by *both* the Chief Executive Officer of the Municipality (Mayor, City Manager, or Town Administrator) and Police Chief/Commissioner of the local law enforcement department in [Blue Ink](#).
- ☐ Budget Excel Worksheet (**Attachment B**) (both the **Roll Up and Detail sheets** must be included in your application packet).
- ☐ Authorized Signatory Listing Form (**Attachment C**) in [Blue Ink](#).
- ☐ If applicable, an Interoperable Communications Investment Proposal (ICIP) form (**Attachment D**) [Blue Ink](#) and included with your application packet.
- ☐ **One** signed **original** and **three copies** of all the application documents.

Electronic Application Elements and Required Attachments:

- ☐ **Attachment A:** Completed Application Template
- ☐ **Attachment B:** Budget Excel Worksheet Form (Roll Up and Detail sheets)
- ☐ Please email **Attachment A** as a PDF-not a scanned document and **Attachment B** as an Excel document to eopssbjag@mass.gov **no later than 4:00pm on Wednesday, October 17th, 2018.**

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