

TENNESSEE

Byrne/JAG Law Enforcement Equipment

FISCAL YEAR 2014

(OCTOBER 1, 2013 THROUGH JUNE 30, 2014)

Grant Solicitation Packet



Prepared by:

State of Tennessee
Department of Finance and Administration
Office of Criminal Justice Programs
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, Suite 1200
Nashville, Tennessee 37243-1102

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM

GRANT INSTRUCTIONS:

I. INTRODUCTION

The Edward Byrne Memorial Justice Assistance Grant Program (Byrne/JAG) establishes a program of criminal justice grants administered by the U.S. Department of Justice, Bureau of Justice Assistance, to aid state and local governments, educational institutions, and nonprofit organizations in implementing effective criminal justice improvement projects. JAG blends the previous Byrne Formula and Local Law Enforcement Block Grant (LLEBG) Programs to provide agencies with the flexibility to prioritize and place justice funds where they are needed most.

The Office of Criminal Justice Programs in the Tennessee Department of Finance and Administration has been designated as the state agency responsible for administering the Byrne/JAG grant program in Tennessee.

II. PROGRAM PURPOSE

The purpose of this program is to fund grant requests for the following types of Law Enforcement Equipment:

A. Marked Patrol Vehicles

Patrol vehicles **may** be purchased off of Statewide Contract which can be found at http://tn.gov/generalserv/cpo/SWCWeb_List.html.

B. In-Car, Dash-Mounted Video Cameras

In-car video cameras **may** be purchased off of Statewide Contract No. 240 which can be found at http://tn.gov/generalserv/cpo/SWCWeb_Lines6.html#SWC240

C. Two-Way Radios

Hand held, vehicle mounted or base station radios **may** be purchased off of Statewide Contract No. 420 which can be found at http://tn.gov/generalserv/cpo/SWCWeb_Lines16.html#SWC420

D. Computers and Software

Computers and software **may** be purchased off of Statewide Contract which can be found at http://tn.gov/generalserv/cpo/SWCWeb_List.html.

Equipment acceptable to purchase include:

- Servers
- Desktop work stations
- Laptop Computers
- Notebooks
- Printers
- Scanners
- Software

E. Approved Training Equipment

Certain agencies provide Law Enforcement Training to officers. These agencies may be in need of training equipment to use for their training sessions. Please contact Tom Pitt at tom.pitt@tn.gov for review and approval of training equipment. In order to be considered for approval, the agency must be POST certified to provide Law Enforcement Training. Training equipment will be reviewed and approved or denied on a case-by-case basis.

III. PROGRAM REQUIREMENTS

The intent of the JAG Formula Program is to provide criminal justice assistance to state agencies, local units of government, and non-profit organizations. The Department of Justice has defined a unit of local government as a general-purpose political subdivision of a state, such as a judicial district, city, or county.

- A. Law enforcement agencies:** In order for law enforcement agencies to qualify for grant funds, they must comply with the following:
1. **Fingerprint Reporting Requirement.** The Agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 38-3-122 and will submit all fingerprints taken to the Tennessee Bureau of Investigation (TBI).
 2. **TIBRS Reporting Requirement.** The Agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 38-10-101 et seq. and will submit crime statistics using the Tennessee Incident Based Reporting System (TIBRS) to the Tennessee Bureau of Investigation (TBI).
- B. Suspected Abuse Reporting:** State agencies, units of local government, and not-for-profit agencies must comply with Tennessee Code Annotated, Sections 37-1-403 and 37-1-605 by reporting suspected cases of child abuse to the Department of Children's Services and with Tennessee Code Annotated 71-6-103 by reporting suspected adult abuse to the Department of Human Services as required by law.
- C. Limited English Proficiency:** National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Subrecipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for subrecipients to assist them in complying with Title VI requirements. The guidance document can be accessed at www.lep.gov or by contacting the OJP's Office for Civil Rights at 202-307-0690.
- D. Civil Rights Compliance:** All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on the grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs, Department of Justice. All applicants should consult the Certifications and Assurances required with the application to understand the applicable legal and administrative requirements. Additional information and requirements can be found in Chapter XXII of the OCJP Administrative Manual located at <http://www.tn.gov/finance/adm/ocjp/documents/OCJPADMINISTRATIVEGRANTMANUAL.pdf> .
- E. Federal Funding Accountability and Transparency Act of 2006 (FFATA), Public Law 109-282:** FFATA was signed on September 26, 2006, and requires the existence of a single searchable website, accessible by the public at no cost, that includes information about where and how federal funds are spent. This includes information on grants, subgrants, loans, awards, cooperative agreements and other forms of financial assistance funded with federal funds. Federal grant awards of \$25,000 or more began being reported October 1, 2010. State agencies that receive federal awards now report subgrant information for public access. As a result of FFATA, all applicants are required to have a DUNS number, register via SAM and provide employee compensation information (if applicable) to be eligible for this funding.
1. **DUNS Number:** To enable state agencies that receive federal awards to report this information, subgrantees (i.e. subrecipients) are required to obtain and report a DUNS numbers. A DUNS number is obtained through Dun & Bradstreet (D&B) and is a unique nine digit identification number that is assigned for FREE for all businesses required to register with the US Federal government for contracts or grants. A DUNS number is required for this grant and is reported on Attachment A of your application. For more information and to obtain a DUNS number go to the following website: <http://fedgov.dnb.com/webform>.

2. **System For Award Management (SAM) [This replaces CCR Registration]:** To enable OCJP to report subawards in a timely manner, subrecipients are also required to register with SAM. SAM is a centrally located database of all grantees and contractors with the federal government, and it will be used to populate the information needed to report subaward information. In order to register you must have a DUNS number. Registration can be done at <https://www.sam.gov/portal/public/SAM/>. **Your SAM expiration date must be reported on Attachment A and a copy of confirmation submitted with your application.**

For further program requirements please refer to the Byrne/JAG portion of the OCJP Administrative Manual on the Office of Criminal Justice Programs website at <http://www.tn.gov/finance/adm/ocjp/documents/OCJPADMINISTRATIVEGRANTMANUAL.pdf>

IV. FINANCIAL REQUIREMENTS

OCJP grants awarded under this JAG Program are governed by the provisions of the Office of Management and Budget (OMB) circulars applicable to financial assistance. These circulars, along with additional information and guidance, are contained in the Byrne/JAG portion of the OCJP Administrative Manual available from the Office of Criminal Justice Programs upon award of grant funds or by referring to the Byrne/JAG portion of the OCJP Administrative Manual on the Office of Criminal Justice Programs website. This policy manual provides information on allowed costs, methods of payment, audit requirements, accounting systems, and financial records. Specific requirements include:

- A. **Match:** Federal funds may be used to pay up to 75% of the cost of a project. The remaining non-federal share must be in cash from non-federal funds. Cash match includes actual cash spent by the subrecipient for project-related costs. Funds may be used to implement new projects or enhance existing projects. Funds required to pay the non-federal portion of the cost of each project must be in addition to funds that would otherwise be available for the project. Cash from the sale of forfeited assets or other program income may be used as the non-federal portion of a project.

All funds designated as match are restricted to the same uses as the JAG funds and must be expended within the grant period.

- B. **Audit Requirements:**

State and Local Governments: An audit is required to be conducted and due no later than 9 months after the close of each fiscal year for state government and local governments (counties, judicial districts, cities, towns, quasi-governments) regardless of whether federal or state funds are involved or the dollar amount expended. Please note, that if the federal funds expended (for the entire government) is \$500,000 or more, the audit must be conducted in accordance with OMB Circular A-133.

V. ALLOWED USE OF FUNDS

Allowable funds may be used by the Subrecipient for equipment that is part of an approved project and is in **addition** to the resources already available to the Subrecipient. In addition, costs must be reasonable, allocable and necessary to the project and comply with the Edward Byrne/JAG Memorial Grant requirements. Any questions about allowable use of funds should be directed to the Office of Criminal Justice Programs.

Equipment: Non-expendable equipment is tangible property having a useful life of more than two years. Equipment or other assets that are purchased in whole or in part with grant funds are subject to OCJP policy guidelines. These guidelines require that whenever a Subrecipient wishes to dispose of surplus equipment, or change its use, the equipment must be returned to the Office of Criminal Justice Programs or be disposed of within the guidelines of the Subrecipient agency with 75% of the proceeds returned to the Office of Criminal Justice Programs. There is no time limit on this requirement.

NOTE: All supply and equipment purchases must be made according to your local government guidelines.

VI. LIMITATIONS ON THE USE OF FUNDS

- A. **Length of Project Support:** Projects funded under this solicitation are eligible for up to twelve (9 months of funding and thus a twelve (9) month contract.

- B. Supplanting:** Federal funds cannot be used to supplant state or local funds. Supplanting means that federal funds are used to replace state or local funds that would, in the absence of such federal aid, be made available for law enforcement. All applicants must certify that formula grant money will be used to increase the amount of funds available for the applicable criminal justice system activity.

VII. REPORTING REQUIREMENTS

- A. Tennessee Department of Finance and Administration Invoice for Reimbursement:** The invoice is used to request monthly reimbursement. Funds can only be distributed to subrecipients upon receipt of a properly prepared and signed invoice. The invoices are sent to the Office of Business and Finance of the Department of Finance & Administration. Subrecipients may not alter Column A in the invoice Excel workbook.
- B. Project Equipment Summary Report:** This report form is completed when equipment or sensitive minor equipment is purchased and an invoice for reimbursement is sent to OCJP. The Equipment Summary Form should list new or start-up equipment and "Sensitive Minor Equipment" purchases. These reports are submitted online at <http://ocjpsurveys.state.tn.us/ocjpsurveys/equipmentsummary.htm>.

All of the Law Enforcement Equipment reports will be made available to Subrecipients at the time of the award. However it is the Subrecipients responsibility to complete and submit these forms which may be found in the subrecipient administrative manual at <http://tennessee.gov/finance/rds/ocjp/manuals.html>.

VIII. FISCAL AND PROGRAM MONITORING

The Office of Criminal Justice Programs employs program and fiscal monitors to provide routine, program and fiscal monitoring of all OCJP contracts. This monitoring may take the form of a desk or site review.

IX. APPLICATION REQUIREMENTS

The Fiscal Year 2014 Edward Byrne/JAG Memorial Competitive Grant Solicitation for equipment commences on **Friday, July 19, 2013 with entire application packet including attachment A Application Intent form and attachment A Grant Project Narrative due to OCJP no later than Thursday, August 8, 2013 at 12:00 PM CST. Late applications will not be accepted.**

REQUIRED FOR SUBMISSION:

Attachment A Application Intent Form: is an online form and the Office of Criminal Justice Programs will only accept this form via online submission found at this link

http://ocjpsurveys.state.tn.us/ocjpsurveys/attachmenta_2013-2014.htm

NOTE: You must select JAG as the "Program Type" and Law Enforcement Equipment as the type of application.

Attachment A Grant Project Narrative: is an electronic forms document (**found below**) that is filled out in a word format and submitted only via e-mail to tom.pitt@tn.gov.

For technical assistance contact Tom Pitt at tom.pitt@tn.gov

OCJP will make all reasonable attempts to respond with an answer to questions within one business day of receiving the question at OCJP.

X. BYRNE/JAG PROGRAM CONTACTS

Tom Pitt – tom.pitt@tn.gov

Checklist

_____ I have entered my agency's data on the online Attachment A Intent form and submitted it by the deadline.

_____ I have completely filled out the Attachment A Grant Project Narrative (below), detached it from the application packet and have e-mailed it to Tom Pitt at tom.pitt@tn.gov

ATTACHMENT A
APPLICATION FOR FUNDING
GRANT PROJECT NARRATIVE
(Narrative Page 1)

PROBLEMS FOR INTERVENTION AND NEEDS TO BE IMPROVED

What is the area this equipment will be used for and how will it help? Examples: General patrol, undercover investigations, crime lab, etc. "Will be used in general patrol to document misdemeanor and felony vehicle stops".

List any specific problems you are having with your current equipment:

Explain how your agency intends to pay the match for this grant:

PURPOSE

Give a timeline including purchase date, date equipment is expected to arrive and date it will be deployed.

Selection and purchase order by:

Purchased by:

Equipment arrives by:

Equipment tested and deployed by:

NOTE: You must follow your local government policy on purchasing equipment.

INPUTS

Is your agency TIBRS compliant?

Describe each and every piece of equipment that you wish to purchase and the number of pieces of each.

List the cost of each piece of equipment.

List the title/position of the Officers/agents who will be using the equipment:

List the number of POST certified officers on staff:

List the number of Correctional Officers on staff: