



STATE OF CONNECTICUT
Office of Policy and Management

**2019 JAG Local VCP Grant Program
Violent Crime Prevention (VCP)
Solicitation**

(Distribution of JAG Local FY 2015 and FY 2016 Federal Grant Funds)

**Grant Application Rules and
Requirements**

Applications are due to OPM by: November 26, 2018

Grant Period: January 1, 2019 - September 30, 2019

OPM CONTACT

For assistance with completing the grant application “Narrative” and “Budget”, please contact:
Stephen.Moniz@ct.gov 860-418-6341

For assistance with electronic submission of grant application and technical issues with the OPM grants portal, please contact: Nichole.Howe@ct.gov 860-418-6443

Notice to Applicants and Grant Recipients: There is no commitment on the part of the State Office of Policy and Management (OPM) to provide continuation and/or supplemental funding. Initial project funding does not obligate OPM to continue financial support for a project beyond the expiration date of an approved grant award.

2019 JAG Local VCP Grant Program
Violent Crime Prevention (VCP)
(Distribution of JAG Local FY 2015 and FY 2016 Federal Grant Funds)

Grant Application Rules and Requirements

The ***State of Connecticut Office of Policy and Management (OPM)*** is providing grants to assist local police departments with violent crime prevention and public safety improvements.

The grant is funded by the federal Justice Assistance Formula Grant (JAG) program.

- ❖ This is a “one-time” grant.
- ❖ No future “continuation” or “supplemental” funds are available.
- ❖ Primary purpose of this grant is to assist local governments with preventing violent crime and improving public safety.

Purpose Areas: The **2019 JAG Local VCP** grant must address one or more of the following purpose areas:

- ❖ Reduce and prevent violent crime and gun violence
- ❖ Reduce and prevent gang/groups violence
- ❖ Support and expand community policing strategies
- ❖ Improve police response to domestic violence and sexual assault crime
- ❖ Improve police response to mentally ill offenders

Eligibility: The **2019 JAG Local VCP** Grant is available to ninety-one local governments with “organized police departments”.

Grant Allocation: Funds are allocated to municipalities based on violent crime rate (VCR). (Please refer to the ***2019 JAG Local VCP ALLOCATION Chart.***)

Match Requirement: There is NO match requirement for the JAG VCP grant.

Use of Funds:

Police departments must submit a “Narrative” description of the proposed use of funds as well as a “Budget”. **2019 JAG Local VCP** funds may be used for the following types of goods, services and activities which must be described and detailed in the “Narrative” and “Budget”.

- Police training curriculum and officer training time
- Community policing events, training and technical assistance
- Body-worn cameras and cruiser camera systems
- Cruiser equipment, mobile data terminal, license plate reader and other cruiser equipment
- Communication and dispatch technology
- Information technology, computers and peripheral equipment
- Police over-time for “special” operation, task force or multi-jurisdictional investigation
- Police protective gear and officer equipment
- Technology and equipment for tactical response, surveillance and investigation

Personnel Requirements:

2019 JAG Local VCP Grant funds may be used for the following types of police personnel costs:

- Police Over-time (OT) to conduct a specialized initiative, operation or investigation focused on gun violence, gang/group violence, drug crime and other violent crime including domestic violence and sexual assault.
- Police Over-time (OT) to develop, implement or expand community policing strategies.
- Police Over-time (OT) to attend in-state training events focused on violent crime.
- Police Over-time (OT) to develop community engagement or community policing strategies and conduct police training to ensure effective implementation of community policing strategies.

Note: JAG VCP funds may support OT for “back-fill” officer(s) or OT for officer(s) to implement grant funded activities but **not** both.

Note: JAG VCP funds may **not** be used for routine OT which is otherwise supported with local funds. JAG funds may be used for “special” OT to support violent crime initiatives which are “above and beyond” a police department’s regular law enforcement operations.

Note: JAG VCP funds may **not** be used for personnel to administer the grant.

Contractor or Consultant Requirements:

JAG VCP funds may support the following types of contractor or consultant services:

- Police Officer Trainers for In-State Training (includes training materials and training facilities).
- Technical assistance or consultant services to develop or revise police policies, procedures and protocol.
- Technical assistance or consultant services to develop, implement or expand community policing strategies.
- Information technology consultant services to develop or revise police department records systems, information management systems or communication systems.

Note: JAG VCP funds **cannot** be used for contracts or consultant services which extend beyond the grant period.

Note: Consultant rates cannot not exceed **\$650 per eight – hour day (\$81.25 per hour)**. An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. Please note, however, that this does not mean that the rate can or should be \$650 for all consultants. Trainers and Technical Assistant Providers are considered to be “Consultants”.

Equipment Requirements:

2019 JAG Local VCP Grant funds may be used for specific types of law enforcement equipment. Please refer to the “**JAG VCP Eligible Expenses**” sheet for a detailed list of eligible equipment. JAG funds may be used to fund a portion of a large purchase (such as a police cruiser). The grant “Budget” should include only the portion of costs to be charged to the JAG grant.

Bullet Proof Vest Requirements:

JAG VCP funds may be used to purchase bullet proof or stab proof vests for police officers. 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: <http://www.nij.gov/topics/technology/body-armor/pages/safety-initiative.aspx> .

JAG VCP funds may be used to purchase bullet proof vests for a police department, but funds may **not** be used as “matching funds” for vests purchased under the [DOJ Bullet Proof Vest \(BVP\) Partnership Program](#) . As is the case in the federal BVP program, 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. FAQs related to the mandatory wear policy and certifications can be found at www.bja.gov/Funding/JAGFAQ.pdf . This policy **must be in place** for at least all uniformed officers before funds 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. The federal agency strongly encourages police agencies to consult the International Association of Chiefs of Police's Model Policy on Body Armor and to strongly consider all recommendations within that policy.

The “[Body Armor Mandatory Wear Policy Certification](#)” form must be signed and submitted with the JAG VCP application if the police department’s proposal includes purchase of vests. A mandatory wear concept and issues paper and a model policy are available by contacting the BVP Customer Support Center atvests@usdoj.gov or toll free at 1-877-758-3787

Prohibited Uses:

JAG funds **cannot** be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety.

Additionally, JAG VCP funds **cannot** be used for the following goods, services or activities:

- Unmanned aerial vehicles/unmanned aircraft, aircraft system, or aerial vehicles (UA/UAS/UAV) – without specific DOJ certification.
- Luxury items
- Real estate
- Construction projects
- Building renovation or re-modeling
- Furniture, tables, chairs and office supplies
- Uniforms
- All-terrain vehicles, helicopters, personal watercraft and Segways
- Confidential “buy money”
- Travel
- Out-of-state training
- Gun buy-back
- Social events
- Trinkets and give-aways
- Food and beverage
- Administrative expenses

Note: Funds **may** be used for police cruisers and “marked” marine patrol vessel.

Appendix A contains the current DOJ controlling guidance for the “Prohibited Expenditure List” and the “Controlled Expenditure List” for award conditions for Edward Byrne Memorial Justice Assistance Grants (JAG) awards made during or after (federal) Fiscal Year 2015.

Federal Administrative Requirements:

The U.S Department of Justice (DOJ) requires all JAG grant recipients to adhere to a **substantial number of regulations and procedures** which are fully described in the grant award documents. All police departments should assume full responsibility for these administrative requirements including: timely data collection, documentation of expenditures, fiscal reporting and records management.

- Municipalities must have a DUNS number and current federal SAM registration.

Grant Expenditure Period:

Grant funds must be obligated by the end of the grant period: **September 30, 2019**. The grant period “end-date” is clearly stated on the official OPM grant award document.

- Personnel over-time must be worked prior to the grant period end date.
- Purchase orders and contracts must be signed and funds committed prior to the grant period end date.

VERY IMPORTANT: Purchases, contracts and over-time expenditures incurred PRIOR to the grant period “start” date are ineligible for grant reimbursement. The “start” date shall be clearly stated on the grant award documents.

Reporting Requirements:

Police Departments are required to submit Quarterly Financial reports, Quarterly Progress Reports and other reports in accordance with a reporting schedule and the conditions of the grant award. Additional reports may be necessary to meet requirements imposed by the federal agency (USDOJ) or OPM.

OPM Quarterly Reporting Requirements are as follows:

- Quarterly Progress Report due within 15 days of the end of each quarter
- Quarterly Financial Report due within 15 days of the end of each quarter
- Personnel Time, Activity Reports, Invoices, Training Agenda and Material due within 15 days of the end of each quarter

Quarter End	Reports Due
March 31, 2019	April 15, 2019
June 30, 2019	July 15, 2019
September 30, 2019	October 15, 2019

Final Progress Report and Final Financial Report are due at grant closeout.

INCOMPLETE OR DELINQUENT REPORTS WILL IMPEDE THE FLOW OF GRANT FUNDS. OPM RESERVES THE RIGHT TO WITHHOLD PAYMENTS UNTIL COMPLETE AND TIMELY REPORTS ARE RECEIVED.

Federal Prohibition Against Supplanting of Funds

Grant funds cannot be used to replace state or local funds that are otherwise available for the proposed project/program/activity/service/expenditure. Grant funds must be used to supplement or enhance an existing project/program/activity/service/expenditure or create a new service or project.

Future Funding: There is no commitment of future continuation funds or supplemental funds. Initial project funding does not obligate OPM to continue its support of the project beyond the expiration date of this grant.

Source of Federal Funds: *Grants are funded by the State’s federal Justice Assistance Formula (JAG) grant (FFY 2015, 2016) CFDA#16.738.*

APPENDIX A

DOJ controlling guidance for the “Prohibited Expenditure List”
and the “Controlled Expenditure List”

Award conditions for Edward Byrne Memorial Justice Assistance Grants (JAG) awards made during or after (federal) Fiscal Year 2015:

AWARD CONDITIONS: “PROHIBITED EXPENDITURE LIST” AND “CONTROLLED EXPENDITURE LIST”

Updated as of August 29, 2017

Starting with the FY 2015 program, each Office of Justice Programs (“OJP”) award made under the Byrne JAG State and Local solicitations includes a series of conditions that deal with the “Prohibited Expenditure List” and the “Controlled Expenditure List.” The information on this webpage— (1) describes the items currently included on the “**Prohibited Expenditure List**” and on the “**Controlled Expenditure List**,” and (2) provides important explanatory notes regarding conditions in awards under the FY 2015, FY 2016, and/or FY 2017 Byrne JAG programs. IMPORTANT NOTE: The explanatory notes, which follow the lists, are crucial to understanding existing award conditions.

PROHIBITED EXPENDITURE LIST

Effective starting as of August 29, 2017:

For purposes of conditions on OJP Byrne JAG awards that relate to the “Prohibited Expenditure List,” the following items are on the “Prohibited Expenditure List.” See 34 U.S.C. § 10152, previously codified at 42 U.S.C. § 3751.

IMPORTANT NOTE: *As indicated below, Byrne JAG award funds **may** be used for items otherwise listed in Prohibited Expenditure Category B **if** the Department of Justice **first** certifies in writing that extraordinary and exigent circumstances exist that make the use of Byrne JAG award funds to provide such matters essential to the maintenance of public safety and good order.*

Prohibited Expenditure Category A:

- Any direct or indirect use of Byrne JAG award funds to provide any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety.

Prohibited Expenditure Category B:

- **Unless the Department of Justice first certifies in writing that extraordinary and exigent circumstances exist that make the use of Byrne JAG award funds to provide such matters essential to the maintenance of public safety and good order,** the following items or matters are prohibited expenditures—

(1) vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters);

(2) luxury items;

(3) real estate;

(4) construction projects (other than penal or correctional institutions); and

(5) any similar matters or items as identified by the Department of Justice.

For purposes of item (1) above (related to vehicles, vessels, and aircraft), the following clarifications may be helpful.

“Vehicles” includes, without limitation—

- Wheeled armored vehicles / Tactical vehicles
- Buses / Recreational vehicles
- Command vehicles / Mobile Command and Control Centers
- Trucks, including pick-up trucks
- Vans, including passenger vans
- Motorcycles
- Sport/Utility Vehicles (“SUVs”)
- Segways, golf carts, all-terrain vehicles (“ATVs”), and similar items – when and if applicable State or local law requires licensing or registration of such items.

For purposes of the “Prohibited Expenditure List,” a vehicle is considered a **“police cruiser”** only if it is used by the recipient jurisdiction (or subrecipient jurisdiction, as applicable) in the ordinary course for routine police patrol within the United States. *Vehicles (including motorcycles and SUVs) used as “police cruisers” are not included on the Prohibited List, and therefore may be acquired with Byrne JAG funds in the ordinary course, to the extent otherwise allowable under the award.*

“Vessels” includes, without limitation—

- Any form of boat or watercraft capable of holding or transporting instruments, other cargo and/or at least one person.

For purposes of the “Prohibited Expenditure List,” a “vessel” is considered a **“police boat”** only if it is used by the recipient jurisdiction (or subrecipient jurisdiction, as applicable) in the ordinary course to conduct law enforcement operations within the United States.

Vessels used as “police boats” are not included on the Prohibited List, and therefore may be acquired with Byrne JAG funds in the ordinary course, to the extent otherwise allowable under the award.

“Aircraft” includes, without limitation—

- Any craft designed to move instruments, other cargo, and/or at least one persons through the air, such as helicopters or airplanes (rotary-wing or fixed-wing aircraft).
- Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA) and/or Unmanned Aerial Vehicles (UAV).

For purposes of the “Prohibited Expenditure List,” a helicopter is considered a **“police helicopter”** only it is used by the recipient jurisdiction (or subrecipient jurisdiction, as applicable) in the ordinary course to conduct law enforcement operations within the United States.

Aircraft used as “police helicopters” are not included on the Prohibited List, and therefore may be acquired with Byrne JAG funds in the ordinary course, to the extent otherwise allowable under the award.

Requesting a Certification regarding items in Prohibited Expenditure Category B

With respect to items in Prohibited Expenditure Category B – that is, items and matters that appear on the “Prohibited Expenditure List” *only if* the Department of Justice has **not** made the required certification of “extraordinary and exigent circumstances ... that make use of [award funds] ... essential to the maintenance of public safety and good order” – a recipient may request that the Department of Justice make the required certification by making a submission to OJP as described below.

The recipient may **not** obligate (or “use”) any Byrne JAG award funds for the item until and unless the Department of Justice makes the required certification.

To request a Department of Justice certification of “extraordinary and exigent circumstances ... that make use of [award funds for the requested item or matter] ... essential to the maintenance of public safety and good order,” the recipient must—

1. Using OJP’s Grants Management System (“GMS”), submit a “Program Office Approval” Grant Adjustment Notice (GAN), marked “Other” and with “JAG - DOJ certification request - extraordinary and exigent; essential” typed in the available text box.

2. Attach to the GAN—

A letter, on the letterhead of the recipient jurisdiction and signed by the recipient’s “authorized representative” for the particular Byrne JAG award in question, that—

- (a) indicates the use of Byrne JAG award funds as to which the recipient requests the required certification and the award number of the Byrne JAG award from which funds would be obligated and used;
- (b) provides a general description of the recipient (or subrecipient, if applicable) that will use award funds for the requested purpose;
- (c) indicates the amount of award funds that would be used for the requested purpose, if the Department of Justice makes the required certification;
- (d) sets out a detailed justification that provides sufficient information to support a Department of Justice finding and certification that “extraordinary and exigent circumstances” exist that make use of the Byrne JAG award funds for the requested purpose “essential to the maintenance of public safety and good order;” and
- (e) if the recipient requests a Department of Justice certification with respect to Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA) and/or Unmanned Aerial Vehicles (UAV), includes, in addition to the above, the information required by OJP’s Bureau of Justice Assistance, as set out at <https://www.bja.gov/Publications/BJA-UAS-Guidance.pdf>.

If the Department of Justice makes the required certification, the recipient will be notified, and will receive a copy of the Department certification.

Prohibited Expenditure List, as in effect before August 29, 2017:

- see Important Explanatory Notes, below.

CONTROLLED EXPENDITURE LIST

Effective starting as of August 29, 2017:

- For purposes of conditions on OJP Byrne JAG awards that relate to the “Controlled Expenditure List,” no items appear on the “Controlled Expenditure List.”

Controlled Expenditure List, as in effect before August 29, 2017:

- see Important Explanatory Notes, below

IMPORTANT EXPLANATORY NOTES ON BYRNE JAG AWARD CONDITIONS

- **The precise conditions that apply** to a Byrne JAG award with respect to the “prohibited expenditure list” and the “controlled expenditure list” **vary** depending on whether the award was made under the FY 2015, FY 2016, or FY 2017 Byrne JAG program. To determine which conditions apply to a particular OJP award, refer to the award conditions that accompany the particular **award document**.
- **The contents of both lists have changed over time.** As discussed in more detail below, recipients and others are to refer to *the version of each list that applied at the time* of an actual or proposed obligation (“use”) of (federal) Byrne JAG award funds, as well as the conditions in the particular Byrne JAG award. Archival information that includes prior versions of both lists (which are incorporated by reference herein) may be accessed at <https://www.bja.gov/Jag/pdfs/JAGControlledExpendituresArchive.pdf>.
- **Pertinent dates – “use” of federal funds,” “purchase under the award,” and related matters.** For purposes of conditions on Byrne JAG awards that relate to the “Prohibited Expenditure List” or the “Controlled Expenditure List” —
 - Award funds are not considered “used for items that are listed” on the Prohibited Expenditure List or Controlled Expenditure List “at the time of purchase or acquisition” until such time as (federal) Byrne JAG award funds are either— (1) obligated for the purchase or acquisition of the item, or (2) obligated to reimburse a recipient for the costs of a purchase or acquisition initially made with the funds other than federal funds awarded by OJP (*e.g.*, the costs of a purchase or acquisition initially made with the recipient’s own non-federal funds).
 - Similarly, an item on either the “Prohibited Expenditure List” or the “Controlled Expenditure List” is not considered “purchased under the award” or “acquired through a federal program” until such time as (federal) Byrne JAG award funds are either— (1) obligated for the purchase or acquisition of the item, or (2) obligated to reimburse a recipient for the costs of a purchase or acquisition initially made with the funds other than federal funds awarded by OJP (*e.g.*, the costs of a purchase or acquisition initially made with the recipient’s own non-federal funds).
 - The “allowability” of a cost for purchase or acquisition of an item on the “Prohibited Expenditure List” or the “Controlled Expenditure List” is determined as of the date of the pertinent obligation of (federal) award funds either— (1)

for the purchase or acquisition of the item, or (2) to reimburse the award recipient for the costs of a purchase or acquisition initially made with the funds other than federal funds awarded by OJP.

- The applicability of a requirement with respect to transfer or sale of an item “on the Controlled Expenditure List” – or a requirement with respect to notice to OJP prior to disposal of such an item – is determined at the time of the transfer, sale, or disposal. That is, the requirement applies if the item is “on the Controlled Expenditure list” *at the time of the transfer, sale, or disposal*.
 - In the event that an item is removed from the “Controlled Expenditure List,” any requirements (related to that item) for “incident reporting” and for adoption of standards shall cease as of the date it is removed from the “Controlled Expenditure List.”
 - Should a recipient have a question regarding whether an item appears (or appeared) on the “Prohibited Expenditure List” or the “Controlled Expenditure List” as of a particular date, the recipient is to contact OJP for clarification.
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**“PROHIBITED EXPENDITURE LIST” AND “CONTROLLED EXPENDITURE LIST” -
Versions in effect *prior to* August 29, 2017**

As in effect from mid-June 2017 through August 28, 2017

- The archive materials set out in the following pages (<https://www.bja.gov/Jag/pdfs/JAGControlledExpendituresArchive.pdf>), identify the items and matters that were on the “Prohibited Expenditure List” or the “Controlled Expenditure List” from mid-June 2017 through August 28, 2017. Text and related material highlighted in yellow **WAS** encompassed by the lists for this time period.

As in effect starting at the time of awards made under the FY 2015 Byrne JAG program and continuing until mid-June 2017

- The archive materials set out in the following pages (<https://www.bja.gov/Jag/pdfs/JAGControlledExpendituresArchive.pdf>), identifies the items and matters that were on the “Prohibited Expenditure List” or the “Controlled Expenditure List” starting at the time awards were made under the FY 2015 Byrne JAG program and continuing until mid-June 2017. Text and related matter highlighted in yellow **WAS NOT** encompassed by the lists for this time period.