



STATE OF ARKANSAS  
**Department of Finance  
 and Administration**

**Office of Intergovernmental Services**

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<https://www.dfa.arkansas.gov/intergovernmental-services>

**Coronavirus Emergency Supplemental Funding Program  
 State Solicitation (COVID-19)  
 REQUEST FOR APPLICATION AND INSTRUCTIONS**

**REQUEST FOR APPLICATION INSTRUCTIONS**

The Local Law Enforcement Equipment Grant Announcement, Application Instructions, Forms, other related documents, and final reporting documents can be downloaded and/or accessed from the DFA-IGS CESF-COVID19 program [dfa.arkansas.gov/intergovernmental-services/grant-programs/coronavirus-emergency-supplemental-funding-program/rfa-and-forms](https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/coronavirus-emergency-supplemental-funding-program/rfa-and-forms)

**ORGANIZATION'S UEI:** (Active SAM/UEI Required)

**PLEASE NOTE:** An inactive SAM/UEI will delay your municipality/county's award. An CESF-COVID19 award will not be issued to a municipality/county with an inactive SAM/UEI.

**ELIGIBLE ENTITIES/APPLICANTS:**

Eligible entities are State agencies and local jurisdictions (municipalities/counties). Entities who are eligible to apply directly to DOJ/BJA are eligible to apply; however, priority will be given to municipalities/counties that were identified as ineligible to apply directly to Bureau of Justice Assistance (BJA). This includes law enforcement sectors, courts, victim services, and state/local governmental entities working within the criminal justice sector. All applying entities must have an active EUI.

**REQUEST FOR APPLICATION DEADLINE AND PROJECT PERIOD:**

<b>Application Deadline:</b>	<b>Project Period:</b>
Monday, October 10, 2022	November 1, 2022-January 30, 2023

Please Note: Only Completed Applications Will Be Reviewed and Funded.

**REQUEST FOR APPLICATION SUBMISSION:**

**Electronically Submitted Applications:**

[lgs.applications@dfa.arkansas.gov](mailto:lgs.applications@dfa.arkansas.gov)

**For Delivered/Mailed Applications:**

Arkansas Department of Finance and Administration (DFA)  
 -Office of Intergovernmental Services (IGS)  
 Attn: CESF/COVID-19  
 1515 West 7th Street, Suite 404  
 Little Rock, Arkansas 72203-8031

## STANDARD FORM 424:

Complete Standard Form 424 (SF424). Form and instructions are located on the DFA-IGS CEF-COVID19 website. <https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/coronavirus-emergency-supplemental-funding-program/rfa-and-forms/>

## REQUEST FOR APPLICATION (RFA)

The Request for Application (RFA) consists of Certification, Disclosure, Cover Page, Budget Request Information, and various federal forms. All questions of the Cover Page (#1-#20) must be completed; the budget justification/narrative and detailed line-item request forms must be completed; and all the federal forms must be completed and signed. Completed applications must be submitted by the deadline. Please Note: (1) Only Completed Applications Will Be Reviewed and Funded and (2) Funding will be based on the availability of funds.

## APPLICATION COVER PAGE (QUESTIONS #1-#20):

Complete the application cover which requests information about the applying agency. Please make sure you provide the name(s), correct email addresses and telephone number(s) (with area code) of the persons to be contacted on matters involving the application and the award. Also, provide an alternate contact person with his/her contact information. This form is required.

## BUDGET REQUESTED-JUSTIFICATION/NARRATIVE FORM:

Provide a budget detailed justification narrative explaining each category-line-item amount requested. Explain how it relates to preventing, preparing, or responding to the coronavirus/COVID-19.

**Please Note:** Budget Requests submitted without appropriate documentation or justification will not be considered for funding.

## BUDGET REQUESTED-DETAILED LINE-ITEM FORM:

Complete the Detailed Line-Item Budget Request Form indicating items to requested.

**Please Note:** Each requested line-item requested must be justified in the Justification/Narrative Form.

## PERMISSIBLE USES OF FUNDS:

Funds awarded under this program must be utilized to prevent, prepare for, and respond to the coronavirus. Allowable projects and purchases include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), and addressing the medical needs of inmates in state, local, and prisons, jails, and detention centers.

Previous uses of funds included: Personal protective equipment, technology/equipment, building/facility isolations, cleaning contracts, training, addressing medical needs, and staffing/extra help.

Additional uses of funds include:

- Addressing violent crime increased due to the pandemic
- Purchasing technology to retrofit courthouses and staff to mitigate coronavirus risks to staff and those coming into court, as well as enhance the use of virtual tools to conduct outreach to witness and defendants, manage hearings and status conferences, oversee staffing, and enhance access to services.
- Enhancing resources to assist the jurisdiction to develop or improve its case management system to assess and work to eliminate the backlog of cases due to the coronavirus.
- Developing tools to support diversion and alternatives to incarceration as part of the review of backlogged cases due to the coronavirus.
- Supporting enhanced jail operations and mitigation efforts within jails as the result of the coronavirus pandemic.

For other allowable and non-allowable items visit the webpage:

<https://www.dfa.arkansas.gov/images/uploads/intergovernmentalServicesOffice/04-Updated-Allowable-Items-COVID19-05072021.pdf>

## REQUIRED FORMS, ASSURANCES, AND CERTIFICATIONS:

As part of the awarding process, all sub recipients/sub grantees must complete and sign the required forms, assurances, and certifications required of the DFA-IGS and the US Department of Justice (DOJ) Bureau of Justice Assistance (BJA). All forms are posted to the DFA-IGS webpage under grant programs.

- DFA-IGS CESH-COVID19 Certification
- DFA-IGS CESH-COVID19 Disclosure
- SF424
- Assurances Non-Construction SF424B
- Standard Assurances
- Certification Regarding Debarment, Suspension,
- Certification Regarding Lobbying. Debarment, Suspension
- EEO Certification

## W-9 FORM/Voided Check: (Account Verification and For Direct Deposit)

Complete this form and submit a voided check. The W-9 and voided check is required for setting up Direct Deposit and verifying the correct account for deposits.

## ORGANIZATION'S SAM REGISTRATION/UEI

Submit a screen shot and/or print-out of the SAM registration indicating the UEI and the expiration date.

## STATE AND REGIONAL CLEARINGHOUSE SUBMISSIONS:

It is a requirement that the applicant must submit their proposed application to their Regional Clearinghouse for notification and review and to the State Clearinghouse. The Regional Clearinghouse listing can be accessed from the website <https://www.dfa.arkansas.gov/intergovernmental-services/state-clearinghouse-project-notification-review-system/regional-clearinghouses>.

Applications must be submitted to the State Clearinghouse email at [igsclearinghouse@dfa.arkansas.gov](mailto:igsclearinghouse@dfa.arkansas.gov).

## APPLICATION SUBMISSION -AUTHORIZED OFFICIAL

The authorized official is either the mayor or county judge, unless other official designation has been authorized (i.e., City Manager). All documents and forms that require a signature must be signed by the authorized official. No other signature will be accepted.

## REQUEST FOR APPLICATION CHECKLIST(S)

An application checklist has been included below to assist you with the application submission. The checklist indicates items to be included in the request for application.

- Applicant's Disclosure of Other COVID-19 Funding
- DFA-IGS Certification/Signature Page
- Request for Application (RFA)-Forms
- Budget Justification Narrative Forms (included with RFA form)
- Budget Detailed Line-Item Forms (included with RFA form)
- Standard Assurances (federal)
- Certification Regarding Debarment, Suspension, (federal)
- Certification Regarding Lobbying. Debarment, Suspension (federal)
- EEO Certification (federal)
- SF 424 (federal)
- Assurances Non-Construction SF424B (federal)
- W-9 Form and Instructions
- Voided Check (Blank)
- Screen Shot or Printout of UEI and Expiration
- Application Submitted to State and Regional Clearinghouses