



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES
1515 West 7th Street, Suite 404
P. O. Box 8031
Little Rock, Arkansas 72203

ASA HUTCHINSON
GOVERNOR

LARRY W. WALTHER
DFA DIRECTOR

**LOCAL LAW ENFORCEMENT EQUIPMENT GRANT (LLEEG)
REQUEST FOR APPLICATION AND INSTRUCTIONS 2018-2019**

Local Law Enforcement Equipment Grant (LLEEG)
REQUEST FOR APPLICATION (RFA)
DATE RELEASED: December 07, 2018
DUE DATE: Friday, January 18, 2019
(Postmarked no later than January 18th)

PROJECT PERIOD: APRIL 1, 2019 TO MAY 31, 2019

SUBMISSION

Submit Completed Application:
For Delivered Applications:
DFA-Office of Intergovernmental Services
1515 West 7th Street, Suite 404
Little Rock, Arkansas 72203-8031

For Mailed Applications:
DFA-Office of Intergovernmental Services
1515 West 7th Street, Suite 404
Post Office Box 8031
Little Rock, Arkansas 72203-8031

Please Note: Only Completed Applications Will Be Reviewed

APPLICATION DEADLINE: FRIDAY, JANUARY 18, 2019 at 4:30 p.m.



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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 LLEEG program website <https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/local-law-enforcement-block-grants-llebg>

ORGANIZATIONAL DUNS: (Active DUNS Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet on the SF424 and Cover Page. To obtain a number or update registration, call 1-866-705-5711 or access the Dun and Bradstreet website at <http://fedgov.dnb.com/webform/displayHomePage.do>. To update registration and check for status access the SAM.gov website at <https://www.sam.gov/SAM/>.

PLEASE NOTE: An inactive DUNS will delay your municipality/county's award. An LLEEG award will not be issued to a municipality/county with an inactive DUNS.

STANDARD FORM 424:

Complete Standard Form 424. Form and instructions are located on the DFA/IGS LLEEG website.

REQUEST FOR APPLICATION (RFA) – DEADLINE FRIDAY, JANUARY 18, 2019

The Request for Application (RFA) consists of 25 questions. All questions and/or sections of the application must be completed and submitted by the due date. **PROJECT PERIOD:** APRIL 1, 2019 TO MAY 31, 2019

APPLICATION COVER PAGE:

Questions 1-23. 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 is required.

PROJECT NARRATIVE SECTION:

Question #24. Please utilize the Project Narrative Table/Form to provide a narrative. Provide a project narrative to include the proposed use of funds that describes what the awarded federal funds will be used for in reducing crime and/or providing office safety. Clearly identify the proposed purchases or expenditures that the organization intends to make; the purpose of anticipated purchases or expenditures; specific activities or services that will occur; and any projected outcome/results of activities and services. Describe how the purchases will improve the effectiveness of efficiency of criminal justice operations (i.e. decreases in time loss, increases in program quality) and /or increases officer and community safety. **Include at least one measurable goal and objective for the proposed project.**

BUDGET REQUESTED/JUSTIFICATION:

Question #25. Please utilize the Budget Table/Form to provide detailed description of proposed items to be purchased. This form should capture the number of items and the unit cost for each item; the total cost of items; and a brief narrative of how the items will be utilized and the benefit. To assist you, a Grant Fund Guidelines document is posted. This document includes allowable; non-allowable and prohibited purchases and uses. For budget documentation, organizations must attach copies of vendor quotes/bids. **Budget Requests submitted without appropriate documentation will not be approved.**

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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 Justice Assistance Program (JAG). All forms are posted to the DFA-IGS webpage under grant programs.

W-9 FORM: (For Direct Deposit)

Complete this form and submit a voided check. The W-9 and voided check are required for setting up Direct Deposit. If you have already submitted these items, please disregard.

REGIONAL CLEARINGHOUSE SUBMISSION:

It is a requirement that the applicant must submit their proposed application to their local regional clearinghouse for notification and review. The Regional Clearinghouse listing can be accessed from the DFA-IGS LLEEG website <https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/local-law-enforcement-block-grants-llebg> or

the DFA/IGS State Clearinghouse website <https://www.dfa.arkansas.gov/intergovernmental-services/state-clearinghouse-project-notification-review-system/regional-clearinghouses>

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 in **BLUE INK** by the authorized official. No other signature will be accepted.

LLEEG REPORTING INSTRUCTIONS

FINAL REPORTING DUE DATE: No Later Than Friday, June 28, 2019

PROJECT PERIOD: APRIL 1, 2019 TO MAY 31, 2019

FINANCIAL REPORT (REQUIRED)

Sub grantee will utilize the provided Financial Report form to report actual purchases/expenditures. Copies of the paid invoices and receipts are to be submitted with this report. Missing invoices/receipts will delay grant closing and/or may require a refund from the organization. Proof of payment is required of all final invoices/receipts submitted. Proof consists of bank processed or cancelled checks. Bank images of processed checks should include printed information of when the check was paid/cleared and the amount. Paid receipts and invoice indicating zero balances are allowed as proof of payment. All proof of payments are to be attached and submitted with the final report form. The Financial Report Form can be accessed from the DFA/IGS LLEEG webpage.

<https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/local-law-enforcement-block-grants-llebg>

INVENTORY FORM REPORT (REQUIRED)

The inventory report includes all purchased items under this award. Submit Photos of all items purchased. This is required. Photo documentation is supporting documentation for the inventory report. If the items have serial number labels, please include in the photos. If the item is an apparel with the agency' logo, please provide a clear photo of the logo. The inventory form is completed, signed, and submitted with the Final Report. The Inventory Form can be found on the DFA-IGS LLEEG website.

<https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/local-law-enforcement-block-grants-llebg>

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QUARTERLY PROGRESS REPORT (REQUIRED)

The quarterly progress report is a Bureau of Justice Assistance (BJA) Justice Assistance Grant (JAG) requirement for accountability measures. Sub grantees are required to report on performance data and narrative data. This progress report consists of accountability measures of programming and funding. Sub grantees will utilize the provided quarterly progress report form to capture required data. The quarterly progress report form can found on the DFA/IGS LLEEG website.

<https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/local-law-enforcement-block-grants-llebg>

FINAL REPORTING CHECKLIST(S) A final reporting checklist has been included below to assist you with the reporting process. The checklist indicates items to be included for the final reporting submission. **DUE DATE: JUNE 28, 2019**

- Financial Report Form (To Be Completed and Signed)
- Invoices and Proof of Payment Attached with Financial Report
- Inventory Report Form (To Be Completed and Signed)
- Photo copies of all items purchased attached with Inventory Form
- Quarterly Progress Report (To Be Completed)

REPORTING SUBMISSION -AUTHORIZED OFFICIAL

Signature of the Authorized Official (Mayor or County Judge) unless other official designation has been authorized (i.e. City Manager) is required on Financial Report Form and Inventory Form. No other signature will be accepted. Signature of the Authorized Official certifies that the submitted report information and documentations are accurate. Final reporting documents must be signed in **BLUE INK**.

All LLEEG Final Reporting Forms Must Be Submitted by Friday, June 28, 2019:

Mail Carrier/Hand Delivery:
DFA-Office of Intergovernmental Services
1515 West 7th Street, Suite 404
Little Rock, Arkansas 72203-8031

US Postal Mail:
DFA-Office of Intergovernmental Services
1515 West 7th Street, Suite 404
Post Office Box 8031
Little Rock, Arkansas 72203-8031

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REQUEST FOR APPLICATION CHECKLIST(S)

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

LLEEG APPLICATION DOCUMENTS (DUE: FRIDAY, JANUARY 18, 2019)

- DUNS Active/SAMs Registration Updated**
- Agency Information and Contact Information (Questions #1-23 Completed)
- Project Narrative Justification (Question #24 Completed)
- Budget Requested Justification (Question #25 Completed)
- Bids/Quotes on Proposed Purchases (Included)
- Standard 424 Form Completed and Signed
- DFA-IGS General and Special Grant Conditions Initialed Each Condition and Signed
- Assurances-Non Construction Programs Signed
- Standard Assurances (Federal) Signed
- Certifications Regarding Lobbying; Debarment, Suspension Signed
- Certification Regarding Debarment, Suspension, Ineligibility Signed
- Equal Employment Opportunity Plan (EEOP) Signed
- 1373 Certification Signed
- W-9 (if applicable) and Voided Check – For Direct Deposit

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LOCAL LAW ENFORCEMENT EQUIPMENT GRANT (LLEEG)
 2018-19 REQUEST FOR APPLICATION

| |
|-----------------------|
| DFA/IGS ONLY |
| REVIEWED DATE: _____ |
| APPROVED DATE: _____ |
| CLEARINGHOUSE: _____ |
| STAFF INITIALS: _____ |

| | | | | |
|--|------------|---|----------------------|--|
| | | SUB GRANT NO. | | |
| 1. APPLICANT (Municipality/County) | | | | |
| 2. PHYSICAL ADDRESS | | | | |
| 3. MAILING ADDRESS | | | | |
| 4. CITY/STATE | | | 4a. ZIP CODE | |
| 5. FEDERAL IDENTIFICATION # (EMPLOYER IDENTIFICATION NUMBER) | | | 6. DUNS# | |
| 7. SAM.gov REGISTRATION CURRENT? (YES/NO) | | 7a. SAMs EXPIRATION DATE | | |
| 8. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? (YES/NO) | | | | |
| <div style="font-size: 2em; color: blue; opacity: 0.5; pointer-events: none;"> SAMPLE REQUEST FOR APPLICATION (RFA) </div> | | | | |
| 9. AUTHORIZED OFFICIAL (NAME/TITLE) PHONE/EMAIL (Authorized Official: Mayor or County Judge) | | | | |
| 10. PROPOSED USE OF FUNDS | | | | |
| 11. AMOUNT OF FUNDS REQUESTED | \$2,300.00 | | | |
| 12. PHYSICAL ADDRESS OF THE EQUIPMENT LOCATION (Include name of entity and city) | | | | |
| 13. WOULD THE FEDERAL FUNDS BEING REQUESTED REPLACE PRIOR LOCAL OR STATE SUPPORT FOR THIS PROJECT? (YES/NO) | | | | |
| 13a. IF YES, EXPLAIN: | | | | |
| 14. W-9 PREVIOUSLY SUBMITTED? (YES/NO) | | 14a. VOIDED CHECK PREVIOUSLY SUBMITTED? (YES/NO) | | |
| 15. CONTACT PERSON (NAME/TITLE) | | | | |
| 16. EMAIL ADDRESS | | | | |
| 17. OFFICE PHONE | | | 17a. ALTERNATE PHONE | |
| 18. ALTERNATE CONTACT PERSON (NAME/TITLE) | | | | |
| 19. EMAIL ADDRESS | | | | |
| 20. OFFICE PHONE | | | 20a. ALTERNATE PHONE | |

| | |
|---|--|
| 21. NUMBER OF CERTIFIED LAW ENFORCEMENT PERSONNEL | |
|---|--|

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|--|--|
| 22. FOR THIS CALENDAR YEAR, DID YOUR AGENCY/ORGANIZATION MEET THE LAW ENFORCEMENT TRAINING STANDARD-CERTIFICATION FOR EACH CERTIFIED LAW ENFORCEMENT PERSONNEL? (YES/NO) | |
|--|--|

| | |
|---|--|
| 22a. IF NO, PLEASE EXPLAIN THE BARRIERS AND/OR CHALLENGES | |
|---|--|

SAMPLE REQUEST FOR APPLICATION (RFA)

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| 23. PLEASE ASSIST BY RIGOROUSLY REVIEWING AND RANKING THE ITEMS BELOW. PROVIDE A RANKING OF THE LEFT SIDE ITEMS USING THE RIGHT SIDE COLUMN TO LIST. RANK ITEMS FROM GREATEST NEED TO LESSER NEED. #1 BEING THE GREATEST NEED AND #11 BEING THE LEAST NEEDED. IF GREATEST NEED ITEMS ARE NOT LISTED, USE OTHER TO EXPLAIN AND THEN RANK. |
|--|

| ITEMS TO BE RANKED |
|---|
| COMPUTERS TO INCLUDE DESKTOP, LAPTOP OR TABLET |
| FIREARMS TO INCLUDE HANDGUNS, LONG GUNS |
| TRAINING (LAW ENFORCEMENT RELATED) |
| CELL PHONES OR SIMILAR HAND HELD COMMUNICATIONS DEVICES |
| BULLET RESISTANT VEST/BODY ARMOR |
| VIDEO CAMERAS TO INCLUDE HAND HELD, DASH-MOUNT, OR ON-BODY |
| UNIFORMS TO INCLUDE BOOTS, DUTY BELT, HOLSTER, BATON, FLASHLIGHT, AND HANDCUFFS |
| OFFICE, PATROL UNIT, AND CRIME SCENE SUPPLIES |
| PATROL CAR UPGRADES TO INCLUDE LIGHT BAR RADIO SAFETY CAGE |
| COMMUNICATIONS UPGRADES TO INCLUDE RADIO EQUIPMENT OR ANTENNA |
| OTHER-EXPLAIN |
| |

| | RANKING |
|----|---------|
| 1 | |
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