

**STATE OF CONNECTICUT
JAG Grant Program
Police Video Equipment Technology (PVET) Grant**

**Grant Application Instructions
March 5, 2013**

Eligibility

Connecticut local police departments

Purpose

Recording technology for police interrogation rooms

Grant Period

Rd1: January 15, 2013
through September 30, 2013
Rd2: April 15, 2013
through December 31, 2013

Grant Draw Down

50% draw at grant inception and 50% draw at close-out.

State Requirement

Local government must be current with reporting on prior JAG grants

Federal Requirements

Local governments must agree to federal requirements regarding procurement, expenditure, reporting and documentation.

How to Apply

Rd 2: Submit documents to OPM PVET Grants PORTAL by March 28, 2013

A. Back Ground

Public Act 11-174, *An Act Concerning the Electronic Recording of Interrogations*, requires the electronic recording of interrogations in certain situations beginning on January 1, 2014. The **Office of the Chief States Attorney (OCSA)**, in conjunction with the **Police Officer Standards and Training Council**, the **Connecticut Police Chiefs Association** and the **Connecticut State Police**, developed the standards for a digital audiovisual recording system for implementation of the statute.

The **State of Connecticut Office of Policy and Management (OPM)** is providing grant funds under the **Police Video Equipment Technology (PVET)** program to assist local governments with purchasing equipment necessary for conformance with the PA 11-174 standards. OPM developed the grant program parameters in collaboration with the **Connecticut Police Chiefs Association**.

The PVET grant is funded by the federal **Justice Assistance Formula Grant Program** from the **U.S Department of Justice** (CFDA # 16.738). The federal program regulations require the State to "pass-through" 38% of its federal award to local governments. In an effort to minimize the administrative burden for local governments, OPM combined four streams of JAG "pass-through" funding into a single pool for the PVET grant. Therefore, the PVET grant to local governments is funded by federal grants #s 2009DJBX0105, 2010DJBX0013, 2011DJBX2308 and 2012DJBX0504.

B. Purpose

The primary purpose of the PVET grant is to assist local governments with purchase and installation of audio-video recording technology for police department custodial interrogation rooms. Towns may use the funds to purchase other eligible law enforcement equipment in addition to the audio-video equipment as long as the custodial interrogation rooms are compliant with the PA 11-174 standards.

C. Eligibility

Eligibility is limited to Connecticut municipalities with organized police departments. (Towns that receive police services from the **Connecticut State Police** shall be addressed via a separate process administered, in part, by the **Department of Emergency Services and Public Protection (DESPP)**). Local government grant recipients must be current with UCR and NIBRS reporting for calendar years 2010,

2011 and 2012 through September 2012, as well as current with reporting requirements for any prior OPM JAG grants.

- **The PVET grant may be withheld if the local government is not current with UCR or NIBRS reporting.**
- **The PVET grant may be withheld if the local government is not current with the reporting requirements on prior OPM JAG grants.**

D. Allocation of Funds to Local Governments

The grant funds are allocated to eligible local governments based on the municipality's 2010 Census **population** and **rate of violent crime** as reported to the DESPP through the state-mandated Connecticut Uniform Crime Reporting (**UCR**) Program and the National Incident-Based Reporting Program (**NIBRS**).

The allocations were adjusted “down” for those municipalities that received a “direct” JAG award from the U.S. Department of Justice during federal fiscal year 2012.

E. Allowable Use of Funds

Funds must be used to purchase and install audio-video recording equipment in police **custodial** interrogation rooms. Towns may use the funds to purchase **other** eligible **law enforcement equipment** in addition to the video equipment as long as the custodial interrogation rooms are compliant with the PA 11-174 standards.

Eligible equipment is listed in the attached document: ***Eligible Equipment and Technology List***

- **Local governments are responsible for any future costs associated with operating and maintaining equipment including upgrades, licensing and services contracts.**
- **Local governments must use the grant funds to purchase only those items listed in the grant application’s budget and approved by OPM.**

F. Non-allowable Use of Funds

Funds may **NOT** be used for personnel, grant administration, indirect costs, over-time, straight-time, consultants, trainers, renovation, remodeling, construction, furniture, tables, chairs, office supplies, bullet-proof vests, uniforms, all-terrain vehicles, helicopters, boats, segways, confidential “buy money”, travel, food and beverage.

G. Approval and Expenditure Process

Towns must submit an application proposal to OPM via the **OPM PVET Grants Portal**. (Do **NOT** use OPM’s ARRA JAG Portal). Detailed submission instructions are provided in this document.

OPM will review the proposal and budget and, then, release the grant award contract to the Town.
The town absolutely must NOT purchase any grant eligible item until receiving a grant contract from OPM.

Once the grant contract is in place, OPM will release 50% of the grant funds to the town; balance of the award will be released upon successful completion of the grant close-out process. Towns may purchase only those items included in the OPM-approved budget. (See 'Budget Revision', page 4). Grant funds may be withheld due to non-compliance with administrative requirements.

- **Towns will receive reimbursement based on actual expenditures up to the amount of the grant award.**

H. Important Restrictions:

- **Towns must use the grant to purchase only those items included in the OPM-approved budget and**
- **Round One: All grant eligible purchase orders and contracts must be executed during the grant period (January 15, 2013 through September 30, 2013). Products, goods and services must be delivered and installed by November 15, 2013. All obligations must be paid by November 15, 2013.**
- **Round Two: All grant eligible purchase orders and contracts must be executed during the grant period (April 15, 2013 through December 31, 2013). Products, goods and services must be delivered and installed by February 15, 2014. All obligations must be paid by February 15, 2014.**

I. **No Match Needed:** Local government recipients are **NOT** required to provide "matching" funds.

J. 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.

K. 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.

- **There will be no additional funds in the future to assist towns in complying with Public Act 11-174 AAC Electronic Recording of Interrogations. Therefore, the police departments must use these funds to ensure compliance with the PA 11-174 standards before considering other purchases.**

L. Procurement of Goods and Services

Eligible municipalities must have an official written procurement policy and procedure consistent with Title 28 CFR Part 66, Uniform Administrative Requirements. In addition, municipalities must have an official written inventory control policy and procedure consistent with Governmental Accounting Standards Board (GASB).

Federal law requires that equipment purchased under this grant must be used for criminal justice purposes. Grantees are responsible for replacing or repairing equipment which is willfully or negligently lost, stolen, damaged or destroyed. Grantees must investigate and fully document loss damage or theft of equipment. When equipment is no longer needed for criminal justice purposes, it must be disposed of in accordance with federal procedures.

- **As part of the application process, applicants must sign and submit two forms certifying compliance with the procurement and inventory control policy.**
- **Local governments must procure the grant funded equipment and services utilizing their official procurement policy and procedures.**

M. Procurement Option

Local government recipients have the option of purchasing equipment and services through a third party competitive bid contract. For example, towns may purchase goods and services through competitive - bid contractors posted in **Department of Administrative Services** (DAS) State Contracting Portal. Towns also have the option of purchasing the grant funded equipment or services via a competitive-bid contract administered by the **Connecticut Police Chiefs Association**.

N. Federal Davis Bacon Wage Requirements

The **Davis Bacon Act** requires that all contractors and subcontractors performing construction, alteration and repair (including painting, and wiring) work under federal contracts in excess of \$2,000 pay their laborers and mechanics not less than the prevailing wage and fringe benefits for the geographic location.

O. Reporting Requirements

Local government grant recipients are required to submit Quarterly Financial reports, 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. In general, mandatory reports are as follows:

- **Quarterly Progress Report is due within 15 days of end of each quarter and submitted to OPM via the Grants Portal. The Progress report includes updates on status of procurement and installation as well as data on expenditures, equipment serial numbers and model numbers. Grant recipients submit documentation of expenditures (invoices and receipts) via upload through PORTAL.**
- **Quarterly Financial Report is due within 15 days of end of each quarter and submitted to OPM via the Grants Portal. The Financial Report includes data on paid and unpaid obligations.**
- **OPM may withhold grant payment until all reports are complete and accurate.**

P. Revisions to Budget and Scope of Services:

Once OPM has approved the grant budget and released the award, grant recipients may purchase only those items listed in the approved budget. The **actual** costs may be greater/lesser than **estimated** costs identified in the budget. During the grant period, funds may be re-allocated among budget line items as long as all items were included in the OPM-approved budget. Grantees must request OPM approval to add “new” items to the budget.

Grantees must also request approval from OPM to revise the scope of services. (There is no need to submit a revised budget if the number of approved items changes, i.e., you are approved for two items but have enough funds to purchase three.)

Budget revisions must be approved by OPM under the following circumstances:

- **Funds are moved between budget categories (Equipment or Contractual)**
- **Funds are moved to a budget line item not included in the original budget.**
- **Funds are moved to a category not included in the original budget.**

OPM must approve the revised budget before actual implementation of the revision or modification.

Q. OPM Correspondence and Communication

During the grant period and throughout the close-out process, OPM will correspond with the grant recipient’s representative(s) designated as the “Grant Manager” and “Financial Officer”.

Most of the OPM correspondence regarding budget issues, reporting reminders, cash draw down, extensions, data collection and other administrative issues shall be sent directly to the Grant Manager and Financial Officer.

The grant recipients’ Grant Manager and Financial Officer are responsible for informing the recipient organization’s signatory official, chief executive officer and/or governing body of the status of the grant project.

For Questions regarding grant program requirements and process, please contact:

Steve Moniz, stephen.moniz@ct.gov, phone 860-418-6341

Magdalena Lekarczyk, Magdalena.lekarczyk@ct.gov, phone 860-418-8774

For assistance with PORTAL, please contact:

David Lavigne, OPM.Intern3@ct.gov, phone 860-418-6275

John Forbes, john.forbes@ct.gov, phone 860-418-6271

HOW TO SUBMIT THE GRANT APPLICATION

Applications must be submitted to the **NEW** OPM PVET Grants Portal
by March 28, 2013

IMPORTANT: Be sure to use the NEW OPM PVET Grants Portal.

Do NOT use the OPM ARRA JAG Portal.

1. Log into the PVET grants portal by clicking on this link:
<https://www.appsvcs.opm.ct.gov/PVETportal/>
2. Enter your username (First Initial, last name ex)John Smith = JSmith) and password
3. Once you are logged on, click on "Forms" on the left hand toolbar
4. Open each form by following the instructions on the OPM PVET Grants portal; file, print and have each form SIGNED by the Appropriate town/municipal official.
5. SCAN the hard copy of the forms (signed with the original signature) and save each form as a separate PDF file.
 - Each form must be a separate file; DO NOT consolidate the forms into a single PDF
6. UPLOAD Signed Forms to OPM PVET Grants Portal
 - Follow the directions in the OPM PVET Grants Portal on uploading forms

The following forms should be signed and uploaded:

- Certification Regarding Lobbying
- Certification Regarding Debarment
- Certification Regarding Future Costs
- AUTHORIZED SIGNATURE FORM
- EEO Affirmation Action Policy Form
- Fixed Asset Control Policy Form
- SAM CCR Verification

7. Enter budget proposal and narrative by clicking “Proposal” on the left hand toolbar of the OPM PVET Grants Portal

You must respond to the questions below by entering text and data into a webform in the OPM PVET PORTAL.

The form below is provided as a SAMPLE to help you prepare responses.

Do NOT upload this SAMPLE form into the PORTAL.

SAMPLE FORM

1. Enter the number of “Custodial Interrogation Rooms” that need video and audio recording equipment: 1
2. Enter your jurisdiction’s felony “ARREST” data for each calendar year:

	# ARRESTS Calendar Year 2010	# ARRESTS Calendar Year 2011	# ARRESTS Calendar 2012 (Jan. 2012 through Sept. 2012)
Capital Felony	1	0	2
Class A Felony	3	6	6
Class B Felony	10	10	4

IMPORTANT: In order to receive a grant, the town must be current with submitting UCR and NIBRS data to the Department of Emergency Services and Public Protection (DESPP); this includes data for CY 2010, CY 2011 and CY 2012 (Jan. 2012 through September CY 2012).

3. Please indicate the status of your towns’ UCR or NIBRS reporting:

	STATUS: Fully in Compliance (all data submitted to DESPP)	STATUS: Partially in Compliance (some data submitted to DESPP)	STATUS: Non-compliant (no data submitted to DESPP)
Calendar Year 2010 UCR or NIBRS Data	<i>Full compliance</i>		
Calendar Year 2011 UCR or NIBRS Data	<i>Full compliance</i>		
Calendar Year 2012 Jan. 2012 – Sept. 2012 UCR or NIBRS Data		<i>Partial compliance</i>	

Funds must be used to purchase and install video recording equipment in custodial interrogation rooms. Funds may be used to purchase other law enforcement equipment and technology as long as the custodial interrogation rooms are fully compliant with the PA 11-174 standards. Eligible law enforcement equipment is identified in the attachment: Itemized List of Equipment and Technology.

4. Are you proposing to use grant funds to purchase equipment and technology for some purpose other than recording of interrogations? Yes____ No ____

If YES then please respond to Question #5:

5. Briefly describe the type of equipment or technology and explain “why” the proposed equipment and technology purchase is a prudent and effective use of the grant funds. Identify any cost efficiencies, operational efficiencies or savings associated with the equipment and technology.

IMPORTANT: There will be NO additional funding in the future to assist towns with implementing PA 11-174.

IMPORTANT: Local governments are responsible for any future costs associated with operating and maintaining equipment including upgrades, licensing and services contracts.

SAMPLE

8. Enter Budget Items into the OPM PVET Grants Portal

The form below is provided as a SAMPLE to help you prepare responses.

Do NOT upload this SAMPLE form into the PORTAL.

You must respond to the questions below by entering data into a webform in the PORTAL.

SAMPLE BUDGET FORM

Instructions: Provide ESTIMATED cost per item. (ACTUAL costs may vary. During the grant period, you may re-allocate funds among budget line items as long as all items were included in the OPM-approved budget. If you wish to add a "new" item, you must request OPM approval.)

- 1) Enter budget items in either "EQUIPMENT" or "CONTRACTUAL" category.
- 2) Enter items under the appropriate sub- category, refer to **Itemized Equipment and Technology List** to determine correct sub-category.
- 3) Enter the number of each item, **estimated** cost per item and total **estimated** cost.
- 4) Equipment or technology purchased as part of a service/installation contract, should be entered under the "EQUIPMENT" category.
- 5) Installation or design services should be entered in "CONTRACTUAL" category. Briefly state the type of "Contractual Service" to be provided. (Grant funds can NOT pay for service, support, or maintenance contracts that run beyond the grant period)

		A	B	(A x B) = Total
Line #	Category: Equipment	# Items or Units	\$/item	TOTAL (ESTIMATE)
	Enter an itemized list of equipment under each "sub-category" identified in the "Itemized Equipment and Technology List"	Enter number of each item	Enter estimated cost per item	Enter TOTAL cost
	Video Recording Equipment for Interrogation Rooms			
	Server	1	\$825	\$825
	Scanner	1	\$300	\$300
	Microphone	3	\$100	\$300
	In-car/On Person Camera System			
	Cruiser video system	6	\$1,000	\$6,000
	Officer Body Camera	6	\$400	\$2,400

SAMPLE

Category: CONTRACTUAL (Includes installation or design services) <i>(Equipment or Technology hardware and software should be entered in the EQUIPMENT category above)</i>	TOTAL (ESTIMATE)
Provide a brief statement of type of contractual service:	
Provide a description of the contractual fees and services rates. (Example: \$XXX to install the XYZ components; \$XXXX to develop and design the XXX database)	

IMPORTANT: *Local governments are responsible for any future costs associated with operating and maintaining equipment including upgrades, licensing and services contracts.*

- If the **ACTUAL** cost of a line- item is greater/lesser than the estimated cost, funds may be re-allocated between **existing** line-items.
- Towns must seek OPM approval to re-allocate funds to “new” items not included in the original OPM-approved budget.
- JAG funds may only be used to purchase goods or services which are included in a Budget approved by OPM.
- There is no need to submit a revised budget if the number of approved items changes, i.e., you are approved for two items and are able to purchase three.
- *Under no circumstance, will a grant be increased to cover cost over-runs.*

Please ensure that all budgets are itemized. Below you will find two sample budgets. "Budget A" was approved because all equipment purchases were itemized and specific. "Budget B" was not approved due to lack of specification.

A.)

Description	# Items or Units	Cost/Item	Total (ESTIMATE)	
SERVER HARDWARE	1	\$3,605.00	\$3,605.00	Edit Delete
MONITOR-19 INCH	1	\$250.00	\$250.00	Edit Delete
MICROPHONES	4	\$295.00	\$1,180.00	Edit Delete
CAMERAS	8	\$220.00	\$1,760.00	Edit Delete
AUDIO/VIDEO COMPONENTS- VIDEO PROCESSOR	4	\$220.00	\$880.00	Edit Delete
AUDIO/VIDEO COMPONENTS-DVD DUPLICATOR		\$225.00	\$225.00	Edit Delete
		Total	\$27,150.00	Insert

Approved

B.)

Description	# Items or Units	Cost/Item	Total (ESTIMATE)	
Video Equipment to comply with PA 11-174	1	\$27,150.00	\$27,150.00	Edit Delete
				Edit Delete
				Edit Delete
		Total	\$27,150.00	Insert

NOT Approved