

CHECKLIST FOR FFY05 JUSTICE ASSISTANCE EQUIPMENT GRANTS PROGRAM

Checklist provided to assist you in submitting an acceptable package.

Submissions must be received by Noon Friday, October 26, 2007.

Proposal packages must be received at the Authority by **12:00 noon on October 26, 2007.**

Make certain to mail (facsimile will not be accepted) in plenty of time –

send certified and follow up with carrier.

Only requests for the following will be accepted:

- New/replacement law enforcement vehicles
- In-car video systems

Complete all sections with complete information for reviewers to make their decisions.

<u>Required Materials to be Returned</u>	<u>Check when Included</u>
---	-----------------------------------

1 original proposal (paper clipped)	_____
-------------------------------------	-------

4 copies of proposal (stapled)	_____
--------------------------------	-------

Do not use brand names

Proposal Cover Page <u>Completed</u>	_____
--------------------------------------	-------

Completed sections for your equipment request(s)	_____
--	-------

Equipment Budget Detail Complete	_____
----------------------------------	-------

Signed Certification	_____
----------------------	-------

Signed Drug Free Workplace Certification	_____
--	-------

Signed Federal Debarment Certification	_____
--	-------

Envelope indicates JAG EQUIPMENT PROPOSAL, <u>With <i>Implementing Agency's</i> name fully visible</u>	_____
---	-------

REQUEST FOR PROPOSALS (RFP)
FFY2005 JUSTICE ASSISTANCE GRANTS (JAG) PROGRAM

GENERAL INFORMATION – **Read Carefully**

Available Funds

A minimum of 75% of the funds will be available for units of local government with populations less than 25,000 and a maximum of 25% of the funds will be available for those with populations of 25,000 or greater. No requests for more than \$20,000 or less than \$5,000 in federal funds. This is a 75% federal and 25% local match funding program.

Eligibility: Only units of local government that did **not** qualify for *direct* FFY05 JAG federal funds from Office of Justice Programs/Bureau of Justice Assistance (OJP/BJA) may submit **ONE** proposal on behalf of a law enforcement agency. The list of direct funded is found at www.ojp.usdoj.gov/BJA/. For purposes of this program, a unit of local government is a county, town, township or city that is a unit of local government as determined by the Secretary of Commerce for general statistical purposes that carries out substantial government duties and powers.

Units of local government may apply on behalf of established municipal law enforcement. Established means the program agency (law enforcement agency) has certified, paid and active officers as of September 15, 2007.

The Implementing Agency (municipality) must present information to testify to financial need. JAG funds may not be used to supplant or replace local funds that would otherwise be available.

<u>Allowable Equipment:</u>	New/replacement law enforcement vehicles In-car Video Systems
------------------------------------	--

Purchasing Regulations: Obtain a minimum of three quotes or use the state bid process. Total costs of \$100,000 or more require formal advertising/IFB procedures.

Proposal Deadline: Proposal packages must be received at the Authority by **12:00 noon on Friday, October 26, 2007**. Mail in plenty of time – *send certified and follow up on delivery*. Be sure it's in our hands! When in doubt, hand deliver.

- Facsimile transmissions will not be accepted.
- Late submissions will not be accepted.
- More than one proposal from the same unit of local government will not be accepted. Only first received will be accepted.

Send one original (with original signatures) and 4 copies. (Paperclip original, staple copies)

Send or deliver to:
JAG Law Enforcement Officer Safety Program
Jill Davis
ICJIA - Suite 1016
120 S. Riverside Plaza, Chicago, IL 60606

Reasons for Immediate Rejection

- Received after 12:00 noon on Friday, October 26, 2007.
- If eligible for direct funding from DOJ (www.ojp.usdoj.gov/BJA/)
- Not submitted in sealed envelope.
- Original or copy/ies missing.
- Certificates missing (attachment D, E or F) or not signed.
- Requesting more than \$20,000 or less than \$5,000 in federal funds.
- Requesting items other than allowable equipment.
- Proposal package is not first one received from unit of government.

Review Criteria

- Proposal completeness with necessary facts for decision – 15%
- Financial need of municipality – 35%
- Need for equipment – 35%
- Contribution to officer and public safety – 15%

Review Procedures

Panels of Authority staff and external reviewers with expertise in criminal justice will review proposals. Each proposal will be reviewed by a team of three people.

Preliminary funding recommendations will be forwarded to the Authority's Executive Director. Before making final funding recommendations to the Authority, the Executive Director will consider the recommended applications' record of past performance with Authority administered grants. This is to select responsible applicants who have the ability to perform successfully under the terms and conditions of the JAG program. The Executive Director will present final funding recommendations to the Authority Board and the Board will make final funding decisions.

Selected applicants will be required to enter into a grant agreement with the Authority. Failure of the selected applicant to accept grant obligations may result in cancellation of the designation.

Questions: See www.icjia.state.il.us; or email jill.davis@illinois.gov

FFY 2005 RFP Attachments

- ✓ Cover Page (Attachment A)
- ✓ Financial and Equipment Needs Outline (Attachment B)
- ✓ Equipment Budget Detail (Attachment C)
- ✓ Certification (Attachment D)
- ✓ Drug Free Workplace Certification (Attachment E)
- ✓ Debarment Certification (Attachment F)

***Note:** No maintenance/warranty, start-up fees or monthly charges of any kind allowable unless included in the cost of the equipment line item*

To be accepted for consideration, submissions must meet all requirements presented in the RFP.

Feel free to attach additional pages where necessary.

2005 JUSTICE ASSISTANCE GRANTS (JAG) PROGRAM
Cover Page

Implementing Agency (Unit of Local Government/Municipal)

Implementing Agency

Village/City/County/Town (circle one) of _____

Address: _____

City/Zip _____ County: _____

Name of Mayor /Village President/County Board Chair _____ CIRCLE ONE

Name of Chief Financial Officer/Treasurer _____

Implementing Agency Contact Name/title: _____

Implementing Agency Contact Email Address: _____

Telephone Number: _____ / _____ FAX: _____ / _____

Federal Employee Identification Number (FEIN)(i.e. 36-000000): _____

Amount of **Federal** Funds Requested: \$ _____ (Minimum \$5,000- Maximum \$20,000)

Is your implementing agency a recipient of Justice Assistance Grant direct funds from OJP? Yes _____ No _____ (see list at www.ojp.usdoj.gov/BJA/) If yes, you are **ineligible** to apply for this funding.

Program Agency (Law Enforcement Agency)

Program Agency (Law Enforcement Agency): _____

Address: _____

City/Zip: _____

Sheriff/Chief/Commander Name: _____ Email: _____

Telephone Number: _____ / _____ FAX: _____ / _____

Program Agency Contact: _____ Email: _____

Proposal Prepared By: _____

Email address: _____ Date Prepared: _____



Please Note: Only new/replacement law enforcement vehicles, and/or in-car video systems will be considered for FFY2005 JAG funding

Financial and Equipment Needs Outline

Feel free to attach additional pages if necessary.

Population of IMPLEMENTING AGENCY jurisdiction: _____

Entire budget of IMPLEMENTING AGENCY jurisdiction: _____

Law enforcement (PROGRAM AGENCY) budget: _____

Law enforcement (PROGRAM AGENCY) equipment budget: _____

Population of Law Enforcement Agency jurisdiction if different from Implementing Agency _____

How many full time certified officers (include chief) paid as of 9/15/07? _____

How many part time certified officers paid as of 9/15/07? _____

Financial

What prevents your agency/community from making these purchases? Explain financial need to the reviewers. What are the line items covered by the law enforcement budget?

Tell the reviewers about criminal activity in your law enforcement jurisdiction (i.e. types and number of calls, arrests, etc. Include statistics where possible).

NOTE: Fill in all equipment areas that cover your anticipated purchases.

→ **Law Enforcement VEHICLES (If one of your requested items is a vehicle complete this section)**

Feel free to attach additional pages if necessary

Specific vehicle (Squad/van/4WD etc.) (No brand names)
How many vehicles do you currently have?
Approximately how many calls do your officers respond to in a 12-month period?
Will this purchase be a replacement?
If so, what is the mileage of the vehicle to be replaced?
What year is the vehicle to be replaced?
What is the reason for replacement?
If not a replacement vehicle, explain need for and purpose of requested vehicle:
If requesting a 4WD – explain the need for 4WD.
How will this purchase enhance officer and public safety?

**JAG FFY2005
Equipment Budget Detail**

Implementing Agency

Village/City/County/Town of _____

FEIN: _____

Anticipated source of match funds: _____

The purpose of this form is to summarize, by item, the total budget of the program to be funded in whole or in part with grant funds. This is a preliminary budget and is not binding. The final budget will be determined if an award is made.

NO BUDGET CHANGES WITHOUT PRIOR AUTHORITY APPROVAL

Note: Round all numbers to the nearest dollar.

No maintenance/warranty, start-up fees or monthly charges of any kind allowable unless included in the cost of the equipment line item.

Equipment Item(s) DO NOT USE BRAND NAMES	Per Unit Cost	# of Units	Total Cost	Federal Amount (Maximum of \$20,000)	Match Amount (Minimum of 25% of total cost)
			.00	.00	.00
			.00	.00	.00
			.00	.00	.00
			.00	.00	.00
			.00	.00	.00
INSTALLATION (if any)			.00	.00	.00
Totals:	NA	NA	.00	.00	.00

Instructions: Total cost multiplied by .75 = federal amount

Federal amount divided by 3 = match amount

i.e. total cost \$18,765 (\$14,074 x .75 = \$14,074 divided by 3 = \$4,691)Round all numbers to nearest dollar.

Federal Amount – 75% of total cost not to exceed \$20,000

Match Amount – 25% (minimum) of total cost.

NOTE: Federal grant regulations and Illinois Procurement Code (30ILCS 500) mandate that transactions be conducted in a manner to provide open and free competition – this means a minimum of three quotes must be obtained for equipment items if not using the state bid process. Total costs of 100,000 or more require formal advertising/IFB procedures. Call for further details (312/793-8550).

CERTIFICATION

The applicant certifies:

- 1. It is not barred from contracting with any unit of state or local government as a result of 720 ILCS 5/33E-3 or 5/33E-4; and
- 2. It shall notify the Authority Ethics Officer (Legal Counsel, 312/793-8550) if the applicant solicits or intends to solicit for employment any of the Authority’s employees during any part of the application process or during the term of any contract awarded.

Print Name of Authorized Representative (Mayor/Village President/County Board Chair/other) of Implementing Agency

Print Title (Mayor/Village President/County Board Chair/other)

Signature of Authorized Representative

Date

Implementing Agency

Implementing Agency Address

**STATE OF ILLINOIS
DRUG FREE WORKPLACE CERTIFICATION**

This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the state for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing grant, or a department, division, or other unit directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- A) Publishing a statement:
 - 1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee or contractor's workplace.
 - 2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - 3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- B) Establishing a drug free awareness program to inform employees about:
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantee's or contractor's policy of maintaining a drug free workplace;
 - 3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4) The penalties that may be imposed upon an employee for drug violations.
- C) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- D) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- E) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by section 5 of the Drug Free Workplace Act.

- F) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- G) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATION.

Print Name of Authorized Representative (Mayor/Village President/County Board Chair/other) of Implementing Agency

Print Title (Mayor/Village President/County Board Chair/other)

Signature of Authorized Representative

Date

Implementing Agency

Implementing Agency Address

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Print Name of Mayor/Village President/County Board Chair/other of Implementing Agency

Print Title (Mayor/Village President/County Board Chair/other)

Signature

Date

Implementing Agency

Implementing Agency Address

City _____ IL ZIP _____

**Instructions for Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.