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Arkansas Department of Public Safety  
Public Safety Equipment Grant Program  
2021

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Secretary  
Jami L. Cook

## Program Description

The Public Safety Equipment Grant Program, established by Act 786 of 2021, is a grant awarded to an agency during the designated calendar year for the purpose of improving trust between Arkansas law enforcement officers and the communities they serve. The Arkansas Department of Public Safety provides law enforcement agencies, detention centers, and corrections agencies with the opportunity to achieve meaningful and measurable improvement in community trust and relationships by assisting with improvements in equipment and training.

This portfolio provides the formal grant guidelines and application materials needed to apply for funding. Included are a current logic model to identify program goals, detailed application requirements, application, eligibility criteria, scoring, and a memorandum of understanding.



# Application Instructions

The Arkansas Department of Public Safety is accepting applications for the Public Safety Equipment Grant Program authorized by Act 786 of 2021 for the purpose of improving trust between Arkansas law enforcement officers and the communities they serve. Pursuant to Arkansas Code 19-5-1269 any money deposited into this fund will be known as **Public Safety Equipment Grant Program Fund**.

## **DEFINITIONS**

“Agency” means a law enforcement agency, detention center, or corrections agency.

“DPS” means the Arkansas Department of Public Safety.

## **GENERAL**

1. Grants are awarded for the purchase of the Public Safety Equipment requested in the grant application.
2. Eligible Applicants: Agencies operating within the State of Arkansas. Applications must be submitted by the Agency head or their designee.
3. Applicants must comply with state administrative, financial, evaluation, and other reporting and recordkeeping requirements subject to Legislative Audit.
4. Matching Requirements: None
5. Length of Funding: January 1, 2022 – December 31, 2022
  - Equipment or services must be received within the calendar year of awarded funds.
6. Allowed expenditures include: camera or camera systems, including but not limited to body cameras, in-car cameras, and facility cameras, cloud-based storage services, on-premises server hardware and storage to accommodate on-premises installations, conducted electrical devices and related training programs, virtual reality training, agency accreditation programs, bulletproof vest, pepper spray, rubber bullets; and other equipment as deemed necessary by the Secretary.
7. Expenditure Restrictions: Funds **cannot** be used for salaries, overtime, fringe benefits related to salaries, any specialty court, real estate, construction projects, vehicles, firearms and buy money.
8. Incomplete grant applications **will not** be considered.
9. Funding: Funding will be distributed in one bulk payment, following the open competitive process.

Funding cannot be used for continuing and or recurring expenses.

10. Status Report: Grant recipients will be required to complete a monthly financial report, due by the 10<sup>th</sup> of the following month, providing an accounting of the activities and expenditures for the previous month. A copy of all receipts must be attached. All expenditures are subject to DPS and Legislative Audit Review. All documents must be retained for a period of three (3) years from the receipt of award.
11. Final Report: A final report is due at the end of the grant period, or after all expenses have been incurred, providing a final accounting of the activities and expenditures for the project.
12. Surveys: Grant recipients will be required to complete surveys related to the implementation and success of the program.
13. Completed applications, forms, and receipts will be submitted to:

Arkansas Department of Public Safety  
Attn: Julia Brixey  
1 State Police Plaza Drive  
Little Rock, AR 72209  
(501) 618-8851  
[julia.brixey@asp.arkansas.gov](mailto:julia.brixey@asp.arkansas.gov)

For general questions prior to grant submission please contact:  
Arkansas State Police  
Lt. Colonel Shawn Garner  
Cell # (501) 622-9362  
[shawn.garner@asp.arkansas.gov](mailto:shawn.garner@asp.arkansas.gov)

14. Applicants will have fourteen (14) days from the date they receive notification of a grantaward to sign and return the Memorandum of Understanding to the Committee.

### APPLICATIONS

All applications for funding must include the following:

1. Project Description: A clear and concise description of their project.
2. Problem Statement: A detailed narrative on how the funds would be utilized.
3. Project Plan and Goals: The specific steps that will be taken to complete the project, including the method that will be used to measure the success of the project.
4. Budget Proposal: A comprehensive list of items necessary for the project and the estimated cost of each item. Items should include consumable supplies, hardware, equipment, etc. NOTE: **All purchases must follow approved state or local**

**purchasing procedures. Individual items costing \$5,000 or more with a useful life of more than one year are considered equipment. Individual items costing less than \$5,000 are considered supplies or low value assets.** Changes to the budget that exceed 10% require approval of a new budget proposal prior to incurring the expense.

Budget Narrative: A detailed description of why the items listed in the budget proposal are necessary for the project. For example, the narrative should explain why items must be purchased. The budget narrative should justify the specific line items listed in the budget worksheet and demonstrate all costs are reasonable. Budget narrative should be a maximum of 250 words.

**APPLICATION EVALUATION**

Applications will be evaluated by the DPS Public Safety Equipment Grant Program Committee according to the following criteria:

- The application addresses a public safety need.
- The application provides a thorough justification of need.
- Goals and Objectives are time-framed and measurable.
- Budget is reasonable and justified including a cost basis for the cost estimate.
- The method to be used to measure the success of the project is described.

The Committee will award funding to applicants who, in the Committee’s judgment, will best facilitate improving trust between Arkansas law enforcement officers and the communities they serve.

Applications will be evaluated against a total possible point score of 100 based on the following scale:

Applicant Information	10 points
Budget Proposal	20 points
Budget Narrative	10 points
Project Description	20 points
Problem Statement	20 points
Project Plan & Goals	20 points
Total	100 points maximum

Applications will be reviewed and assigned points based on the Committee’s evaluation. Once all the applications have been evaluated, the Committee will rank them in order of the highest score first.

## TIMELINE

- **October 1, 2021** – Applications are placed on the Arkansas Department of Public Safety website.
- **November 12, 2021** – Completed applications must be received at the Arkansas Department of Public Safety by end of business day. Faxed or late applications *will not* be accepted.
- **November 30, 2021** –Public Safety Equipment Grant Program Committee reviews the requests for applications.
- **December 10, 2021** – Announcement of Awards and Non-Awards.
- **December 10, 2021** – Statement of Grant Awards mailed with Memorandum of Understanding.
- **December 27, 2021** – Statement of Grant Awards and Memorandum of Understanding due back to Arkansas Department of Public Safety.
- **February 10, 2022** - Monthly report due to Arkansas Department of Public Safety.
- **March 10, 2022** – Monthly report due to Arkansas Department of Public Safety.
- **April 10, 2022** - Monthly report due to Arkansas Department of Public Safety.
- **May 10, 2022** – Monthly report due to Arkansas Department of Public Safety.
- **June 10, 2022** - Monthly report due to Arkansas Department of Public Safety.
- **July 10, 2022** – Monthly report due to Arkansas Department of Public Safety.
- **August 10, 2022** – Monthly report due to Arkansas Department of Public Safety.
- **September 10, 2022** – Monthly report due to Arkansas Department of Public Safety.
- **October 10, 2022** – Monthly report due to Arkansas Department of Public Safety.
- **November 10, 2022** – Monthly report due to Arkansas Department of Public Safety.
- **December 10, 2022** – Final report due to Arkansas Department of Public Safety or unexpended funds returned to Arkansas Department of Public Safety.