**Arkansas Public Safety Grant Program (APSGP)**

**APPLICANT GUIDELINES**

ADEM and AWIN have developed the Arkansas Public Safety Communications Grant Program (APSCG) to provide funding to public safety agencies in the State of Arkansas for the purpose of improving the agencies communications.

APSCG funds may be used by law enforcement agencies, fire departments (paid and volunteer), county emergency management agencies, and local government operated emergency medical services. State Agencies, private business and/or individuals are not eligible to participate in this program. Projects that are already underway may be considered if work is not yet completed. Eligible communications projects must:

* be a long-term or permanent solution
* meet all applicable state and AWIN policies and guidelines
* eliminate a problem that is impacting public safety communications
* integrate directly with the Arkansas Wireless Information Network (AWIN) (gateways, bridges or patches do not qualify for this program)
* be installed or programmed by an AWIN authorized vendor or radio shop

Projects should support the Arkansas Statewide Communications Interoperability Plan (SCIP) and the AWIN Strategic Plan. Projects may include, but are not limited to, replacing radios, expanding an agencies use of AWIN, addressing coverage or capacity issues, cybersecurity devices (that would be implemented directly on AWIN) and bi-directional amplifiers. Annual priority areas will be outlined in the Notice of Funding Opportunity (NOFO) memo.

All project related items funded by the grant must be purchased after the award date.

**Grant Overview**

The Arkansas Public Safety Communications Grant (APSCG) program is a match grant. Match amounts, match limitations, the maximum state share eligible for a project will be described in the NOFO memo. Agencies may submit one (1) application per grant cycle. The AWIN staff reviews each application to ensure the project meets eligibility requirements. The award schedule will be listed in the NOFO. Projects must be completed within 21 months from the time of award. Grants recipients will be selected and receive their award shortly after the award date. Within 30 days from date of purchase of eligible equipment, recipient must provide documentation to AWIN management verifying the expenditure of the complete amount of the award to include the match amount. Any funds not expended must be returned to AWIN management. No projects will carry over to the next grant period.

**Application Process**

1. The Notice of Funding Opportunity (NOFO), APSCG Application, AWIN application and the grant guidance is sent via email to eligible agencies.
2. Agencies should review the following information in the NOFO:
	1. Priorities
	2. Available Funding
	3. Match Requirements
	4. Maximum Awards
	5. Application Period
3. Agency completes the APSCG Application, and the AWIN Application for the project.
4. Completing the APSCG Application.
	1. Applicant Name: *Name of the Agency making the application*
	2. County: *County the Agency is in*
	3. Address: *Agency Address*
	4. Phone: *Phone for the Point of Contact*
	5. Point of Contact: *The person that will be contacted by AWIN with questions about the project or the application*.
	6. Email Address: *Email address for the Point of Contact*
	7. Project Title: *Name of your project. For example: Wilson County Radio Replacement*
	8. Provide a detailed description of the project. *Describe what the project is and what it will accomplish. Additional materials may be attached to the application, such as vendor proposals or quotes.*
	9. Has any work been started or completed on this project? *Describe any activity that has already been undertaken on this effort. For example “The County needs to replace 300 ABC radios that are FDMA only. To date 100 radios have been replaced.”*
	10. List the specific area affected by the proposed project. *This is the City or County. If the area crosses jurisdictions, please explain.*
	11. Number of individuals this project will serve. *The county or city population. If multiple jurisdictions are served, please explain*.
	12. Please describe how this project will enhance public safety personnel’s ability to perform their job duties and or what benefit the agency hopes to gain with this project. *Provide information about how the agency will benefit from the project. Be specific and direct as possible. For example: this project will enhance interoperability with our neighboring counties (good) or this project will enhance interoperability with our neighboring counties by shortening our response by 20 minutes per personnel (better).*
	13. Project Schedule. *This is a high level schedule meant to give an estimate of the amount of time needed for the project to be completed.*
		1. Tasks *might include Procure Equipment, Install Equipment, Test Equipment, etc*.
		2. Duration *is an estimate of how long that task is expected to take*.
		3. Work completed by: *The person or entity that is responsible for performing the task.*
	14. Project Cost Estimate. *Similar to the schedule this section is meant to provide an estimate of the costs associated with the project*.
		1. Item Name. *This is a description of the items being purchased. Such as, radios, antennas, equipment installation*.
		2. Cost estimate. *Anticipated cost for the item*
	15. Breakdown of Total Cost Share
		1. Anticipated State Share. *The amount that is being requested from the State for the project. (NOTE: the State will only fund up to the grant cap.)*
		2. Anticipated Non-State Share. *The amount being provided by the agency. (Note: This amount must be at least 25% of the total project cost.*
		3. Source for matching funds. *Describe the source of the matching funds, such as local revenue, county funds, etc*.
	16. Name Title/Signature. *The application must be signed by a person with legally binding authority over the Applicant Agency, such as the Mayor or County Judge.*
5. Complete the AWIN Application.
6. Agency scans APSCG Application, and the AWIN Application all with any supporting materials and emails the documents to AWIN.Applications@adem.arkansas.gov. NOTE: Please do not photograph the application documents and email the photographs.
7. Applications are reviewed and are processed according to established AWIN processes. This may include a review by the Arkansas Communications Unit Working Group, and/or the Arkansas Interoperable Communications Executive Committee.
8. AWIN Management notifies the agency of the outcome of the review.
	1. If approved AWIN Management moves forward with project prioritization.
	2. If not approved the Agency may revise their project request and resubmit. There must be sufficient time to allow for review, award and expenditure prior to the end of the grant application period.

**Project Prioritization**

1. A Benefit Cost Analysis (BCA) is prepared by the AWIN Management Team based on the information provided by the agency. The BCA compares the benefits of the project to the cost.
2. Application are ranked based on score
3. The list of ranked applications are reviewed with the ADEM Division Director to make final grant awards.

**Award Notification**

Award letters are prepared and emailed to the jurisdiction’s chief elected officials, i.e., Judge, Mayor, and point of contact listed on the application. The original award letters are sent via mail to the chief elected officials, i.e., Judge, Mayor.

**Purchasing and Award Payment**

Purchasing must be achieved by the agencies applicable procurement methods. Agencies must adhere to all local and state laws regarding procurement of services and equipment. Project related activities must be performed in accordance with the agencies requirements as reflected in the statement of work and any project activities and timelines as agreed to between the vendor and the agency.

1. Agency will submit a Final Project Invoice to the AWIN Branch Manager.
	1. Awards are for the actual final invoiced amount. Unused portions of the award must be returned to ADEM within 30 days of project completion.
2. The AWIN Branch Manager completes a Grant Payment Authorization form (ADEM Form 114) and forwards to the Finance/Grants Deputy Director requesting that a direct deposit for the award amount be completed.
3. ADEM Finance/Grants completes the Direct Deposit.
4. The AWIN User Experience lead creates a receipt letter for each payment.
5. The receipt letter is sent to the agency via email.
6. The agency purchasing official signs, dates, scans and returns the receipt letter via email.

**Completion of Work**

1. Agency coordinates with their chosen vendor to complete all project activities
2. A project status must be submitted to AWIN Management via email on a bi - monthly basis until the project is completed.
3. Changes to projects:
	1. Project change requests must be submitted to and approved by the AWIN Branch Manager. Costs related to project changes are the responsibility of the agency.
		1. Time extensions may be allowed but not to exceed 6 months.
	2. If a project is cancelled the agency must notify the AWIN Branch Manager and if the grant award has been received that amount must be returned immediately.
4. Upon completion of all project activities the agency will complete a Certification Letter signed by the agency purchasing official.
5. The agency submits via email the following to AWIN Management
	1. Certification letter
	2. Final invoice(s) marked paid
	3. Copy(ies) cancelled checks.
6. Agency is responsible for adding the equipment to their asset inventory.
7. Agency must keep equipment installed and maintained in working condition for a period of 5 years.