



Department of Public Safety

Public Safety Equipment Grant Program

FY 2024 Act 786 Public Safety Equipment Grant (PSEG) Solicitation

Solicitation Release Date: July 1, 2023, 8:00 AM (CDT)

Application Deadline: August 31, 2023, 4:30 PM (CDT)

Overview:

The Arkansas Department of Public Safety is pleased to announce that it is seeking applications for the FY 2024 DPS Public Safety Equipment Grant (Act 786) Program. The Public Safety Equipment Grant Program, established by Act 786 of 2021, is a one-time 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.

The Department of Public Safety (DPS) welcomes applicants under entities eligible for the State award. Any entities carrying out the state must be identified as proposed sub-recipients. The applicant must be the entity that would have primary responsibility for carrying out the awards, administering funding, and managing the entirety of the proposed project. Based on Act 786 of 2021, priority review will be given to applicants seeking, “the implementation of state-of-the-art body cameras, as well as adequate server storage to aid in better transparency and surveillance for all agencies.”

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Eligible Applicants:

Agencies operating within the State of Arkansas. “Agencies” are defined as any law enforcement agency, detention center, or correctional agency.

Contact Information:

For submission support please contact Bliss Boever at the Arkansas Department of Public Safety at (501) 618-8235 or send questions via email to Bliss.Boever@asp.arkansas.gov. The Arkansas Department of Public Safety operates Monday through Friday, 8:00 AM to 4:30 PM (CDT), except on state holidays.

For programmatic assistance with the requirements of this program, please contact Lt. Dustin Morgan at the Arkansas State Police via phone at **(501) 618-8629** or send questions via email at dustin.morgan@asp.arkansas.gov. The Arkansas State Police Division operates Monday through Friday, 8:00 AM to 4:30 PM (CDT), except on state holidays.

Submission Information:

The application period for the FY 2024 Public Safety Equipment Grant Program (Act 786) begins **July 1, 2023, at 8:00 AM (CDT)**. All applications must be submitted by **August 31, 2023, at 4:30 PM (CDT)**. Applications submitted after **4:30 PM (CDT) on August 31, 2023**, will **not** be considered for funding.

Registration: To submit an application, all applicants must complete the Online DPS Public Safety Equipment Grant Program Application Form, accessible on the official DPS webpage located at <https://www.dps.arkansas.gov/grant-information/>. Only electronic submissions will be accepted for review by the committee.

Submission: Completing an application is a two-step process:

1. Applicants are first required to review the program information and requirements outlined in the Grant Solicitation Guide
2. Once the Solicitation Guide has been reviewed, applicants should complete the DPS Public Safety Equipment Grant Program Online Application Form and electronically submit this application to the Arkansas Department of Public Safety through the online portal.

An application is not considered submitted until all requirements of the online application form have been met and completed in full. For more information about the application process and submission, see the “Application and Submission Information” section of this solicitation.

All guidance for this program is contained in this Solicitation and can also be found at <https://www.dps.arkansas.gov/grant-information/>. In addition to this Solicitation, the DPS Research and Planning Division is holding two supplemental webinars via zoom to help guide applicants through the grant application process. Specifically, zoom links for the DPS Public Safety Equipment Grant Webinars are published on the DPS Grant Information Website and will be held on the following dates:

- Tuesday, July 18th at 10:00 AM (CDT)
- Thursday, August 24th at 2:00 PM (CDT)

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Program Description

In 2021, the Arkansas General Assembly determined that implementing best police practices can assist in improving trust between law enforcement officers and the communities in which they serve, ultimately improving public safety. Specifically, police body-worn cameras (BWC) and state-of-the-art protective equipment have been shown to increase office accountability and transparency, improve officer-citizen interactions, reduce unwarranted complaints against law enforcement, aid in criminal prosecutions, facilitate officer training, build community trust in law enforcement, and increase public safety for both officers and the citizens they serve (Macari et al., 2015; Miller et al., 2014; Smykla et al., 2016).

The DPS Public Safety Equipment Program (Act 786) funds support projects that allow for the improvement and delivery of best police practices through increasing the access to state-of-the-art safety equipment, training, or accreditation to improve trust between law enforcement and the persons in the communities in which they serve in the State of Arkansas.

With this funding, the Department of Public Safety (DPS) supports projects that allows for the identification and expansion of promising police practices through the utilization of safety equipment that follow best police practices including:

- Body cameras with auto-activation;
- In-car cameras with auto-activation capabilities;
- Cloud-based storage devices;
- On premises server hardware and storage to accommodate on-premises installations;
- Conduct electrical devise and related training programs;
- Virtual reality training;
- Agency accreditation programs;
- Bulletproof vests;
- Pepper spray;
- Rubber bullets; and
- Other equipment as deemed necessary by the Secretary

To read an overview of the goals of the Public Safety Equipment Grant Program and the program qualifications please review the 2021 Bill, Act 786, available through the Arkansas State Legislature.

The Arkansas Department of Public Safety (DPS) is committed to advancing law enforcement throughout the State of Arkansas that promotes evidenced-based, best police practices. Law enforcement plays a fundamental role in maintaining public safety, increasing access to justice, and building law enforcement trust within Arkansas communities. For the Fiscal Year 2024 DPS Public Safety Equipment Grant solicitation, applicants should consider these priorities when applying for the Act 786 Public Safety Equipment Grant program to advance the state of Arkansas law enforcement and address these strategic planning priorities within their application when applicable.

Statutory Authority

This program is authorized under the Public Safety Equipment Program Act of 786 pursuant to Arkansas Code 19-5-1269.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Program Specific Information

This solicitation is announced as a competitive grant opportunity.

Please note that applicants may only submit one application for the program per agency. Any application that does not clearly address the solicitation or fails to complete the application in its entirety, may not pass the minimum requirements necessary for the review process.

The following sections will provide further background, requirements, and details for your application submission. In addition, all applicants should consider the following general requirements:

- All applicants must fully address the requirements set forth in the Public Safety Equipment Grant Program application including the agency name, requested amount, project description, in-depth problem statement, projected plans & deliverables, and the agency funding source.
- All award recipients will be expected to begin work immediately upon selection and notification of the award. Specifically, equipment or services funded through the grant program must be utilized within the calendar year of awarded funds.
- For all awarded recipients, the applicant must adhere to the requirements set forth in the DPS FY 2024 Arkansas Department of Public Safety Equipment Grant Program Solicitation Guide, which can be found at <https://www.dps.arkansas.gov/grant-information/>.
- All awarded recipients will be expected to participate in a program evaluation process through the DPS Research & Planning Division to identify program deliverables throughout various states of the grant program highlighted in the application packet.

With any programmatic questions, please contact Lt. Dustin Morgan at the Department of Public Safety Division of Arkansas State Police at (501) 618-8629 or send questions via email to dustin.morgan@asp.arkansas.gov.

State Award Information

The DPS Office will make all awards from the Act 786 solicitation in the form of grants. Grant recipients will be responsible for day-to-day program management and may reach out to the DPS Research and Planning Division for assistance in implementing the award. However, grant recipients will need to work with the DPS Research and Planning Grants Manger in situations stated in the terms and conditions, such as any foreseeable changes or necessary extensions regarding public safety equipment orders.

Anticipated Number of Awards:

The number of awards is subject to the funding availability and at the discretion of the grant review committee. Awards for the FY 2024 Public Safety Equipment Grant Program are competitive.

Anticipated Maximum Dollar Amount of Awards:

The anticipated maximum dollar amount of awards is subject to vary based on the identified need of the agency as defined within the submitted application packet up to **\$50,000**.

Period of Performance Start Date:

January 1, 2024, 8:00 AM

Period of Performance End Date:

December 31, 2024, 4:30 PM

Period of Performance Duration (Months):

12

Anticipated Total Amount to be Awarded Under Solicitation:

\$3,012,561.29

Eligibility Information

This solicitation is open to all law enforcement agencies operating within the state of Arkansas.

Matching Requirements

There is no requirement for cost sharing or local matching for this award.

Length of Award

The Arkansas Department of Public Safety expects to make the project period for all awards 12 months.

Allowed Expenditures

The funding under this award is for the payment of approved costs identified under Act 786 and the Arkansas Department of Public Safety Equipment Grant Program packet. Specifically, 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.

Expenditure Restrictions

The Arkansas Department of Public Safety (DPS) funds awarded under Act 786 to agencies operating within the state of Arkansas may not be used to pay for salaries, overtime, fringe benefits related to salaries, any specialty court, real estate, construction project, vehicles, firearms, or buy money.

Funding

Awarded funding will be distributed in one bulk payment, following the open competitive process. Funding **cannot** be used for continuing or recurring expenses.

Award funding amounts vary based on defined need in the submitted agency application.

Public Safety Grant Equipment Program Implementation Projects

Utilizing evidenced-based, best policing practices are essential in improving officer- community relations, building communities trust in law enforcement, and ensuring public safety. The Public Safety Equipment

Grant Program, Act 786, supports efforts to increase office accountability and transparency, improve officer-citizen interactions, reduce unwarranted complaints against law enforcement, aid in criminal prosecutions, facilitate officer training, build community trust in law enforcement, and increase public safety within the State of Arkansas through state-of-the-art law enforcement equipment. Unfortunately, many law enforcement agencies within the State of Arkansas are faced with limited budgets that reduce agencies access to high-quality public safety equipment.

As part of Act 786, the Arkansas General Assembly authorized the Arkansas Department of Public Safety to fund any law enforcement agency operating in the State of Arkansas to implement the access to new or enhance existing public safety equipment practices that offer training and services on officer's accountability and transparency identified under Act 786.

The DPS Public Safety Equipment Grant program topic area aims to support any law enforcement agency operating in the State of Arkansas.

Projects Out of Scope

- Applicants that are not a law enforcement agency operating within the State of Arkansas will not be considered.
- Programs that do not seek to obtain equipment identified under Act 786 outlined the grant application packet will not be considered.
- Programs that exclusively seek to purchase equipment without offering anticipated project goals and deliverables will not be considered.
- Programs that do not comply with state administrative, financial, evaluation, and other reporting or recordkeeping requirements subject to legislative audit will not be considered.
- Programs that do not provide the necessary information on each application component including the agency name, requested funding amount, detailed project description, problem statement, project plans and goals, and an identified funding source will not be considered.

Program Goals

Under this solicitation, the Arkansas DPS seeks to support programs that allow for the utilization of best police practices to improve community trust and public safety that produce the focus on the following components:

- Quality-driven – provide an emphasis on action statements to drive promising law enforcement practices and improve community relations and public safety.
- Evidenced-based – provide a clear projected plan of action and identify how obtaining state-of-the-art public safety equipment aids in achieving agency goals.
- Accessible – provide clear plan of action and feasible budget appropriate for advancing the state of law enforcement within the State of Arkansas through a clear plan of action relevant to the field of law enforcement.
- Memorable – to utilize public safety equipment to encourage other agencies to engage in evidenced-based law enforcement practices and serve as a model agency within the State of Arkansas.

Program Specific Goals

Applicants should provide a detail description in the application questions of how they will accomplish the following categories when developing their own program specific goals. All applicants should cite or reference any relevant research or evidenced-based police practices utilizing public safety equipment as appropriate.

Develop knowledge: provide an explanation of how your agency will develop new knowledge or advance existing knowledge about community policing activities and strategies that can be obtained through state-of-the-art public safety equipment.

Increase awareness: provide an explanation of how your agency will increase law enforcement transparency and accountability, community relations, and public safety through state-of-the-art public safety equipment.

Increase skills and abilities: provide an explanation of how your agency will advance the state of law enforcement through state-of-the-art public safety equipment.

Increase Practice: provide an explanation of how your agency will aid in providing quality and effective law enforcement practices through state-of-the-art public safety equipment.

Application Instruction and Submission Information

This section describes in detail what an application must include. Failure to include an application that contains all the specified elements may negatively affect the review of its application; and should a decision be made to make an award; such failure may result in the inclusion of award conditions that prevent the recipient from accessing or using the award funds until the recipient satisfies all conditions of the DPS Public Safety Equipment Grant. Applicants must comply with any word and field limit described in this solicitation.

Additionally, applicants should anticipate that an application that the DPS Public Safety Equipment Grant Committee determines does not address the scope of the solicitation or does not include all the necessary application elements outlined below will proceed to the committee for review or receive further consideration. For this solicitation, the DPS Public Safety Equipment Grant Committee has designed the following application elements as mandatory:

- A completed and signed Online Application Form
- Detailed Project Description
- Detailed Problem Statement
- Clear and concise Project Plans and Goals
- Comprehensive Budget Proposal
- Detailed Budget Narrative

Do not wait until the application deadline date to begin the application process. The application may take several days to complete, and if you wait until the application deadline date, you may be unable to submit your application by the deadline date. All applications must be submitted to the following address via the DPS Online Application Form.

Project Description

Applicants are required to write and submit a brief description that summarizes their proposed project in **500 words or less**. Project descriptions should explain to the Committee about the projects' purpose, scope, activities, and key partners, if applicable. The project description summary should be coherent, concise, and able to serve as an in-depth overview of the proposed project. Applicants should write their project abstract for a general public audience without any law enforcement sensitive information, as this project description, along with the state award information, may be published on publicly available governmentwide websites. The project description should be entered into the application text box titled "Project Description," and will be scored throughout the review process.

The Arkansas DPS will **only** make project descriptions publicly available if the application is funded.

Problem Statement

Applicants must complete the application textbox entitled, "Problem Statement," in **500 words or less** by providing at least one entry in this section discussing an overview of the need for state funding and how the Arkansas DPS Public Safety Equipment Grant (Act 786) will aid in overcoming agency obstacles in obtaining state-of-the-art law enforcement equipment.

Projected Plan and Goals

Applicants are required to complete the application textbox entitled, "Project Plans and Goals," by providing one entry in at least **500 words or less**. In this section, applicants will provide a brief description of their projected plan of action of the project and their anticipated goals if awarded the grant program. If awarded funding, the information provided in this section will be used in performance reporting and recipients will have to engage with the Grant Committee in providing status updates on the goals, objectives, deliverables, and timeline of their project.

The DPS Public Safety Equipment Grant Review Committee encourages applicants to review and link their goals and objectives to the aforementioned solicitation goals and requirements.

Budget Proposal

Applicants must submit a comprehensive list of items necessary for the project and the estimated costs of each item under each selected category in the application. The organization must identify the cost of each item or group similar items requested in detail. **Please note that all purchases must follow approved state or local purchasing procedures. Individual items costing \$5,000.00 or more with a useful life of more than one year are considered equipment. Individual items costing less than \$5,000.00 are considered supplies or low value assets.** Any changes to the budget that exceed 10% require approval of a new budget proposal prior to incurring the expense. All items will be reviewed on a case-by-case basis and in context of the allowable and unallowable costs lists.

Applicants must submit reasonable budgets based on the resources needed to implement their proposed projects. The budget should display a clear link between specific project activities and the proposed budget items. The budget proposal should not contain any items that are not detailed in the project description, project statement, or project plan and goals.

Budget Narrative

In addition, the budget proposal, applicants are required to submit a separate budget narrative using **250 words or less**. The separate budget narrative should thoroughly and clearly describe every category of expense listed in the budget proposal contained in this application. The Arkansas DPS Public Safety Equipment Grant Program Committee expects proposed budgets to be complete, cost effective, and feasible (e.g., achievable, allocable, and necessary for project activities).

Applicants should demonstrate in the budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should describe the cost effectiveness in relation to the potential alternatives and goals of the project. For example, a budget narrative should discuss in detail why the planned public safety equipment is necessary or how technology could be used to improve law enforcement practices, without compromising the quality of services. Consideration will be given to budget proposals that maximize the direct funding that supports the project plan and goals.

The budget narrative should be mathematically sound and clearly correspond with the information provided in the detailed budget proposal. Specifically, the budget narrative should explain how the applicant estimated and calculated all costs and how these costs are essential to the completion of the proposed project. The narrative may include tables for clarification purposes but should not be submitted in a spreadsheet format. The budget should describe anticipated costs over the full project period of one year.

Applicants will be evaluated on the budget proposal and narrative and its connection to the overall project description, problem statement, and project plan and goals. Therefore, it is critical that applicants provide a budget narrative that is as comprehensive as possible and describe in a narrative format each line item requested in the budget proposal. The budget narrative should not be used to describe deliverables or project activities that are **not** included in the project description, problem statement, or project plans and goals section of the application.

Application Review Process and Evaluation

The DPS Public Safety Equipment Grant Committee is committed to ensuring a fair and open process for making awards. The DPS Public Safety Equipment Grant Committee will review each application to make sure that the information presented is feasible, understandable, measurable, achievable, and consistent with the Act 786 solicitation.

To maintain the integrity of the competitive solicitation process, the DPS Public Safety Equipment Grant Committee can provide publicly available technical assistance regarding the mechanics of the application but cannot evaluate the quality of an application during the open solicitation process.

Applications will undergo a standard review and selection process, outlined in the Arkansas DPS Public Safety Equipment Grant application packet, which includes a review of basic minimum requirements, demonstration for public safety need, justification of need, clear outline of project goals and objectives, proposed budget and justification, and description of how project success will be measured. Each application will be evaluated using a 100-point scale. Applicants are encouraged to review their own applications prior to submission, with particular attention to each of the necessary application criteria specified below.

Application Evaluation Criteria

Applications will be evaluated using a total possible point score of 100 based on the Grant Committee's evaluation using the following scale:

Application Information	10 points
Budget Proposal	20 points
Budget Narrative	10 points
Project Description	20 points
Problem Statement	20 points
Project Plans & Goals	20 points
Total	100 Points Maximum

Once all applications have been evaluated by the Grant Committee, the Committee will rank each application submission in order from the highest possible score to the lowest possible score.

Award Decisions

It is anticipated that awards will be announced on or after **December 1, 2023**. Award notification will be sent electronically via email. Any public announcements will be posted on the Arkansas Department of Public Safety (DPS) website.

Memorandum of Understanding (MOU)

As applicable, all awarded recipients must attach and complete the Arkansas Department of Public Safety (DPS) Public Safety Equipment Grant Program Fund Memorandum of Understanding (MOU). Applicants will have until **December 30, 2023, at 4:30 PM (CDT)** from the date they receive a formal notification of the grant award to sign and return to the MOU to the Grant Committee.

The Arkansas Department of Public Safety strongly recommends that uploaded files be fully reviewed by the awarded agency and clearly named to indicate the application organization name to ensure that Grant Committee can easily review these documents.

Reporting, Monitoring, and Evaluation Requirements

Recipients are responsible for submitting quarterly programmatic and financial progress reports in March, June, September, and December, detailing an account of the activities and expenditures for the previous quarter. Each quarterly report provided by the awarded agency is subject to DPS and Legislative Audit Review. All documents must be retained for a period of three (3) years from the receipt of award. In addition to the status reports, agencies are also required to submit a final program report at the completion of the grant program period and participate in the survey data-collection portion of the program. These progress reports and surveys are used to track recipients' progress toward advancing the state of law enforcement within the State of Arkansas. Each of the following reports required by awarded recipients are discussed below.

Status Report

Awarded grant recipients will be required to complete a quarterly financial report, due by the close of March, June, September, and December, providing an accounting of the activities and expenditures for the previous quarter. 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.

Final Report

Awarded grant recipients must submit a final report 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.

Survey Component

Awarded grant recipients will be required to participate and complete each series of surveys distributed by the Department of Public Safety (DPS) Research and Planning Division. The DPS Research and Planning Division anticipates a minimum of four surveys throughout the one-year grant project time frame. The surveys distributed by the DPS Research and Planning Division are necessary for the implementation and measurement of success of each Public Safety Equipment Grant Program.

Grant Timeline

- **July 1, 2023** – Application portal open on the Arkansas Department of Public Safety Website.
- **August 31, 2023** – 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.
- **September 1 – November 30, 2023** – Public Safety Equipment Grant Program Committee meets to review applications.
- **December 1, 2023** – Arkansas Department of Public Safety begins announcement of awards and non-awards.
- **December 1, 2023** – Statement of Grant Awards emailed with Memorandum of Understanding (MOU).
- **December 30, 2023** – Statement of Grant Awards and *Signed* Memorandum of Understanding (MOU) due back to the Arkansas Department of Public Safety.
- **March 31, 2024** – First Quarter reports due to Arkansas Department of Public Safety.
- **June 30, 2024** – Second Quarter reports due to Arkansas Department of Public Safety.
- **September 30, 2024** – Third Quarter reports due to Arkansas Department of Public Safety.
- **December 31, 2024** – Fourth Quarter/Final reports due to Arkansas Department of Public Safety or unexpended funds returned to Arkansas Department of Public Safety.

State Awarding Agency Contact

For submission support please contact Bliss Boever at the Arkansas Department of Public Safety at (501) 618-8235 or send questions via email to Bliss.Boever@asp.arkansas.gov. The Arkansas Department of Public Safety operates Monday through Friday, 8:00 AM to 4:30 PM (CDT), except on state holidays.

For programmatic assistance with the requirements of this program, please contact Lt. Dustin Morgan at the Arkansas State Police via phone at (501) 618-8629 or send questions via email at dustin.morgan@asp.arkansas.gov. The Arkansas State Police Division operates Monday through Friday, 8:00 AM to 4:30 PM (CDT), except on state holidays.

2024 PUBLIC SAFETY EQUIPMENT GRANT

FINAL CHECKLIST

REQUIRED FOR GRANT

Number Law Enforcement at Department/Agency

- ✔ *Total for both part-time and full-time sworn law Enforcement.*

Project Description

- ✔ *Complete a PDF file of a brief typed project description that summarizes the proposed project in 500 words or less. Project description summaries should describe in detail the projects' purpose, scope, activities, and key partners, if applicable.*

Problem Statement

- ✔ *Complete a PDF file of a brief typed problem statement in 500 words or less, providing an overview of the need for state funding and how the Arkansas DPS Public Safety Equipment Grant (Act 786) will aid in overcoming agency obstacles in obtaining state-of-the-art law enforcement public safety equipment.*

Project Plans & Goals

- ✔ *Complete a PDF file of a brief typed project statement in 500 words or less providing a brief description of the projected project plan of action and anticipated goals if awarded the grant program. The information provided in this section will serve as a tentative timeline for program performance reporting covering the anticipated project goals, objectives, and deliverables.*

Budget Proposal

- ✔ *Complete a PDF File of a separate budget proposal for each proposed item category. Each separate budget proposal should provide a clear detailed comprehensive list of the estimated cost of each item requested by category including projected tax expenditures. Specifically, identify each item requested and items should include consumable supplies, hardware, equipment, etc. Note all purchases must follow approved state or local purchasing procedures. Individual items costing \$5,000.00 or more with a useful life of more than one year are considered equipment. Individual items costing less than \$5,000.00 are considered supplies or low value assets.*

Budget Narrative

- ✔ *Complete a PDF File of a separate budget narrative for each proposed item category in 250 words or less. Budget narratives should describe the cost effectiveness in relation to the potential alternatives and goals of the project. The budget narrative should not be used to describe deliverables or project activities that are not included in the project description, problem statement, or project plans and goals section of the application.*