8000S. Chester, Suite 575,

Centennial, Colorado 80112

<https://www.colorado.gov/dhsem>

Issued August 27, 2019



**2019 Law Enforcement, Public Safety and Criminal Justice Information Sharing Grant Program**

**(HB 19-1073) Application Handbook**

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# GENERAL INFORMATION

## Executive Summary

The purpose of this Request for Applications (RFA) is to solicit applications for the Law Enforcement, Public Safety and Criminal Justice Information Sharing Grant program (HB 19-1073). This is a discretionary grant program and a total of $413,246 in funding is available to eligible applicants.

This grant program provides rural and cash-strapped local law enforcement agencies with one-time grants to allow them to join the Colorado Information Sharing Consortium (CISC).

While funding amounts are distributed on a competitive basis, final awards are not automatic and are contingent upon:

1. the submission of a completed application that meets the Eligibility Criteria set in this RFA, and
2. an executed grant agreement.

This document contains information about the program rules and requirements, the types of expenses eligible for funding, and instructions for completing and submitting the grant application.

The program is open to County Sheriff’s Departments, Municipal Police Departments OR a Town Marshal’s Office.

**The authority to administer this grant program rests with the Colorado Division of Homeland Security and Emergency Management (DHSEM), including amendments, alterations or changes to these guidelines and award distribution.**

## Timeline

Announcement and Application Handbook Available August 27, 2019

Application Submission Deadline: November 1, 2019, 5 PM MST

Grant Agreement(s) Emailed to Recipients December 1, 2019

Grant Fund Distribution Deadline: As soon as possible thereafter

Period of Performance-12 months: July 1, 2019-June 30, 2020

## Issue/Problem Statement

This funding announcement is in response to the needs identified by the State Legislators to increase secure and efficient data sharing among local law enforcement agencies.

## Purpose of the Funds

The purpose of the grant program is to provide disbursements to rural and cash strapped local law enforcement agencies with one-time grants to allow them to join the CISC information-sharing system. Grant recipients may use the money received through the grant program for the following purposes:

1. Computer hardware, software, or programming costs that are necessary to allow the recipient to share law enforcement date and intelligence information through the CISC.

## Target Applicants

Applicant must be a local law enforcement agency which includes County Sheriff’s Department, City Police Department or Town Marshal’s.

## Eligible Applicants

Any application that does not address the eligibility requirements listed below will be eliminated from further consideration. To be eligible to apply for and receive grant funding, an applicant must:

1. Submit a new Colorado Agency Membership application on the Colorado Information Sharing Consortium Website: <https://www.colorado.gov/pacific/cisc/become-member-agency>.
2. Submit an electronic application to the Division of Homeland Security and Emergency Management in the form prescribed by the Division on or before November 1, 2019; and
3. An applicant must be able to demonstrate financial need.
4. The applicant must commit to share accessible and relevant law enforcement and intelligence information in the applicant’s custody.
5. This grant funding will cover the first year of costs only. If the agency continues its membership with CISC, it will be the responsibility of the agency to cover those costs.

Additionally, recipients of the grant agree to provide DHSEM, upon request at any time during the life of the grant contract, such cooperation and information deemed necessary by the DHSEM to evaluate the outcome and success of this Program.

## Amount Available

This grant program is appropriated from in section 24-33.5-1617(2)(d), C.R.S. For the 2019 Program, $413,246 is available for recipients of this grant program. The balance of the funds will be utilized by the DHSEM to manage this grant program.

## Award Period of Performance

The period of performance for contracts supported by the Program will be July 1, 2019-June 30, 2020.

# APPLICATION GUIDELINES and TEMPLATE

Applicants must submit an electronic copy by **5:00 p.m. Friday, November 1, 2019.** The paper copy of the application does not have to meet the November 1st deadline, but should be mailed as soon as possible thereafter and must include original signatures of all points of contact.

Please mail your application to:

Division of Homeland Security and Emergency Management

Attn: School Emergency Response Section

8000 S. Chester, Suite 575

Centennial, CO 80112

Attn: Teresa Cummins

Please email the electronic copy of your application to [cdps\_dhsem\_ser@state.co.us](mailto:cdps_dhsem_ser@state.co.us).

DHSEM will review each application for eligibility and completeness.

Only one application per applicant can be submitted. If multiple applications are submitted by a single applicant, all applications will be rejected. All information, affirmations, and certifications will be treated as material representations of fact upon which the DHSEM will rely in awarding grants. The RFA package consists of this application handbook and the application template.

Applicants must complete all sections of the application as described below. Attention should be given to completeness and specificity of the responses. Indicate if a statement or question is not relevant to your agency or application.

The application template consists of three sections; Signature Page, Project/Budget Narrative, and Project Budget.

## Applicant Info Signatures Page

***Applicant Name*:** Enter the legal name of your agency.

***Applicant Agency Type:***  Type of agency that is applying for grant funds.

***Points of Contact:*** Enter all information for all four (4) points of contact; Primary POC, Secondary POC, Official Authorized, and Fiscal Agent. Ensure each POC signs and dates their section.

***Primary POC***: Main person who will oversee the day-to-day management of the project.

***Secondary POC:*** Backup person for the Primary POC.

***Authorized Official:*** The individual who is authorized to enter into legal contracts on behalf of the applicant agency. The Authorized Official must be a person other than the project manager or the financial officer.

***Fiscal Agent***: The Financial Officer is the person who will be responsible for fiscal matters relating to the project and is ultimately in charge of accounting, management of funds, verification of expenditures and grant financial reporting. This must be an individual other than the project manager or authorized official.

## Project/Budget Narrative

* 1. **Question 1:** Please use the drop down and select the agency that is applying for funds, County Sheriff’s Department, Municipal Police Department or a Town Marshal’s Office.

* 1. **Questions 2-7:** Answer the questions and provide detailed information. If the information you provide exceeds the character limit provided, you may include additional attachments.
  2. **Question 8 Budget Narrative:** The applicant must provide a detailed explanation of the budgeted items listed in the Project Budget. Describe the criteria used to compute budget figures, all budget figures should be justified and explained. The budget narrative should show the relationship between budget figures and proposed project operations.

The following specific information is required for each budget category:

**Software/Hardware:**

Describe the costs and quantities of the equipment and software purchased with these grant funds.

**Programming:**

Describe the programming expenses that are associated with this project.

**CISC Membership Costs**: System costs for accessing CISC.

* 1. **Questions 9: Enter the Total Amount of Grant Funds Requested**

## Project Budget Page

The budget must be completed entirely and each item listed should be accompanied by a description which provides justification for the budget items and details the basis for determining the cost of each item. The budget must cover the entire project duration. In figuring the budget, work with *WHOLE DOLLAR AMOUNTS ONLY*. When necessary, round to the next highest whole dollar amount. The budget should be broken into categories, such as Software, Hardware, Programming and CISC Membership Costs.

**Category:** Select the category that best describes the activity.

**Activity/Item Description**: Enter a short description of the activity/item.

**Quantity:** Enter quantity to be purchased.

**Unit Cost:** Enter the unit cost.

The Subtotal and Total fields will auto populate.

The information outlined in the Project/Budget Narrative should match the information listed in the Project Budget.

# ADMINISTRATION OF GRANT CONTRACTS

The DHSEM will execute a grant contract with an awardee based on the contents of the submitted application and the intent of the grant program as outlined in this RFA.

The grant contract will include standard State terms and conditions.

## **Issuing Agency**

These grant program funds are issued by the State of Colorado, Colorado Department of Public Safety, Division of Homeland Security and Emergency Management (DHSEM).

The DHSEM is the sole point of contact concerning these funds and all communications must be made through the Division of Homeland Security and Emergency Management.

## How to Apply

Electronic Applications for the Law Enforcement Information Sharing Grant Programs (HB 19-1073) must be submitted on or before Friday November 1, 2019, by 5:00 P.M.

Complete application must be submitted by November 1, 2019 via email to [cdps\_dhsem\_ser@state.co.us](mailto:cdps_dhsem_ser@state.co.us) ***and*** a hard copy to:

Division of Homeland Security and Emergency Management

Attn: Teresa Cummins

8000 S. Chester, Suite 575

Centennial, CO 80112

Failure to submit a complete application may result in denial of funding. Part of the application submission process will be to attach needed documents. See Section 4 for a complete list of attachments.

## Requirements and Restrictions

Applicant must be a County Sheriff’s Department, Municipal Police Department OR a Town Marshal’s Office in order to apply.

## Authorized Program Expenditures

Funding under the Program will be used to gain access to the Colorado Information Sharing Consortium (CISC). Hardware, Software, programming and CISC membership costs related to the Grant Objectives and Program Goals. DHSEM has sole discretion in determining which costs are permissible.

## Reporting Requirements

The DHSEM requires quarterly reports which document the project’s progress toward meeting its goals and objectives, and its expenditures under the approved budget. All quarterly reports are due by the 30th day following each calendar quarter.

## Funding Decision Criteria

The DHSEM will review and judge the proposals received based on their adherence to the factors stated in this guide. Failure of the applicant to provide any information requested in the application announcement or instructions may result in disqualification of the application. In addition to other considerations, the following criteria will be evaluated in awarding the grant:

1. The applicant demonstrated financial need
2. The applicant’s commitment to share all accessible and relevant law enforcement and intelligence information in the applicant’s custody.
3. The applicant’s commitment to assume fiscal responsibility for the ongoing annual costs of maintaining data sharing through CISC if the applicant chooses to continue its membership

beyond the first year.

Additionally, DHSEM will review the application in relation to the following subjects:

**Issue Statement:** The problem or issue to be addressed is clearly documented with relevant data and analysis substantiated by reference to research literature and/or documented prior program experience.

**Project Description:** Specific project activities and services to be developed and/or provided are clearly described. Program characteristics and features that will ensure project success are clearly identified. The project and associated costs are clearly defined.

**Population to be Served:** The applicant describes the goals and target population to be served.

**Goals and Objectives:** Applicant addresses how they will accomplish their stated goals and objectives, number of customers they intend to serve, and clearly describes the types of services which will be provided. Goal statements provide an overall understanding of the impact the project will have on the identified issue/problem. Objectives are clear, complete, concise, realistic, measurable, and relate to the goal statement. Outcomes are described in measureable terms.

**Quality Assurance Plan:** Define the outcome, impact, or product you intend to achieve and/or develop. Explain how you will document the progress on your objectives and explain how you will measure the degree to which your grant-funded activities are achieving the intended outcome, impact, or product.

**Collaboration:** Project/program actively collaborates with other agencies and groups in the communities for purposes of resource sharing, coordination of efforts and addresses duplication of services. Evidence is provided of past successful collaboration projects.

**Budget:** The budget is reasonable, necessary, and efficient to complete this project. Budget document is completed with accuracy, including a budget narrative that describes in detail all project costs listed on the budget page.

The DHSEM may fund those applicants whose proposals meet the goals of the grant program. Please read these grant application instructions thoroughly.

## Reconsideration Process

Selection criteria will be strictly adhered to and some requests may not be funded. Any applicant receiving notification of a denial of funding may exercise its right to request reconsideration if done so within six calendar days after receipt of the denial notification. The DHSEM will make a final decision based on the request for reconsideration. Any applicant requesting reconsideration must submit, in writing, all rebuttal information with the request for reconsideration to the DHSEM. Reviews will be limited to the reasons, documented in the notification letter, for which the application was denied. In all cases, the decision of the DHSEM will be final.

## Rejection of Proposals

The DHSEM reserves the right to reject any and all applications, to waive informalities and minor irregularities in the applications received and to accept any portion of the application for funding if deemed to be in the interest of the State of Colorado. The DHSEM reserves the option of holding for further consideration those applications with merit which were not funded. Any further consideration is dependent upon the availability of funds.

## General Specifications

By submitting the application, the applicant attests that:

1. Applicant’s signatory contact person has the authority to submit on behalf of the applicant’s organization;
2. Submission of an application indicates the applicant’s acceptance of all conditions and terms contained in this document, and all other terms and conditions of the award contract;
3. Recipients of the grant program must adhere to, and be in full compliance with any, resulting grant contract, and relevant State policies and regulations.

## Special Conditions

1. All recipients funded through this grant program agree to provide DHSEM, upon request at any time during the life of the grant contract, such cooperation and information deemed necessary by DHSEM.
2. Failure to comply with any of the requirements, as listed above, may result in sanctions up to and including the immediate suspension and/or revocation of the grant award.

# ATTACHMENTS

Attach the following document(s):

1. Completed application

# QUESTIONS

Questions regarding the Law Enforcement Information Sharing Grant Program (HB 19-1073) should be directed to the following email address: [cdps\_dhsem\_ser@state.co.us](mailto:Cdps_schoolemergencyresponse@state.co.us). Please check the website <https://www.colorado.gov/dhsem> frequently for any updates.