



STATE OF CONNECTICUT  
Office of Policy and Management

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**JAG Grant**  
For  
Police Video Equipment Technology (PVET)

**Grant Administration Instructions**

January 15, 2013

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## 1. Important Things to Know About the Grant

### Term of the Grant

- **Round 1 Towns (40):** All grant eligible purchase orders and contracts must be executed during the grant period (January 15, 2013 through September 30, 2013). Products, goods and services must be delivered and installed by November 15, 2013. All obligations must be paid by November 15, 2013.
- **Round 2 Towns (50-60):** Distribution of funds will begin on April 15, 2013

### Primary Use of Funds

- The primary purpose of the PVET grant is to assist local governments with purchase and installation of audio-video recording technology for police department custodial interrogation rooms.
- Towns may use the funds to purchase other eligible law enforcement equipment in addition to the audio-video equipment as long as the custodial interrogation rooms are compliant with the PA 11-174 standards.

### Future Funding:

- There is no commitment of future continuation funds or supplemental funds. Initial project funding does not obligate OPM to continue its support of the project beyond the expiration date of this grant.
- There will be no additional funds in the future to assist towns in complying with Public Act 11-174 AAC Electronic Recording of Interrogations. Therefore, the police departments must use these funds to ensure compliance with the PA 11-174 standards before considering other purchases.

### Non-allowable Use of Funds

- Funds may **NOT** be used for personnel, grant administration, indirect costs, over-time, straight-time, consultants, trainers, renovation, remodeling, construction, furniture, tables, chairs, office supplies, bullet-proof vests, uniforms, all-terrain



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vehicles, helicopters, boats, segways, confidential “buy money”, travel, food and beverage.

**Federal Prohibition Against Supplanting of Funds**

- Grant funds cannot be used to replace state or local funds that are otherwise available for the proposed project/program/activity/service/expenditure. Grant funds must be used to supplement or enhance an existing project/program/activity/service/expenditure or create a new service or project.

**Federal Davis Bacon Wage Requirements**

- The Davis Bacon Act requires that all contractors and subcontractors performing construction, alteration and repair (including painting, and wiring) work under federal contracts in excess of \$2,000 pay their laborers and mechanics not less than the prevailing wage and fringe benefits for the geographic location.

**Separate Accounts for Each Federal Funding Opportunity [New]**

- All federal grants require a separate account for each federal funding opportunity. Accounting procedures must provide for the accurate and timely recording of receipt of funds by source, expenditures made from such funds, and unexpended balances.



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## 2. Award and Acceptance of Grant Award

### Grant Award

The JAG Grant for Police Video Equipment Technology (PVET) applicants must submit all required application information through the PVET 2012 online grants portal:

**<https://www.appsvcs.opm.ct.gov/PVETportal/>**

Upon completion of the review process by OPM staff, the Office of Policy and Management will award a grant to approved applicants. This award, entitled **Notice of Grant Award**, identifies the Grantor agency (Office of Policy and Management), the Grantee or "sub-recipient" (town or municipality), grant period, total grant award, CFDA number, and grant award number.

As appropriate, all certified assurances, special conditions, and any other program specific guidelines or requirements, which the Grantee or "sub-recipient" must meet if the award is accepted, are: (1) required to be uploaded into the PVET 2012 online grants portal or (2) included either in hardcopy or by reference with the Grant Award.

### Acceptance of Award

The Notice of Grant Award must be **FIRST** signed by the Secretary of the Office of Policy and Management. The signed grant award will be mailed to the authorized signatory on behalf of the Grantee or "sub-recipient" (town or municipality) - usually the Chief Elected Official or possibly the Town Manager. The authorized signatory must sign the Notice of Grant Award **SECOND**. The Notice of Grant Award is then mailed back to OPM.

The Notice of Grant Award, now signed and counter-signed, constitutes a contractual agreement between the Office of Policy and Management and the Grantee or "sub-recipient" (town or municipality) for use of federal JAG grant funds in the implementation of the project outlined in the Application.

**No federal and/or state funds will be disbursed to the "sub-recipient" (town or municipality) until the Office of Policy and Management has received the counter-signed Notice of Grant Award.**



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### 3. Procurement Guidelines and Options

#### Procurement Policy and Procedures

1. All quotations and the rationale behind the selection of a source of supply must be retained, attached to the purchase order copy, and retained in the appropriate grant project and/or accounting files. All relevant invoices and purchase orders are required to be uploaded into the PVET 2012 online grants portal.
2. It must be determined that the item to be purchased is (a) a budget item approved by the Office of Policy and Management and shown in the approved budget for the project and (b) that any necessary prior approval has been obtained and (c) that sufficient funds are in the budget to cover the cost of such item.

#### JAG Grant for PVET Procurement Options

##### Option #1

All JAG Grant for PVET "sub-recipients" (towns, municipalities or local police departments) may use their own procurement regulations to procure PVET and/or related equipment provided that the procurement regulations conform to applicable federal and state laws and the standards identified in the Procurement Standards Sections of the Grant Common Rule or OMB Circular A-110.

##### Option #2

Local government recipients have the option of purchasing equipment and services through a third party competitive bid contract. For example, towns may purchase goods and services through competitive - bid contractors posted in Department of Administrative Services (DAS) State Contracting Portal.

##### Option #3

The Connecticut Police Chiefs Association (CPCA) has partnered with Capitol Region Council of Governments (CRCOG) to solicit RFP's through a competitive bidding process for audio and video software and equipment to meet the mandate under Public Act 11-174, An Act Concerning the Electronic Recording of Interrogations.



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For more information please contact:

Connecticut Police Chiefs Association  
Rear Building  
1800 Silas Deane Highway  
Rocky Hill, CT. 06067  
Phone: (860) 757-3909 or (860) 757-3903

or

Richard C. Mulhall, Chief of Police  
Newington Police Department  
131 Cedar Street  
Newington, CT 06111  
Phone: 860-594-6202



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#### 4. Cash Request and Reimbursement Procedures

There will be two cash payments – and only two - in the JAG Grant for Police Video Equipment Technology (PVET) grant program:

1. a 50% initial payment
2. a 50% final payment upon the successful close out of the grant.

Each cash request will be submitted through the PVET 2012 online grants portal:

**<https://www.appsvcs.opm.ct.gov/PVETportal/>**

You will be informed via e-mail when you may access the Cash Request function to receive your initial payment.

#### **How Payments for JAG Grant for Police Video Equipment Technology (PVET) Will Be Made [New]**

- The JAG Grant for Police Video Equipment Technology (PVET) is a legal contract signed by the chief elected official or the respective town manager with each eligible town or city.
- Payments are NOT (and will not be) made directly to the Police Department.
- Cash Requests for reimbursement of expenditures for this grant may be submitted by either the Chief Financial Officer of the city/town – OR – the Police Department Grant Manager.
- Payments for JAG Grant for Police Video Equipment Technology (PVET) program will be made directly to the municipal government by the State of Connecticut Comptroller Office with 10 days of an approved cash request.
- Payments to the town/city government will be identified as belonging to the “PVET” grant program.



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## 5. Grant Project Scope or Budget Modifications

Once OPM has approved the grant budget and released the award, grant recipients may purchase only those items listed in the approved budget. The actual costs may be greater/lesser than estimated costs identified in the budget.

During the grant period, funds may be re-allocated among budget line items as long as all items were included in the OPM-approved budget.

Grantees must request OPM approval to add "new" items to the budget.

Grantees must also request approval from OPM to revise the scope of services. (There is no need to submit a revised budget if the number of approved items changes, i.e., you are approved for two items but have enough funds to purchase three.)

Budget revisions must be approved by OPM under the following circumstances:

1. Funds are moved between budget categories (Equipment or Contractual)
2. Funds are moved to a budget line item not included in the original budget.
3. Funds are moved to a category not included in the original budget.

OPM must approve the revised budget before actual implementation of the revision or modification.





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## 6. Financial Reporting Requirements

JAG Grant for Police Video Equipment Technology (PVET) recipients are required to submit **Quarterly Financial Reports**.

A Quarterly Financial Expenditure Report is due within 15 days of end of each quarter according to the following schedule:

Calendar QTR	Report Due Date
JUL 1 - SEP 30	October 15
OCT 1 - DEC 31	January 15
JAN 1 - MAR 31	April 15
APR 1 - JUN 30	July 15

Each QTR Financial Report will be submitted through the PVET 2012 online grants portal:

**<https://www.appsvcs.opm.ct.gov/PVETportal/>**

You will be informed via e-mail when you may access the QTR Financial Report function to provide your expenditure reports.

Quarterly grant expense must be reported in 2 categories:

1. **Expended Funds:** Funds are considered to be expended when payment is made. Funds should be identified as expenses in the QTR in which the good or service is actually received.
2. **Unpaid Obligations:** Funds are considered obligated by a sub-recipient when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period. For example, if you receive approved purchase order (P.O.) from your town for a budgeted item on September 30<sup>th</sup> – and then receive the (physical) product and invoice on October 18<sup>th</sup>; the P.O is an **unpaid obligation** in the JUL 1 - SEP 30 quarter. Once the product and the invoice are received the same budgeted item is now an **expenditure** in the OCT 1 - DEC 31 quarter.

Grant recipients must submit documentation of expenditures (invoices and receipts) through the PVET 2012 online grants portal to document QTR expenses. All vendor invoices must be itemized.



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## 7. Progress Reporting Requirements

JAG Grant for Police Video Equipment Technology (PVET) recipients are required to submit **Quarterly Progress Reports**.

A Quarterly Progress Report is due within 15 days of end of each quarter according to the following schedule:

Calendar QTR	Report Due Date
JUL 1 - SEP 30	October 15
OCT 1 - DEC 31	January 15
JAN 1 - MAR 31	April 15
APR 1 - JUN 30	July 15

Each Quarterly Progress Report will be submitted through the PVET 2012 online grants portal:

**<https://www.appsvcs.opm.ct.gov/PVETportal/>**

You will be informed via e-mail when you may access the Quarterly Progress Report function to provide your progress reports.

The Progress report includes updates on status of procurement and installation as well as data on expenditures, equipment serial numbers and model numbers.

Any funds not expended at the end of the program specific designated due date will lapse and revert to the Office of Policy and Management and/or the U.S. Department of Justice



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## 8. Grant Closeout Requirements

Towns, municipalities and/or local police departments will **NOT** receive their second and final 50% cash reimbursement/ payment UNTIL the grant is successfully closed out.

The formal close-out of the grant will include:

- Review/reconcile all financial and purchasing data; designate the final Quarterly expenditure report as **FINAL APPROVED**.
- The **FINAL APPROVED** Quarterly Expenditure report will require the municipality's Chief Financial Officer's signature;
- Review/reconcile all progress reporting requirements;
- Review/reconcile all performance measurement requirements;
- Review of bid/procurement records to verify compliance with local and/or state procurement policies;
- Review and/or development of a Property/Inventory listing including all items purchased under the contract; at a minimum, the Property/Inventory listing should contain: Item description; Manufacturer's serial number and, if applicable, an inventory control number; the acquisition date and the total cost;
- Review and/or development of a Time Accountability worksheet (if necessary); e.g. copies of associated time records for any personnel funded by the grant
- Review/collection of evidence of non-supplanting, evidence of separate accounts, program publicity and success stories;

The formal close-out of the grant **MAY** include an on-site visit by OPM staff. The purpose of the site visit is a as well as, to provide the Office of Policy and Management with the necessary information to ensure the Grantee's compliance with state and federal guideline.

The onsite monitoring visit will also include the use of 48 question "structured interview" to examine compliance with state and federal grant administration requirements.