



## ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

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300 W. Adams Street • Suite 700 • Chicago, Illinois 60606 • (312) 793-8550

18 Feb 2009

Dear Chief/Sheriff,

The Illinois Criminal Justice Authority (Authority) is pleased to announce the availability of funding to eligible Illinois local and county law enforcement agencies for the purchase of police vehicles. This funding will be provided under the Justice Assistance Grant (JAG) FFY 06. In previous years, this funding source has been used to assist law enforcement agencies with purchases of vehicles, mobile data computers, in-car video equipment, and various other items related to law enforcement officer safety and operations.

This year's funding will be used to assist eligible agencies with the purchase of traditional law enforcement vehicles (non-hybrid) or hybrid (gas-electric) vehicles. Since the Authority's last vehicle funding opportunity, many paradigm changes have occurred regarding our nation's outlook on energy conservation, climate change, and economic stability. Due to increasing gas prices and an uncertain future, many departments have actively pursued alternatives to traditional police vehicles; yet, due to the initial expense of these vehicles and the uncertainty to whether these vehicles can meet law enforcement needs, many departments have been reluctant to veer from traditional vehicles. In providing funding for hybrid vehicles, the Authority's intention is to offer incentive to these departments by reducing the initial cost and risk.

Those agencies seeking and selected for hybrid vehicle funding may be awarded up to \$25,000; agencies seeking and selected for traditional law enforcement vehicle funding may be awarded up to \$18,000. The ICJIA has set-aside a maximum of 60 percent to be used toward the funding of traditional law enforcement vehicle (non-hybrid) awards and a minimum of 40 percent to be used toward hybrid vehicle awards. Applications for large, non-hybrid, SUV vehicles will not be considered for awards.

The Authority looks forward to providing vehicle funding as many local and county law enforcement agencies as possible. Please carefully read the attached Request for Proposals, complete each attachment and submit by the stated deadline. You may contact your Grant Specialist, Jill Davis, at 312.793.0895 or [jill.davis@illinois.gov](mailto:jill.davis@illinois.gov) with any questions. In addition, you are welcome to contact me with any questions, suggestions, or requests regarding your future funding needs.

Sincerely,

Michael Carter  
Illinois Criminal Justice Information Authority  
Federal & State Grants  
Programs' Manager  
300 West Adams - Suite 700  
Chicago, Illinois 60606  
312.793.7057  
[mike.carter@illinois.gov](mailto:mike.carter@illinois.gov)

cc: file

**REQUEST FOR PROPOSALS (RFP)**  
FFY2006 JUSTICE ASSISTANCE GRANTS (JAG) PROGRAM  
GENERAL INFORMATION – *Read Carefully*

**Available Funds**

The Illinois Criminal Justice Information Authority (Authority) is seeking applications for their FFY 2006 Justice Assistance Grants Program. The purpose of this program is to provide assistance in funding the purchase of vehicles to law enforcement agencies that are in need. For this program, a minimum of 75% of the total funds being made available for this program will be available for units of local government with populations less than 25,000 and a maximum of 25% of the total funds being made available for this program will be available for those with populations of 25,000 or greater.

In addition, the funds will be split accordingly: a maximum of 60 percent of the total funds being made available for this program will be available to agencies seeking purchase of non-hybrid vehicles. A minimum of 40 percent of the total funds being made available for this program will be available to agencies seeking purchase of hybrid vehicles. Agencies requesting funding for non-hybrid vehicles may request up to \$18,000. Agencies requesting funding for hybrid vehicles may request up to \$25,000. Agencies are required to request a minimum of \$5,000 in any request.

This program requires a cash match of at least 25 percent of the total program cost. Federal funds will only be allowed to pay for a maximum of 75 percent of the program cost.

**Eligibility**

Only units of local government that **did not** qualify for *direct* FFY06 JAG federal funds from Office of Justice Programs/Bureau of Justice Assistance (OJP/BJA) may submit **ONE** proposal on behalf of a Law Enforcement Agency. The list of direct funded is found at <http://www.ojp.usdoj.gov/BJA/grant/jag06/06IL.xls>. For the purpose of this program, a unit of local government is a county, town, township or city that is a unit of local government as determined by the Secretary of Commerce for general statistical purposes that carries out substantial government duties and powers.

Units of local government may apply on behalf of established municipal law enforcement. Established means the program agency (law enforcement agency) will have certified, paid, and active officers as of March 31, 2009.

The Implementing Agency (municipality) must present information to testify to financial need. JAG funds may not be used to supplant or replace local funds that would otherwise be available.

**Allowable Equipment**

One vehicle per applicant

- Hybrid
- Non-hybrid

Equipment essential to vehicle's purpose (*Does not include flashlight holders, gun-racks, trunk organizers, etc.*)

- Emergency light packages and electrical upgrades
- Cage

*Non-hybrid SUV's will not be considered for funding*

**Purchasing Regulations**

Obtain a minimum of **three quotes** or use the **state bid** process. If the vehicle of your choice is not included as a state bid vehicle, obtain a minimum of three quotes. Total costs of \$100,000 or more require formal advertising/IFB procedures.

**Proposal Deadline**

Proposal packages **must be received** at the Authority by **12:00 noon on Friday March 31, 2009**. Mail in plenty of time – *send certified and follow up on delivery*. Be sure it's in our hands! When in doubt, deliver in person.

- Facsimile transmissions will not be accepted.
- Late submissions will not be accepted.
- More than one proposal from the same unit of local government will not be accepted. Only first received will be accepted.

Send one original (with original signatures) and 3 copies. (Paperclip original, staple copies)

*Send or deliver to*

JAG Law Enforcement Officer Safety Program  
ICJIA - Suite 700  
300 West Adams,  
Chicago, IL 60606  
ATTN: Jill Davis (*Please indicate Hybrid or non-hybrid request*)

### **Reasons for Immediate Rejection**

- Received after 12:00 noon on **Friday March 31, 2009**.
- If eligible for direct funding from DOJ ([www.ojp.usdoj.gov/BJA/](http://www.ojp.usdoj.gov/BJA/))
- Not submitted in sealed envelope.
- Missing original or 3 copies.
- Missing or incomplete Attachments A, B and C
- Missing or incomplete / not signed Certificates (Attachment D, E or F).
- Requesting more than \$25,000/\$18,000 (maximum is contingent upon type of vehicle chosen) or less than \$5,000 in federal funds.
- Requesting items other than allowable equipment.
- Proposal package is not first one received from unit of government.

### **Review Criteria**

Agencies will be ranked based on total points from the following categories:

- Expressed financial need of municipality – 35 points
- Expressed need for equipment – 35 points
- Responsiveness – 15 points
- Contribution to public and/or officer safety – 15 points

### **Review Procedures**

Panels of Authority staff and external reviewers with expertise in criminal justice will review proposals. Each proposal will be reviewed by a team of up to three people.

Preliminary funding recommendations will be forwarded to the Authority's Executive Director. Before making final funding recommendations to the Authority, the Executive Director will consider the recommended applicants' record of past performance with Authority administered grants. This is to select responsible applicants who have the ability to perform successfully under the terms and conditions of the JAG program. The Executive Director will present final funding recommendations to the Authority Board and the Board will make final funding decisions.

Selected applicants will be required to enter into a grant agreement with the Authority. Failure of the selected applicant to accept grant obligations may result in cancellation of the designation.

### **Questions**

See [www.icjia.state.il.us](http://www.icjia.state.il.us); or email [jill.davis@illinois.gov](mailto:jill.davis@illinois.gov).

**EXHIBIT A**  
2006 JUSTICE ASSISTANCE GRANTS (JAG) PROGRAM  
Cover Page

**Implementing Agency (Unit of Local Government/Municipal)**

**Implementing Agency** (*Municipality, city, county*)

Village/City/County/Town (*circle*) of \_\_\_\_\_

Address: \_\_\_\_\_

City and Zip code: \_\_\_\_\_ County: \_\_\_\_\_

Name of Mayor/Village President/County Board Chair (*circle*): \_\_\_\_\_

Name of Chief Financial Officer/Treasurer \_\_\_\_\_

Implementing Agency Contact Name/title: \_\_\_\_\_

Implementing Agency Contact Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ / \_\_\_\_\_ FAX: \_\_\_\_\_ / \_\_\_\_\_

Federal Employee Identification Number (FEIN)(i.e. 36-000000): \_\_\_\_\_

DUNS Number: \_\_\_\_\_

Amount of **Federal Funds Requested**: \$ \_\_\_\_\_ (Minimum \$5,000- Maximum \$25,000)  
\$18,000 (non-hybrid) / \$25,000 (hybrid)

Is your implementing agency a recipient of FFY06 Justice Assistance Grant direct funds from OJP? Yes \_\_\_\_\_ No \_\_\_\_\_ (see list at [www.ojp.usdoj.gov/BJA/](http://www.ojp.usdoj.gov/BJA/)) If yes, you are **ineligible** to apply for this funding.

**Program Agency (Law Enforcement Agency)**

**Program Agency** (*Law Enforcement Agency*):

Police/Sheriff: \_\_\_\_\_

Address: \_\_\_\_\_

City and Zip code: \_\_\_\_\_

Sheriff/Chief/Commander Name (*circle*): \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ / \_\_\_\_\_ FAX: \_\_\_\_\_ / \_\_\_\_\_

Program Agency Contact and Title: \_\_\_\_\_

Email: \_\_\_\_\_

Proposal Prepared By (*include title/rank*):

\_\_\_\_\_

Email address: \_\_\_\_\_ Date prepared: \_\_\_\_\_

**FFY 2006 Justice Assistance Grant (JAG) Program**

Population of Implementing Agency jurisdiction:	_____
Entire budget of Implementing Agency:	_____
Budget of Program Agency (law enforcement agency):	_____
- Budget dedicated to personnel expenses; Please include all benefits, pension, overtime, etc:	_____
- How many employees does this budget account for?	_____
- Budget dedicated to equipment related expenses:	_____
- Budget dedicated to all other agency expenses:	_____
How many paid, full-time, certified officers, including Chief?	_____
How many paid, part-time, certified officers?	_____
Total number of sworn and non-sworn employees in your agency:	_____
Does Program Agency provide 24 hours of patrol service? Y N	_____ (# of hours, if No)
Does the Implementing or Program Agency manage a Drug Asset Forfeiture Fund? Y N	
- If Yes, Please indicate balance during the last 24 months: Low _____ High _____	
- What type of expenditures has the agency made with these funds during the past 24 months?	

**Financial Situation**

Describe your Agency's financial situation and how it relates to your application for grant funds. What is preventing your agency from making these purchases? What line items are covered in the law enforcement agency's budget? (Attach separate sheet, if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Economic & Housing Characteristics** *(Please utilize U.S. Census Bureau data; please cite any other sources)*

Median Household Income: \_\_\_\_\_

Percentage of Families and Individuals below Poverty Level: \_\_\_\_\_

Median Home Value: \_\_\_\_\_

Total Occupied Housing Units: \_\_\_\_\_

Owner Occupied Housing Units: \_\_\_\_\_

Renter Occupied Housing Units: \_\_\_\_\_

Vacant Housing Units: \_\_\_\_\_

Labor Force Population: \_\_\_\_\_



**Vehicles** (attach separate sheets if necessary)

What type of vehicle do you want to purchase?

**Do Not** include make and model: \_\_\_\_\_

How many vehicles are assigned to your **patrol** fleet? \_\_\_\_\_

- Provide the year and mileage of each vehicle (add extra sheets, as needed):

\_\_\_\_\_  
\_\_\_\_\_

- Are any take-home vehicles? Y N If yes, how many? \_\_\_\_\_

How many vehicles are assigned to your **investigative, administrative** or **support service** fleets?

- Provide the year and mileage of each vehicle: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- Are any take home vehicles? Y N If yes, how many? \_\_\_\_\_

Please explain the purpose for providing take-home vehicles: \_\_\_\_\_

\_\_\_\_\_

If the grant funded vehicle will be replacing a fleet vehicle, please indicate which one and explain the reasoning. If the grant funded vehicle will not be replacing a fleet vehicle, please explain the need and purpose for the requested vehicle:

\_\_\_\_\_

\_\_\_\_\_

If requesting a 4WD vehicle, please explain the need. Does your agency currently have a 4WD?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will this purchase enhance officer or public safety?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Optional:**

What additional, future, officer/public safety equipment funding would benefit your agency?

**JAG FFY2006**

**Equipment Budget Detail**

Implementing Agency

Village/City/County/Town (circle) of \_\_\_\_\_

Federal Employee Identification Number (FEIN) (i.e. 36-000000): \_\_\_\_\_

Anticipated source of match funds: \_\_\_\_\_

The purpose of this form is to summarize, by item, the total budget of the program to be funded in whole or in part with grant funds. This is a preliminary budget and is not binding. The final budget will be determined if an award is made.

**NO BUDGET CHANGES CAN BE MADE WITHOUT PRIOR AUTHORITY APPROVAL**

*Note: Round all numbers to the nearest dollar.*

*No maintenance/warranty, start-up fees or monthly charges of any kind allowable unless included in the cost of the equipment line item.*

Equipment Item(s) <b>DO NOT USE BRAND NAMES</b>	Per Unit Cost	# of Units	Total Cost	Federal Amount (Maximum of \$25,000)	Match Amount (Minimum of 25% of total cost)
			.00	.00	.00
			.00	.00	.00
			.00	.00	.00
<b>INSTALLATION (if any)</b>			.00	.00	.00
<b>Totals:</b>	NA	NA	.00	.00	.00

**Instructions**

Total cost multiplied by .75 = federal amount

Federal amount divided by 3 = match amount

(i.e. total cost \$18,765 (\$14,074 x .75 = \$14,074 divided by 3 = \$4,691 )

Federal Amount – 75% of total cost not to exceed \$25,000

Match Amount – 25% (minimum) of total cost.

NOTE: Federal grant regulations and Illinois Procurement Code (30ILCS 500) mandate that transactions be conducted in a manner to provide open and free competition – this means a minimum of three quotes must be obtained for equipment items if not using the state bid process. Total costs of \$100,000 or more require formal advertising/IFB procedures. Call for further details (312/793-8550).



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions  
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Address of Organization

\_\_\_\_\_

## **Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposes," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Non-procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of reports in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is, normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.