

**STATE OF NEW JERSEY  
OFFICE OF THE ATTORNEY GENERAL**

**DETECTIVE MATTHEW L. TARENTINO  
COMMUNITY POLICING GRANT**



**APPLICATION INSTRUCTIONS**

June 2017

# **DETECTIVE MATTHEW L. TARENTINO COMMUNITY POLICING GRANT**

## **OVERVIEW**

Community policing fosters relationships of collaboration, trust, and understanding between law enforcement agencies and their communities. Law enforcement agencies acting alone can rarely solve the difficult public safety problems facing their communities in today's world. Only with meaningful public support and engagement can law enforcement agencies begin to confront these complex issues and effectively protect and serve their communities.

To aid police departments who wish to enhance and improve relationships with their communities through community policing, the New Jersey Office of the Attorney General is offering this grant program to fund multiple community policing projects across the State that will promote positive interactions between police and the people they serve.

This grant program is offered in honor of Detective Matthew L. Tarentino of the Summit Police Department. Detective Tarentino was a loved and respected member of his community and a role model for all. He was passionate about the Summit Police Department's robust community outreach programs, particularly its D.A.R.E. program. As a testament to his immeasurable efforts and dedication, the Summit Police Department was a 2017 recipient of the Attorney General's Outstanding Community Policing Award. To commemorate Detective Tarentino's badge number, #121, the Attorney General is making \$121,000 in State forfeiture funds available to support this grant program.

## **PROGRAM-SPECIFIC INFORMATION**

The Office of the Attorney General will provide approved applicant police departments with up to \$10,000 to support the development and deployment of community activities and events. The Office of the Attorney General is responsible for program administration and will provide technical assistance to applicants during application development and to recipients during program implementation.

All inquiries concerning the application process should be sent via e-mail to:

[CommunityPolicingGrant@njoag.gov](mailto:CommunityPolicingGrant@njoag.gov)

**Eligible Applicants:** New Jersey State, County, and Municipal police departments, Sheriff's Offices, and College Campus police departments

**Total Available Funding:** Approximately \$121,000

**Individual Awards:** Up to \$10,000

**Match:** No match required

**Performance Period:** 8/1/17 – 12/31/17

**Application Deadline:** July 10, 2017

Funding under this Community Policing Grant will be used to help pay for non-enforcement related community engagement activities and programs, such as, but not limited to:

- Community picnics, barbeques, or concerts;
- Educational public meetings, forums, or workshops;
- Faith-based partnership events;
- Cultural or leadership programs;
- Athletic leagues or tournaments;
- Youth engagement and empowerment activities;
- Individual officer/youth partnerships;
- Walks, 5Ks, bicycle races; or
- Food drives.

Some recent innovative approaches to community policing by local New Jersey law enforcement agencies include<sup>1</sup> police officers reading with kindergarten students, engaging with families to steer kids away from gang recruitment, and spending full days with youth to experience field trips, cultural programs and community events together. Another approach features an agency's "ride along program" for clergy patrol members who join police officers in newly painted police cruisers to visit local business owners and residents at their homes, schools and hospitals. Additional community outreach programs include movie nights with police, pop-up barbecues, ice cream with a cop, pizza with a cop, coffee with a cop, shop with a cop, basketball with teens, and a swim meet for charity.

Educational programs feature anti-bullying, gang awareness, internet safety, senior fraud, distracted driving, substance abuse prevention, suicide prevention, pedestrian and bicycle safety, and a mock police academy. Leadership programs include demonstrations about how students can learn to de-escalate crisis situations, and participation in hands-on police programs including ride-alongs for age 18 plus, and citizen police academies.

**Applicants should submit proposals to support community policing activities and programs. Applicants must demonstrate substantial law enforcement involvement in their proposed activity or program. Applicants may propose to enhance or expand an already existing activity or program or develop a new initiative. Individual applicants cannot receive multiple awards.**

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<sup>1</sup> See Press Release, Office of the Attorney General, Attorney General Honors More than 30 Law Enforcement Agencies for Outstanding Achievements and Innovation in Community Policing (May 22, 2017) *available at* <http://nj.gov/oag/newsreleases17/pr20170522b.html>.

## APPLICATION INFORMATION

To apply to receive funding, applicants must submit the following paperwork to the Office of the Attorney General for review:

1. Applicant Information Form
2. Budget with Budget Narratives
3. Budget Summary
4. Application Authorization
5. Program Narrative

Please use the forms provided. Attach additional pages if necessary. Applicants must e-mail their completed applications to [CommunityPolicingGrant@njoag.gov](mailto:CommunityPolicingGrant@njoag.gov) by **4:00 P.M., Monday, July 10, 2017**, with a subject line that includes “Community Policing Application” and the applicant’s name (ex: “City of George Community Policing Application”).

**Applications submitted after July 10, 2017 will not be accepted.**

### Allowable Costs

The Office of the Attorney General has made State forfeiture funds available to support this program. These funds may support community based programs that may not have an obvious law enforcement purpose, but provide a clear benefit to a citizen’s quality-of-life. Such programs benefit the law enforcement agency by providing a positive community atmosphere that can help reduce the influence of criminal elements and crime. These funds shall not be used to defray the costs of a community based program unless law enforcement personnel are substantially involved in the program. All costs must be allowable, necessary, and reasonable.<sup>2</sup>

#### Allowable Costs Include:

- Officer overtime costs and applicable fringe benefits (not to exceed more than 25% of your requested award (*i.e.* if you request \$10,000, only \$2,500 may be used for overtime and fringe costs);
- Consumable supplies (*i.e.* clothing, hats, toys, utensils, paint);
- Advertising, public relations, and social media;
- Publication and printing costs (*i.e.* flyers, notices, educational handouts);
- Rental of facilities, equipment, or supplies;
- Training and education costs;
- Purchase of services or speakers’ fees (*i.e.* food services, entertainment, motivational or educational speakers);
- Costs of meals and refreshments; and
- Other costs subject to approval.

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<sup>2</sup> A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

Unallowable Costs Include:

- Regular officer salaries and fringe benefits;
- New personnel positions;
- Dues or fees in an organization that represents any interest other than a law enforcement interest;
- Expenses imposed as a condition of maintaining professional standing;
- Equipment (assets, both tangible and intangible, with an original cost of \$1,000 per unit or more and an expected useful life of three (3) years or more);
- Construction or renovation;
- Consultants;
- Lobbying costs;
- Alcoholic beverages; and
- Costs unrelated to a community policing law enforcement purpose.

**Selection Criteria**

Applicants can apply for up to \$10,000. The following components must be included in your application:

- 1. Program Narrative (100 points)** (Please use the form provided. Attach additional pages if necessary).
  - a. Identified Need (25 Points)**

Please identify and describe the specific need for the proposed community policing program in your community, the target population to be served, the number of citizens who will receive or participate in services, and the geographic area that your proposed program will impact.
  - b. Program Design and Implementation (55 Points)**

Please explain your proposed community policing program in detail and indicate how it will address the identified need. Explain how the program will be implemented, how the program will have substantial law enforcement involvement, and how the program will improve or enhance police/community trust and relationships. Please provide proposed activity dates.
  - c. Partnership, Collaboration, and Coordination (15 Points)**

Partnerships, collaborations, and coordination with community members and groups are strongly encouraged. Describe what community organizations, groups, or individuals were consulted and/or will be involved with your proposed program and their level of involvement. If you have not, or do not intend to collaborate or partner with any community organizations, please explain why this will not be necessary for program success.
  - d. Background, Experience, and Capability; Project Management and Staff (5 Points)**

Please describe your police department's background and experience (if any) with police community programs, and your department's knowledge and capability to carry out your proposed program. If your department has no prior experience with police community programs, please explain why. Please also identify all program management and staff.

**2. Budget and Budget Narratives** (Please use the form provided)

Please itemize all costs on the Budget provided. Costs must be specific and tied to the proposed project objectives. Allowable and unallowable costs are listed above. Also, please provide a detailed Budget Narrative for each budget category that justifies, explains, and describes all requested costs itemized in the Budget. Space for your Budget Narratives is provided on the Budget document under each budget cost category.

The Attorney General reserves the right to make awards upon consideration of the following:

- Geographic area to be served by the program;
- Municipal and County population;
- Number of persons to be served by the program; and
- Uniform Crime Rates.

**Payment**

Funding under this Community Policing Grant will be disbursed to recipients on a reimbursement basis after **all** purchases are made. The total reimbursement amount may not exceed the recipient's total award amount. In the event that an award amount does not fund an entire community engagement activity or program, any cost overages are the sole responsibility of the award recipient.

To be eligible for reimbursement, recipients must submit one single Expenditure Report once all purchases have been made. Expenditure Reports will be provided with award packages. **The Expenditure Report must be accompanied by adequate source documentation indicating proof of purchase and payment (i.e. receipts, timesheets, purchase orders, receiving documents, invoices, paid vouchers).** Time may elapse between when purchases are made and your Expenditure Report is submitted for reimbursement. Please make sure you preserve and maintain records and receipts for all of your purchases.

Funding provided under this community policing grant is for activities or programs occurring from **August 1, 2017 to December 31, 2017**. Recipients will not be reimbursed for purchases made outside of this grant period.

**The Office of the Attorney General reserves the right to deny reimbursement to any law enforcement agency that fails to submit proper documentation of its purchases, or requests reimbursement for purchases not identified in their approved project budget. Due to the short 5 month period of performance, budget changes or modifications will not be permitted absent extraordinary circumstances.** Funding is subject to the availability of funds.

## **Monitoring, Reporting, and Auditing**

Recipients must forward and give the Office of the Attorney General, through any authorized representative, access to and the right to examine all paper and electronic records, books, papers, and documents related to the community policing program including pertinent accounting records, books, documents, and papers as may be necessary to monitor and audit operations. The Office of the Attorney General may make site visits to conduct audits and reviews. The Office of the Attorney General reserves the right to recover any funds considered unsupported, ineligible, or unallowable as a result of any audit, review, investigation, or monitoring.

## **AWARD INFORMATION**

All applicants will be notified in writing on or about **August 1, 2017** whether or not they will receive a Detective Matthew L. Tarentino Community Policing Grant award.

Awards will be made on a competitive basis and are contingent upon the availability of funding. The number of awards available and the total amount of awards depends upon the number of applications received and the funding amounts requested by each applicant. The Office of the Attorney General reserves the right to decline any and all applications for funding and to make awards in amounts that may be other than requested. The Office of the Attorney General also reserves the right to deny reimbursement for any recipient that fails to submit adequate and proper documentation of purchases.

Upon award, successful applicants will be required to complete and submit award packages and must return a certified Resolution from their governing organization or local unit of government authorizing acceptance of the award funds. Applicants are not required to submit resolutions with their applications. A “Resolution and Certification Checklist” as well as all other required documentation will be provided to successful applicants upon award.

This community policing grant is supported by State funds. Recipients must comply with all applicable State and local statutes, regulations, and requirements. Failure to comply will be grounds for termination of the award. *Applicants are bound by changes made in law/policy regardless of inclusion in these guidelines.*