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## State of Texas/Office of the Governor Rifle-Resistant Body Armor Grant Program

### Applicant Help Guide

Prepared by

**First Responder Grants, LLC**

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#### I. OVERVIEW

- a. Texas has set aside \$25 million dollars in order to allow their law enforcement agencies to purchase NIJ Level III or IV approved body armor for their officers **at highest risk of shootings**. The vests may be either concealable or tactical but they must be rifle-resistant (Level III) or armor piercing ammunition resistant (Level IV) including bullet-resistant vests, ballistic plates, and plate carriers.
- b. There is no matching dollar requirement from the agency it is a 100% grant.

#### II. APPLICATION REQUIREMENTS

- a. The Texas DPS, and *units of local government* and educational institutions that operate law enforcement agencies employing peace officers including municipalities, counties, independent school districts, universities, public and private colleges and universities, federally recognized Native American tribes, community colleges and hospital districts may apply for this funding.
- b. **SPECIAL NOTE:** The law enforcement agency itself **cannot** apply for this grant. The government entity operating the law enforcement agency **MUST be the applicant** I.E: County or municipal government.
- c. You must be in compliance with standard Criminal Justice Department requirements. Read the RFP for the grant closely there is a whole section devoted to those requirements and your grant will not be funded if you are not in compliance.
  - i. Grantees must comply with the all standards applicable to this funding source cited in the Texas Administrative Code (1 TAC Chapter 3), and all statutes, requirements, and guidelines applicable to this funding. They are:
    1. **Uniform Crime Reports.** Must be current for last 12 months on reporting Part I violent crime data to the Texas DPS in UCR reporting.
    2. **Criminal History Reporting.** Your county must have a 90% average on both adult/juvenile criminal history dispositions reported to TX DPS from 2012 through 2016 by August 31, 2017.

3. **Immigration and Customs Enforcement Requests:** You must be in full compliance DHS detainer requests applies to all municipal or county governments that operate a subdivision or department that detains individuals after arrest for a criminal violation. Full text of this certification can be found on the Narrative tab of each application or at [http://gov.texas.gov/cjd/dhs\\_detainerrequest](http://gov.texas.gov/cjd/dhs_detainerrequest) . You must select one of four options in the application to be awarded.

### III. DEADLINE AND TIMETABLE

- a. September 6, 2017 5pm CST
- b. You won't be able to buy or obtain your funding until either Jan. 1<sup>st</sup> or March 1<sup>st</sup> 2018 and the program runs for 12 months.

### IV. RESOURCE FOR OFFICIAL INFORMATION

- a. This is an electronic grant submission accessed through [eGrants.gov.texas.gov](http://eGrants.gov.texas.gov)
- b. Be sure to get registered in their system where you have a userid and password.

### V. INFORMATION NEEDED FOR APPLICATION

- a. DUNS # ( Data Universal Numbering System) be sure all information is accurate and up-to-date (<http://fedgov.dnb.com/webform/displayHomePage.do>)
- b. SAM.gov registration ([www.sam.gov](http://www.sam.gov))[again](#) all information must match exactly with DUNS
- c. Federal Employer Identification Number (FEIN) also referred to as the State Payee Identification Number
- d. There are new Direct Deposit procedures and you will have to upload Direct Deposit forms, New Payee Identification Form and W9. You can get these forms at <https://egrants.gov.texas.gov/updates.aspx> under the Financial Management Tools section
- e. By Texas Law any applicant must have an SOP concerning deployment, allocation and usage of the vests. It must also discuss mandatory training on the proper care, fitting, inspection, use, storage, and maintenance. The policy must prohibit storage of the vest in a patrol vehicle while off-duty.
- f. There are many certifications you are required to make, look in the RFP under "*Appendix A: Required Certifications*" to see them.

### VI. DETAILS THAT NEED TO BE INCLUDED IN THE APPLICATION

- a. How many officers are employed and how many already have Level III /IV vests and the number proposed to be equipped under the grant for the following four categories:
  - i. Officers specifically assigned to SWAT or Tactical Units;
  - ii. Officers who regularly engage in traffic stops
  - iii. Primary officers who answer calls for assistance or execute arrest/search warrants.
  - iv. All other officers employed by agency;
  - v. All reserve officers.

*(Special Note: We recommend that you equip only officers in category 1 and in category 2, only those officers who execute search or arrest warrants. This is to keep your request reasonable and conservative given the limited funding available as explained in Section VII a of this document below.)*

- b. There are 9 narrative boxes in the application; you only have to fill out the one named “Project Aspect” box. Enter N/A in all other boxes. You will have to put 4 headings in that box and discuss each of them in this order. They will be:
  - i. **Duties** – Talk about routine daily duties for all categories of officers that you want vests for. You need to explain how and why they would be exposed to rifle or armor-piercing rifle fire.
  - ii. **History**- Talk about all incidents during past 5 years where officers faced gunfire, especially if it was from a rifle. Incidents should be in their primary response area or in mutual aid areas. Don't forget to mention rifles found during active search/arrest warrants or in vehicles if the occupant was arrested even though they did not threaten the officer. Include dates and a brief description of incident.
  - iii. **Non-tactical Duties**- Although we do not recommend trying to equip reserve officers that are not on SWAT or Tactical teams if you decide to go after vests for them be prepared to explain why they need them and justify it with actual incidents. Remember here that “maybe” situations or “might happen” **is NOT** a valid justification. You have to show a bona fide need for them and the best way to justify that is by actual incidents occurring.
  - iv. **Multi-agency Breakdown** – if the applicant has several agencies that will need vests then you need to do a breakdown of the officers and their needs at each agency.
- c. Under the “Activities Tab-CJD Purposes you will need to estimate the actual time that the officers who are given vests will be assigned to school campuses, correctional facilities, juvenile facilities, victim services facilities and all other areas.

## VII. THE COMPETITIVE EDGE: TIPS & KEY POINTS TO KEEP IN MIND!

- a. ***Listen closely here!!*** Texas DPS, municipalities, counties, ISDs, public & private universities and colleges and hospital districts that employ peace officers are *all eligible to apply*. That is huge number of applicants and \$25 million is not going to go very far.

According to statistics there are +60K law enforcement officers in Texas; Dallas, Ft. Worth and Houston have +10K officers alone.

If a Level III or IV ballistic vest costs on average \$700 that means there is only funding for about 35K vests. According to their own posted language, *if the total funding requested by applicants exceeds available funding, **applicants with more reasonable and competitive project budgets may receive priority.***

What that means is to be conservative on how many vests you are asking for. That means you are **NOT** going to be able to get a Level III or IV vest for every member of your department, remember that's what the [Bulletproof Vest Partnership grant](#) is designed for, not this program. We strongly recommend that you do NOT try to

equip, reserve/auxiliary law enforcement officers, court bailiffs, civil process servers, traffic enforcement officers etc.

Equip the officers that are MOST LIKELY to encounter or face rifle or armor piercing rifle fire **only**. Be ***reasonable and very conservative in your request***. Don't ask for a Cadillac if a VW will do the job! Get what you need but ONLY what you need and justify that need by citing examples of actual incidents YOUR officers have faced. Remember they don't care about National statistics; they want to know what is happening in your backyard. It is always better to get 80% of something than 100% of nothing!

- b. Don't try to write your narrative while logged into the eGrant system. Compose your narrative on a MS-Word document and utilize the power of the word processor to draft, edit and spell/grammar check the narrative statement and then simply copy and paste it into the online application.
- c. The online application has a timer and it can time you out and what you think is being saved is in fact not being saved; copy and paste from a separate MS-Word.doc.
- d. Remember if you have a line item in your budget for body armor you cannot take that money and use it for anything else, that would be supplanting funds and it is not allowed, you will still have to spend that money for body-armor.

## VIII. FAQs ( Frequently asked questions)

- a. Can I get vests for my tactical paramedics?
  - i. No, not unless they are sworn law enforcement officers of the agency requesting the vests.
- b. Who is considered a peace officer under this grant?
  - i. As defined by Article 2.12, Texas Code of Criminal Procedure
- c. Do I have to buy the vests first and then get reimbursed like the Bulletproof Vest Partnership Grant?
  - i. No, if awarded the funding will be direct deposited to the applicant's bank account.
- d. Is there a list of Bullet Proof Vests and Body Armor we can purchase?
  - i. Yes; SB12 Body Armor web page (<http://comptroller.texas.gov/purchasing/contracts/body-armor.php>)
  - ii. Not all body armor listed there is eligible it must be type III or IV.
- e. What things are ineligible to be funded?
  - i. Salaries or personnel costs
  - ii. Indirect costs;
  - iii. Training and/or maintenance costs;
  - iv. Travel;
  - v. Any costs other than to purchase of eligible body armor
- f. What reporting requirements are there?
  - i. Quarterly Financial Report
  - ii. Progress Report 12 months after their project start date which will ask:
    - 1. Total officers in the agency
    - 2. How many officers were supplied vests.

3. A brief description of any incident where your officer was struck by gunfire while wearing a vest paid for with these grant funds.
- g. Is there a requirement for personal fitting of vests?
    - i. Yes. All vests must be personally fitted to officers. "Personally fitted" means: Best possible fit and coverage by:
      1. Correctly-sized panels and carrier, determined through appropriate measurement; and
      2. Properly adjusted straps, harnesses, fasteners, flaps, or other adjustable features.
  - h. What about SROs at school campuses?
    - i. They are eligible for K-12. If requesting vests for same you have to relate the total number of students on campuses served.
    - ii.
  - i. What is the correct way to list the budget entries?
    - i. That budget line item should list the quantity of vests required and a description. As an example, if you needed twelve vests it should read: "12- Bullet resistant vests by [manufacturer] of model [model of vest]".
    - ii. Applicants receiving awards are not locked-in to the make and model of equipment in their application
  - j. Are there any help videos or resources for this grant?
    - i. Yes. see the eGrants support page at <https://egrants.gov.texas.gov/updates.aspx>

*Additional assistance is available (fee based) through First Responder Grants, LLC. Please feel free to contact them at [www.FirstResponderGrants.com](http://www.FirstResponderGrants.com) or 540-230-8440.*