



STATE OF ARKANSAS  
**Department of Finance  
 and Administration**

**Office of Intergovernmental Services**

1515 West Seventh Street, Suite 400

Post Office Box 8031

Little Rock, Arkansas, 72203-8031

Phone: (501) 682-1074

Fax: (501) 682-5206

<https://www.dfa.arkansas.gov/intergovernmental-services>

**LOCAL LAW ENFORCEMENT BLOCK GRANT (LLEBG)  
 REQUEST FOR APPLICATION AND INSTRUCTIONS**

**APPLICATION INSTRUCTIONS**

The Local Law Enforcement Equipment Grant Announcement, Application Instructions, Forms, other related documents and final reporting documents can be downloaded and/or accessed from the DFA-IGS LLEBG program website

<https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/local-law-enforcement-block-grants-llebg>.

**ORGANIZATION'S UEI:** (Active SAM/UEI Required)

**PLEASE NOTE:** An inactive SAM/UEI will delay your municipality/county's award. An LLEBG award will not be issued to a municipality/county with an inactive SAM/UEI.

**Eligible Applicants, Deadlines, and Project Periods:**

Eligible Applicants*	Application Deadline(s)	Project Period(s)
Eligible Applicants	<b>October 2, 2023</b>	November 1, 2023 to June 30, 2024

\*A list of eligible applicants per round is listed on the webpage.

**APPLICATION SUBMISSION:**

Submit Completed Application:

For Delivered/Mailed Applications:

DFA-Office of Intergovernmental Services

1515 West 7th Street, Suite 404

Little Rock, Arkansas 72203-8031

Electronically Submitted Applications:

[lgs.applications@dfa.arkansas.gov](mailto:lgs.applications@dfa.arkansas.gov)

**STANDARD FORM 424:**

**Complete Standard Form 424 (SF424).** Form and instructions are located on the DFA-IGS LLEBG website.

**REQUEST FOR APPLICATION (RFA) – DEADLINE**

The Request for Application (RFA) consists of 25 questions. All questions and/or sections of the application and required forms must be completed and submitted by the due date listed above for each round. Application submission periods are listed below. Please Note: Only Completed Applications Will Be Reviewed and Funded.

### APPLICATION COVER PAGE:

Questions 1-24. Complete the application cover which requests information about the applying agency. Please make sure you provide the name(s), correct email addresses and telephone number(s) (with area code) of the persons to be contacted on matters involving the application and the award. Also, provide an alternate contact person with his/her contact information. This is required.

### PROJECT NARRATIVE SECTION:

Question #24. Please utilize the Project Narrative Table/Form to provide a narrative. Provide a project narrative to include the proposed use of funds that describes what the awarded federal funds will be used for in reducing crime and/or providing office safety. Clearly identify the proposed purchases or expenditures that the organization intends to make; the purpose of anticipated purchases or expenditures; specific activities or services that will occur; and any projected outcome/results of activities and services. Describe how the purchases will improve the effectiveness of efficiency of criminal justice operations (i.e., decreases in time loss, increases in program quality) and /or increases officer and community safety. **Include at least one measurable goal and objective for the proposed project.**

### BUDGET REQUESTED-JUSTIFICATION:

Question #25. Please utilize the Budget Table Form to provide detailed description of proposed items to be purchased. This form should capture the number of items and the unit cost for each item; the total cost of items; and a brief narrative-justification of how the items will be utilized and the benefit. To assist you, a Grant Fund Guidelines document is posted. This document includes allowable; non-allowable and prohibited purchases and uses. For budget documentation, organizations must attach copies of vendor quotes and bids. **Budget Requests submitted without appropriate documentation will not be approved.**

### REQUIRED FORMS, ASSURANCES, AND CERTIFICATIONS:

As part of the awarding process, all sub recipients/sub grantees must complete and sign the required forms, assurances, and certifications required of the DFA-IGS and the Justice Assistance Program (JAG). All forms are posted to the DFA-IGS webpage under grant programs.

### W-9 FORM/Voided Check: (Account Verification and For Direct Deposit)

Complete this form only if you have not previously submitted as well as submit a voided check. The W-9 and voided check is required for setting up Direct Deposit.

### ORGANIZATION'S SAM REGISTRATION/UEI

Submit a screen shot and/or print-out of the SAM registration indicating the UEI and the expiration date.

### AREAWIDE CLEARINGHOUSE SUBMISSION:

It is a requirement that the applicant must submit their proposed application to their local Area-wide Clearinghouse for notification and review. The Area-wide Clearinghouse listing can be accessed from the DFA-IGS LLEBG website <http://www.dfa.arkansas.gov/offices/intergovernmentalServices/grants/Pages/llebg.aspx> or the DFA/IGS State Clearinghouse website <http://www.dfa.arkansas.gov/offices/intergovernmentalServices/Pages/stateClearinghouse.aspx>

### APPLICATION SUBMISSION -AUTHORIZED OFFICIAL

The authorized official is either the mayor or county judge, unless other official designation has been authorized (i.e., City Manager). All documents and forms that require a signature must be signed by the authorized official. No other signature will be accepted.

## REQUEST FOR APPLICATION CHECKLIST(S)

An application checklist has been included below to assist you with the application. The checklist indicates items to be included in the request for application submission.

### LLEBG APPLICATION DOCUMENTS

- SAM/UEI Registration (Printout Required)**
- Agency Information and Contact Information (Questions #1-23 Completed)
- Project Narrative Justification (Question #24 Completed)
- Budget Requested Justification (Question #25 Completed)
- Bids/Quotes on Proposed Purchases (Included)
- Standard 424 Form Completed and Signed
- Applicant's Certification of Compliance Signed
- Assurances Non-Construction Programs Signed
- Standard (Federal) Assurances Signed
- Certifications Regarding Lobbying; Debarment, Suspension Signed
- Certification Regarding Debarment, Suspension, Ineligibility Signed
- Equal Employment Opportunity Plan (EEO) Signed
- Completed W-9 Form
- Voided Check - For Direct Deposit Confirmation