Attachment A:
Statement of Work Template

Through Presidential Executive Order No. 13929, the Department of Justice will allocate discretionary grant funding only to state, local, tribal, and university or college law enforcement agencies that have obtained (or are in the process of seeking) credentials certifying that they meet certain mandatory and discretionary standards for safe policing, to be set by the U.S. Attorney General. There are two criteria that agencies will need to meet:

- Adherence to Applicable Laws
    - The applying agency maintains use of force policies that adhere to all applicable federal, state, and local laws.
- Prohibition of Choke Holds
    - The applying agency maintains use of force policies that prohibit the use of choke holds, except in situations where the use of deadly force is allowed by law.

The purpose of this mini-grant program is to assist state accrediting bodies to develop processes to certify that law enforcement agencies within their states meet these two criteria. In addition, there are mini-grants to assist the remaining states that do not currently have accrediting bodies in order to assist with certifying agencies within those states.

<u>A successful application should include the following:</u>

<u>Introduction</u>: Explain the "who" of the project: In general terms, explain background information about your organization, who is leading the project and others involved. Describe your organization, membership makeup, number of agencies accredited and who will lead the project (if more than one person, please list all).

<u>Problem Statement</u>: Explain the "why" of the project: Explain about your organization's current resources and capabilities and how current resources keep your organization from performing this project without assistance. Explain that funding from this mini-grant will close any gaps needed to facilitate your project. Include the rationale on why this project will accomplish the goal of certifying the agencies to the two standards. Describe the capacity of your organization and how you will implement and conduct the certification of agencies. Additionally, provide how the funds will be utilized to support certifying all applying law enforcement agencies and the anticipated number of agencies to be certified by January 31st, 2021.

<u>Scope of Work</u>: Explain the "what": The work that is proposed, the measurable objectives and the measurable outcomes for the work. Explain the "when": The timeline for your work. Explain the "where": The location(s) of the project. Explain the "how": Include the tasks and general steps you will take to meet the objectives and how you will report your progress, i.e.: the steps to ensure compliance by those that self-report, and/or proactively certify through steps that are undertaken in the processes your organization currently employs. In addition, the steps for reporting the data to IADLEST and/or the COPS Office.

Describe your approach to accomplish the certification of all law enforcement agencies in your respective jurisdiction that submit a request for certification. Include the following information:

1. Number of law enforcement agencies in your jurisdiction
2. Number of law enforcement agencies projected to seek certification
3. Provide the timetable for implementation, to include start date and completion date

4. Provide the sequence steps to be taken to communicate the availability of certification to law enforcement agencies in your jurisdiction, process procedure or protocol, data collection (specific information on certified agencies, to include agency name, ORI, zip code, state, etc.),
5. Provide a summary by January 31st, 2021 of the number of agencies certified, indicating if the agencies policies were reviewed or if a "declaration letter" was utilized by the individual law enforcement agency Chief of Police/Sheriff/Law Enforcement Executive.

Format:

• Please limit your submission to no more than three (3) double-spaced pages.

• 8.5 x 11-inch pages

• One-inch margins

• Type no smaller than 12-point Times New Roman font

• Microsoft Word documents in .doc or .docx formats or PDF files (.pdf)