**STATE OF NEW JERSEY**

**DEPARTMENT OF LAW AND PUBLIC SAFETY**

**DIVISION OF ALCOHOLIC BEVERAGE CONTROL**

**COPS IN SHOPS - SUMMER SHORE INITIATIVE 2016**

**APPLICATION INSTRUCTIONS**

Thank you for your interest in the Cops In Shops Summer Shore Initiative 2016. The initiative is supported by Federal Fiscal Year (FFY) 2016 National Priority Safety Programs (CFDA NO. 20.616) funding from the Department of Transportation, National Highway Traffic Safety Administration.

As detailed in the Notice of Availability of Funds, to apply, you must provide a letter requesting funding for the program that contains the following:

1. A description of the municipality as a shore community, or a description of the municipality’s proximity to the shore area and how it serves as a gateway to the shore areas;
2. That from Memorial Day through Labor Day, a noticeable influx of individuals under the age of 21 is found in the municipality; and
3. The names and addresses of Plenary Retail Distribution Licenses that will be cooperating with the municipal police department by participating in the program. Should a qualifying town desire to run the program at a cooperating Plenary Retail Consumption License, an explanation of why the town is seeking to run the program there must be included.

The letter must be accompanied by the signed application form, filled out completely and the “Acceptance of Conditions” signed by the Chief of Police, Police Director, or Office in Charge.

In addition,the following must also be submitted with your application:

1. Municipalities must pass a resolution accepting the subaward (see the attached “Required Resolution & Certification”). **If a resolution cannot be passed before the application deadline one can be provided after the application deadline, prior to any requests for reimbursement**;
2. Municipalities must complete a Department of Law & Public Safety “Debarment and Suspension Certification” and “Federal Single Audit Certification” (forms and directions attached);
3. Municipalities must complete an “Application Authorization” form (attached); and
4. Municipalities must complete a “Certification Regarding Federal Lobbying” and a “Certification Regarding Debarment, Suspension, and Other Responsibility Matters” (form attached).

If awarded fund, you will be required to submit the Cops In Shops “Reimbursement Form” on a monthly basis. It must be signed by the Chief of Police, Police Director, or Office in Charge. Each individual officer who participates **will also be required to submit signed timesheets** that accurately memorialize and verify the time he or she charges to the grant. Failure to do so will result in the withholding of reimbursement. The reimbursement forms and explanation of the reimbursement requirements will be attached to your award letter.

Complete application packets must be received at the ABC no later than 4:30 P.M., May 23, 2016. Facsimile copies will not be accepted. No extension of the deadline will be considered. Failure to meet the deadline will result in the application being eliminated from funding consideration. Additional letters or other materials will not be accepted after the deadline.

The proposal should be sent to:

 By Regular Mail: By UPS/FedEx:

 DAG Susan K. Dolan DAG Susan K. Dolan

 Div. of Alcoholic Beverage Control Div. of Alcoholic Beverage Control

 P.O. Box 087 140 East Front Street

 Trenton, New Jersey 08625 Trenton, New Jersey 08625

Applicants will be notified of acceptance or denial on or about May 20, 2016.

Should you have any questions regarding this grant or any Cops In Shops related issues, please contact DAG Susan K. Dolan at (609) 633-6081.