

Office of Criminal Justice Grants (OCJG) JAG Application Guide for Recipients

Introduction

OCJG has created this guide to assist our recipients through the application process in AmpliFund; specifically, for Edward Byrne Memorial Justice Assistance Grant (JAG) funding. These procedures provide step-by-step instructions on how to create and submit a JAGD or JAGC application within the AmpliFund grant management system.

[Step 1: Access the Funding Opportunity](#)

[Step 2: Create a New Application](#)

[Step 3: Complete the Project Information Section](#)

[Step 4: Complete the Application Forms](#)

- ✓ [Project Summary](#) (includes the [Problem Identification](#) and [Scope of Work](#))
- ✓ [Grant Contact Information](#)
- ✓ [Certifications and Forms](#)

[Step 5: Complete the Budget](#)

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Step 1: Access the Funding Opportunity

Open JAG solicitations will be listed on OCJG's website on the [Open Funding Opportunities](#) page.

Program	Type	Deadline
FY23-24 Identity Theft and Fraud (IDTF)	State	August 31, 2023
FY23-24 Local Firearm Safety Training Program (LFSTP)	State	August 31, 2023
FY2022 JAG - Direct (JAGD)	Federal	September 1, 2023
FY2022 JAG - Countywide (JAGC)	Federal	October 2, 2023

JAGD: The funding opportunity link for JAGD will be provided in the annual solicitation email sent from criminaljustice@fdle.state.fl.us and on the solicitation webpage.

JAGC: OCJG will provide the funding opportunity link for JAGC upon receipt of a properly executed Certificate of Participation. The link will be sent to the individual who is designated as county coordinator ONLY. This individual is responsible for sharing the link with all of the recipients in their county. You do not have to wait for your county's 51% letters to be finalized before you submit your application. However, you should know your agency's award allocation and project.

Recipients are encouraged to submit their applications as soon as they are able. Extensions will NOT be granted without prior written approval from OCJG.

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*** NEW REQUIREMENT FOR FY23 ***

Due to restrictions in functionality, OCJG is requiring each applicant to ensure they are creating an application for the correct organization. You may verify this by ensuring the name of the organization listed in the upper-right corner of the application (below your name) matches the name of the organization for which you are applying. County grant managers will no longer be permitted to submit applications for a City in their jurisdiction, unless they are assigned as a user with the City and are logged in under the City's profile.

If an application is submitted for the incorrect organization it will be rejected.

Step 2: Create a New Application

Click on the funding opportunity link to begin a new application; you may be prompted to log in to AmpliFund. Click "Apply" in the upper-right corner of the screen to begin.

NOTE: If you have already started an application for this funding cycle AmpliFund will display a pop-up notification as shown to the right. If you wish to continue with the previous application: click on the name to continue. If you wish to start a NEW application: click "Start New Application" to proceed.

The screenshot shows a pop-up window titled "Multiple Applications". It contains the following text: "Your organization has the following application associated with this opportunity." followed by "To view the application, select the Application Name. To create another application for this opportunity, select 'Start New Application.'". Below this is a table with two columns: "Application Name" and "Status". There is one row with the value "Test" under "Application Name" and "Unsubmitted" under "Status". The "Test" text is highlighted with a red box. At the bottom right of the pop-up is a green button labeled "Start New Application".

Application Name	Status
Test	Unsubmitted

Start New Application

Step 3: Complete the Project Information Section

The first section of the application asks for the following information:

- Application Name: Enter the title of your project. This will eventually be the Award Name, so choose a descriptive title such as "Laptops and Printers" instead of "FY22 JAGD".
- Award Requested: Enter the exact amount of the award allocation for your organization. JAGD allocations are listed in the JAGD solicitation; JAGC allocations should equal the allocation on the 51% letters for your County.
- Primary Contact Information: These fields will auto populate with your information. Verify all of the fields are correct (Name, Email Address, Address 1 and 2, City, State/Province, Postal Code, and Phone Number). This is the information that will be used to contact you if there are any questions about your application. There will be a separate location to enter the information for the award's grant manager.

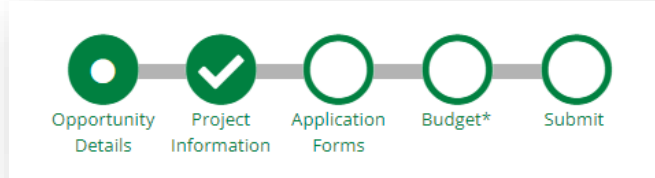
When this section is complete, scroll to the bottom of the page and click "Save", then "Mark as Complete" (changes to "Mark as In Progress"), then "Save & Continue".

The screenshot shows three buttons: "Save" (green), "Mark as In Progress" (grey), and "Save & Continue" (green). The "Save & Continue" button is highlighted with a red box.

Save Mark as In Progress Save & Continue

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NOTE: After you click “Save & Continue” the Project Information circle will turn solid green with a check mark. This indicates the section is complete. If you need to remove the check mark from this section, click on the check mark and then “Mark as In Progress”.



Step 4: Complete the Application Forms

There are three forms that need to be completed for the JAG Program.

- [Project Summary](#)
- [Grant Contact Information](#)
- [Certifications and Forms](#)

As each form is completed, the Status will change from “New” to “Complete”. When all three items are marked as “Complete” you will be finished with the “Application Forms” section. Click on “JAG Program – Project Summary” to begin.

The screenshot shows a web interface titled 'Forms'. At the top right are three green buttons: 'Help', 'Download', and 'Save & Continue'. Below the title is a table with three columns: 'Name', 'Status', and 'Print'. The table contains three rows of data. The first row is highlighted with a red box. Below the table is a pagination bar with navigation arrows, a page number '1', a dropdown menu set to '25', and the text 'items per page'. On the far right of the pagination bar is the text '1 - 3 of 3 items'.

Name	Status	Print
JAG Program - Project Summary	New	
JAG Program - Grant Contact Information	New	
JAG Program - Certifications & Forms	New	

Project Summary

The first section of the Project Summary asks for basic information about the recipient and project. This includes: your organization’s name, county, UEI, FEID, the start and end dates of the project, the desired reporting frequency, and the appropriate federal program area. More information regarding the federal program areas can be found within the JAG solicitation document.

The UEI and FEID entered in this section MUST belong to the eligible recipient (your local unit of government). Police Departments must enter the UEI/FEID for their City/Town/Village, and Sheriff’s Offices (or other county divisions) should enter the UEI/FEID for the County. If the incorrect UEI/FEID are listed, the application will be returned for correction.

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Problem Identification

The remainder of the Project Summary form consists of a series of questions about the Problem Identification (PID) and Scope of Work (SOW).

- This section of the application is vastly different from that of our previous grant management system (SIMON).
- Instead of asking you to write your own PID/SOW, we ask a series of questions about the problems you are experiencing and the goals you wish to achieve.
- The answers to these questions will be utilized by your GSB to write the Problem ID and Scope of Work that will appear in the final award agreement.
- You will have the opportunity to review the agreement language before the award is signed.

The first two questions under Problem Identification ask for the following:

- **WHAT** problem your organization is experiencing;
- **WHY** grant funds are necessary to address the problem;
- **WHY** the problem is critical;
- **WHAT** actions are you currently taking to address the problem (if any); and
- **WHAT** was accomplished under the previous award (if applicable).

PID1: Describe the problem, issues, or concerns this funding will address and describe why this project is a priority for your organization.

- **Briefly describe the problem, issue, or concern and the underlying cause.**

Consider the following:

- Is this a new problem, or has it been going on for some time?
- Has this problem continued and/or developed due to a rise in crime, difficulty recruiting/retaining members, an increase in demand of calls for service, an increase in the number of critical incidents, aging or insufficient equipment, etc.?
- Keep your answer brief, clear, and concise.

- **How will the receipt of award funds address this problem?** Briefly state how you plan to utilize award funding and why. Retain extensive justification for the Scope of Work.

In order to address (the problem/issue/concern), award funds will be utilized to:

- Fund a portion of the salary/benefits for a full-time Detective;
- Fund overtime hours for deputies;
- Purchase ballistic shields;
- Purchase mobile speed trailers.

- **Describe what will happen if funds are not received.** Describe the hazards, risks, or concerns that will result if this project is not funded.

If this project is not funded:

- Our agency will be unable to retain our full-time Detective;
- High crime/high traffic areas will go unmonitored;
- Our organization will be unable to keep up with demand of calls for service;
- The safety of our Law Enforcement Officers and citizens would be compromised.

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PID2: What action is your organization currently taking to help address the problem/issue/concern described above?

- **Describe any actions you have taken to address the problem (successful or unsuccessful).**
 - Currently, our agency is actively trying to recruit new members but this is a slow process;
 - Our agency was able to find room in the budget for (one item, a percentage of salary and benefits, etc.), however, we do not have enough funds in the budget to purchase the remainder.
- **If action was impossible due to a lack of funding (this is common) it is OK to state this.**
 - Currently, our agency does not have enough funds in the budget to (purchase these items, pay for these services, fill a new position, etc.)

PID3: Is this project a continuation from the previous year or other federal funding source?

- Yes/No

PID4: If yes, provide the previous award number, project period, and describe the activities completed under the previous award.

- If PID3 = Yes: list the previous award's ID number, start and end dates, and any tasks/activities that were accomplished.

Scope of Work

This section asks a series of questions about each of the potential budget categories: Personnel (Salary and Overtime), Travel and Training, Equipment and Supplies, Third-Party Services, Indirect Costs, and Other Costs.

Below each category header answer “Yes” if you will be spending funds in that category and “No” if you will not.

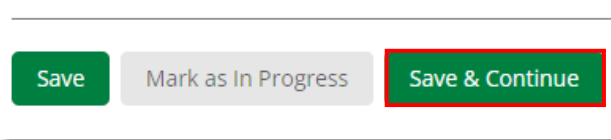
- If you answer “Yes” follow-up questions will appear. In the text field, outline **WHAT** award funds will be used for and **HOW** they will address the problem described in the previous section.
- These answers do not have to be lengthy but should touch on every item that will be listed in the budget.
- You may be prompted to upload additional documentation such as policies, forms, or certifications. Click on “Choose File” to select and upload the required document.

The final question in the Scope of Work inquires whether your project will generate PGI (program generated income). Read the description and indicate yes or no as appropriate.

Lastly, review the [Prohibited and Controlled Equipment List](#) provided by DOJ. If you intend to use grant funds for any items which require pre-approval (those listed under Category C or Category D), review the [BJA's JAG FAQs](#) and be prepared to provide information regarding these items to your OCJG grant manager.

When the Project Summary form is complete, scroll to the bottom of the page. Click “Save”, then “Mark as Complete”, then “Save & Continue”.

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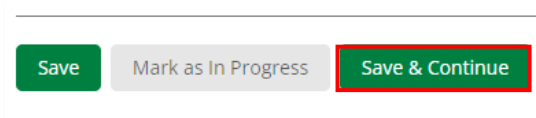
NOTE: Clicking on “Mark as Complete” will change it to “Mark as In Progress”. After you click “Save & Continue” the Grant Contact Information form will appear.

Grant Contact Information

Enter the contact information for:

- The Recipient Grant Manager (the name of the individual who will serve as the primary point-of-contact for this award and will be responsible for all performance and financial reporting);
- The Chief Official who will sign the award agreement (the Mayor of the City, Chairman of the County, Secretary/Commissioner of the State Agency, etc.).
 - If the Chief Official wishes to designate another individual to sign the award agreement on their behalf, you must upload written authorization of signature authority. This can be a letter, ordinance, charter, etc.
- The Chief Financial Officer (the individual responsible for the recipient’s accounting system and financial management).
- An additional Grant Contact (optional. This could be a supervisor, project director, etc.)

When the Grant Contact Information form is complete, scroll to the bottom of the page. Click “Save”, then “Mark as Complete”, then “Save & Continue”.



NOTE: Clicking on “Mark as Complete” will change it to “Mark as In Progress”. After you click “Save & Continue” the Certifications & Forms section will appear.

Certifications and Forms

Complete and upload each document as required. A withholding of funds condition will be added to your award if any required form(s) have not been received by OCJG at the time of award approval.

The following forms are required for ALL applicants:

- Lobbying, Debarment, and Drug Free Workplace – the Recipient name must be the eligible recipient. The form may be signed by any duly authorized representative (does not have to be the chief official).
- Subrecipient Management Questionnaire (SMQ)

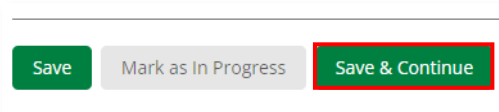
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- OCJG will reach out to the designated point of contact with any questions.
- The form may be signed by any duly authorized representative (does not have to be the chief official).
- Civil Rights Training Certificates (Module 1 and 2): If the recipient grant manager has not changed from the prior year, they may upload the same certificates (this training does not expire).
- EEO Certification (EEOC): This certification is required for all applicants annually and must have been signed within the past 12 months.
 - EEO Plan (EEO Plan) – if applicable
 - EEO Approval Letter – if applicable

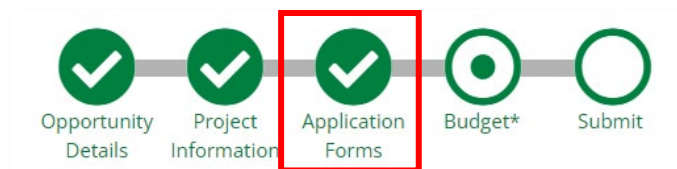
The remainder of the forms/certifications are project specific. Answer each section as applicable and upload documentation as required. A withholding of funds condition will be added to your award if any required form(s) have not been received by OCJG at the time of award approval.

- Ballistic Vest Certification
- Body Worn Camera Certification
- Telecommunications and Video Surveillance (TVS) and/or Equipment Certification
- Suitability to Work with Minors Certification (SWIMC) and Tracking Sheet (SWIMT)
- Confidential Funds Certification
- Task Force Roster and Training Certificates
- NEPA Checklist
- Methamphetamine Mitigation Plan

When the Certifications & Forms section is complete, scroll to the bottom of the page. Click “Save”, then “Mark as Complete”, then “Save & Continue”.



NOTE: Clicking on “Mark as Complete” will change it to “Mark as In Progress”. After you click “Save & Continue”, the “Application Forms” circle will be marked as complete and the Budget section will appear.



Step 5: Complete the Budget

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The budget section should list ALL items for which award funds will be utilized, and should match your total award allocation. The budget categories are: [Personnel](#), [Fringe Benefits](#), [Travel](#), [Equipment](#), [Supplies](#), [Third-Party Contracts](#), [Third-Party Subawards](#), [Other Costs](#), and [Indirect Costs](#).

General Budget Guidelines

- If you are unsure which budget category your item falls under, consult with your Grant Specialist B.
- Any item that includes specific dates of service such as salaries and benefits, overtime, subscriptions, maintenance agreements, extended warranties, travel, contractual agreements, etc. are only reimbursable for the dates that fall within the award period. Reimbursements will be prorated to exclude dates outside of the award period.
- All line items names should be simple and easily identifiable. When you submit a request for reimbursement, you will be asked to select 1) the Budget Category and 2) the Line Item Name from drop-down menus.
 - For this reason, line items within the same budget category should not have the same name as you will not be able to tell them apart.

A. Personnel

The personnel category is for salaries and/or overtime ONLY. Fringe Benefits will be entered in another section.

General Guidelines

Create a separate line item for every funded position title. Do not include employee names.

Correct

<div style="display: flex; align-items: center;"><div style="color: green; font-weight: bold; margin-right: 5px;">+</div><div style="font-weight: bold;">A. Personnel</div></div> <div style="border-top: 1px solid black; padding: 5px;"><div style="color: green;">Detective</div><div style="color: green;">Crime Scene Investigator</div></div>

Incorrect

<div style="display: flex; align-items: center;"><div style="color: green; font-weight: bold; margin-right: 5px;">+</div><div style="font-weight: bold;">A. Personnel</div></div> <div style="border-top: 1px solid black; padding: 5px;"><div style="color: green;">Detective Adams</div><div style="color: green;">Investigator Smith</div></div>

If there are multiple individuals with the same position title do not enter the same title twice. You will not be able to distinguish the two later on when you enter a payment request. In these instances, you may either:

- Combine them into one line (i.e. Detectives); or
- Differentiate between the two in some way (i.e. Detective 1 and Detective 2).

Correct

<div style="display: flex; align-items: center;"><div style="color: green; font-weight: bold; margin-right: 5px;">+</div><div style="font-weight: bold;">A. Personnel</div></div> <div style="border-top: 1px solid black; padding: 5px;"><div style="color: green;">Detective 1</div><div style="color: green;">Detective 2</div></div>
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Correct

<div style="display: flex; align-items: center;"><div style="color: green; font-weight: bold; margin-right: 5px;">+</div><div style="font-weight: bold;">A. Personnel</div></div> <div style="border-top: 1px solid black; padding: 5px;"><div style="color: green;">Detectives</div></div>

Incorrect

<div style="display: flex; align-items: center;"><div style="color: green; font-weight: bold; margin-right: 5px;">+</div><div style="font-weight: bold;">A. Personnel</div></div> <div style="border-top: 1px solid black; padding: 5px;"><div style="color: green;">Detective</div><div style="color: green;">Detective</div></div>
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Line Item Instructions

Click the “+” sign to add a new line item. In the Budget Item Information box:

- Item Type: change to “Personnel”.
- Name = Position Title (for Salaries); Name = Overtime (for Overtime).
- Direct Cost = The grant funded amount.
- Narrative: Provide a detailed calculation that either meets or exceeds the grant-funded amount. Do not round your calculations to the nearest dollar.
 - Calculation totals that EXCEED the budgeted amount are understood to be covered by the recipient. If the budget narrative calculation is BELOW the budgeted amount, your application will be returned for corrections.
 - Pay rates may change throughout the year so these calculations are seen as estimates. However, all calculations should be accurate and reasonable as of the time of application.
 - Reimbursement for dates worked outside of the award period are understood to be covered by the recipient. Pay periods that fall within the start and end dates of the award will be prorated.
- Click “Create” to add the line item to the budget.

Sample “Personnel” Line Items

Salary (one individual)

<u>Name</u>	Crime Scene Investigator
<u>Direct Cost</u>	\$50,000
<u>Narrative</u>	Annual salary for one Crime Scene Investigator. Hourly rate of \$27.83 x 2080 hours = \$57,886.40

Salary (two individuals with the same position title)

<u>Name</u>	Detectives
<u>Direct Cost</u>	\$75,000
<u>Narrative</u>	Annual salary for two Detectives. Detective 1: \$1,450 per pay period x 26 pay periods = \$37,700 Detective 2: \$1,600 per pay period x 26 pay periods = \$41,600. Total = \$79,300

Overtime (narrative may include multiple position titles)

<u>Name</u>	Overtime
<u>Direct Cost</u>	\$21,500
<u>Narrative</u>	Overtime for approximately six patrol officers. Average rate of \$40/hour x 500 hours = \$20,000 Overtime for one sergeant Average rate of \$60 x 50 hours = \$3,000. Total = \$23,000.

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B. Fringe Benefits

If fringe benefits will be charged to the award, duplicate the line item names used under Personnel. For example:

+ A. Personnel	+ B. Fringe Benefits
Detective	Detective
Crime Scene Investigator	Crime Scene Investigator

General Guidelines

All of the associated fringe benefits may be outlined in the narrative of ONE fringe benefit line item. You do not need to break individual benefits into separate lines. For example:

Correct	Incorrect
+ B. Fringe Benefits	+ B. Fringe Benefits
Detective	Detective - Retirement
	Detective - Health
	Detective - Life
	Detective - FICA

Line Item Instructions

Click the “+” sign to add a new line item. In the Budget Information box:

- Item Type: change to “Personnel”.
- Name = Use the same name you entered under Personnel.
- Direct Cost = The grant funded amount.
- Narrative: Provide a detailed calculation that either meets or exceeds the grant-funded amount. Do not round your calculations to the nearest dollar.
 - Calculation totals that EXCEED the budgeted amount are understood to be covered by the recipient. If the budget narrative calculation is BELOW the budgeted amount, your application will be returned for corrections.
 - Benefit rates and percentages may change throughout the year so these calculations are seen as estimates. However, all calculations should be accurate and reasonable as of the time of application.
 - Reimbursement for dates worked outside of the award period are understood to be covered by the recipient. Pay periods that fall within the start or end date of the award will be prorated.
 - Fringe benefits associated with overtime will be prorated to match the percentage of overtime hours charged to the award.
- Click “Create” to add the line item to the budget.

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Sample “Fringe Benefits” Line Items

Fringe Benefits (one individual)

<u>Name</u>	Crime Scene Investigator
<u>Direct Cost</u>	\$26,647
<u>Narrative</u>	Fringe Benefits for one Crime Scene Investigator. FICA 7.65 % x \$50,000 = \$3,825 Retirement 25% x \$50,000 = \$12,500 Health = \$385 per pay period x 26 pay periods = \$10,010 Life = \$12 per pay period x 26 pay periods = \$312 Total Fringe = \$26,647

Fringe Benefits (two individuals with the same position title)

<u>Name</u>	Detectives
<u>Direct Cost</u>	\$22,000
<u>Narrative</u>	Fringe Benefits for two Detectives. Detective 1: FICA 7.65% x \$37,700 = \$2,884.05 Retirement 23.85% x \$37,700 = \$8,991.45 Total Fringe for Detective 1: \$11,875.50 Detective 2: FICA 7.65% x \$41,600 = \$3,182.40 Retirement 23.85% x \$41,600 = \$9,921.60 Total Fringe for Detective 2: \$13,104 Total Fringe: \$24,979.50

Fringe Benefits (overtime/multiple position titles)

<u>Name</u>	Overtime
<u>Direct Cost</u>	\$5,000

C. Travel

Enter all planned travel that will be associated with training, conferences, etc. Dates and locations must be included if they are known. Do not enter registration fees here (these will be entered in the Other Costs category). If you are requesting funds for general, unscheduled travel (for the purpose of investigations, training, etc.) dates and locations are not required, but all travel dates must fall within the award period.

General Guidelines

Travel expenses should be itemized within the budget narrative. They do not need to be itemized into individual line items. For example:

Correct

+ C. Travel
K9 Training

Incorrect

+ C. Travel
K9 Training - Lodging
K9 Training - Rental Car
K9 Training - Meals/Per Diem

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Line Item Instructions

Click the “+” sign to add a new line item. In the Budget Information box:

- Item Type: leave as “Non-Personnel”.
- Name = Enter the name of the conference and/or training course, or the reason for general, unscheduled travel (Investigations, Training, etc.)
- Direct Cost = The grant funded amount.
- Narrative: Provide a detailed calculation that either meets or exceeds the grant-funded amount. Do not round your calculations to the nearest dollar.
 - Calculation totals that EXCEED the budgeted amount are understood to be covered by the recipient. If the budget narrative calculation is BELOW the budgeted amount, your application will be returned for corrections.
 - Travel costs may change throughout the year so these calculations are seen as estimates. However, all calculations should be accurate and reasonable as of the time of application.
 - All dates of travel must fall within the award period. Dates outside of the award period are not allowable.
 - Dates and location are REQUIRED for conferences and training courses. If the dates/location are yet to be announced, enter “Dates and Location TBD”. A special condition will be added to your award requesting an amendment once the dates/location are known.
- Click “Create” to add the line item to the budget.

Sample “Travel” Line Items

Scheduled travel with known dates/location

<u>Name</u>	K9 Training
<u>Direct Cost</u>	\$1,680
<u>Narrative</u>	Travel costs for two K9 handlers to attend the 2023 Annual K9 Explosive & Drug Detection Seminar held November 6 th –9 th , 2023 in New Smyrna Beach, FL. Hotel: 2 rooms x 4 nights x \$125/night = \$1,000 Meals: 2 travelers x 4 days x \$65/day = \$520 Per Diem: 2 travelers x 1 day x \$80/day = \$160 Total = \$1,680

Scheduled travel with unknown dates/location

<u>Name</u>	K9 Training
<u>Direct Cost</u>	\$1,680
<u>Narrative</u>	Travel costs for two K9 handlers to attend the 2024 Annual K9 Explosive & Drug Detection Seminar (Dates and Location TBD). Hotel: 2 rooms x 4 nights x \$125/night = \$1,000 Meals: 2 travelers x 4 days x \$65/day = \$520 Per Diem: 2 travelers x 1 day x \$80/day = \$160 Total = \$1,680

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General, unscheduled travel

<u>Name</u>	Investigations
<u>Direct Cost</u>	\$12,000
<u>Narrative</u>	Travel associated with statewide investigations. Estimated eight three-day trips consisting of two individuals each Hotel: 8 trips x 2 nights x 2 rooms x \$150/night = \$4,800 Airfare: 4 trips x 2 tickets x \$300/ticket = \$2,400 Baggage Fees: 4 trips x 2 bags x \$60/bag = \$480 Rental car: 4 trips x 3 days x \$120/day = \$1,440 Meals: 8 trips x 2 days x 2 travelers x \$65/day = \$2,080 Per Diem: 8 trips x 1 day x 2 travelers x \$80/day = \$1,280 Total: \$12,480

D. Equipment and E. Supplies

NOTE: If you will be using award funds for any of the following items as a one-time, stand-alone purchase, they must be listed in the “Other Costs” category.

- Software licenses, software subscriptions, annual software maintenance, extended warranties, shipping, installation, and implementation fees.
- **HOWEVER:** if any of these items will be included as a necessary part of your Equipment/Supplies purchase, they do not need to be broken out. They must be itemized in the budget narrative for the corresponding item (i.e. \$15 shipping, \$100 installation fee, 3 software licenses at \$250/each).

General Guidelines

The general budget guidelines for Equipment and Supplies are the same. **The key difference between these two categories is:**

- **Equipment** is any item that will be assigned a property tag and inventoried on a routine basis such as laptops, weapons/less lethal weapons, vehicles, radios, or ballistic shields.
- **Supplies** are typically smaller items that are not tracked with a property tag. Examples of supplies include holsters, breaching tools, mobile printers, ammunition, or first aid supplies.
- You may need to consult with your organization’s property coordinator to be certain, however, if an item is placed in the incorrect category it will not affect the outcome of your award.

All line items should be entered using generic names; do not use any brand names. This will keep your options open if the item you originally wanted becomes unavailable. For example:

<u>Instead of:</u>	<u>Enter:</u>
Dell Latitude 5540	Laptops
iPad Pro	Tablets
Chevy Tahoe	Police Cruiser
Nikon D3500 DSLR	Camera
Motorola RDX RDU4160d	Portable Radio

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In addition: line items may be combined if you are purchasing different models of the same item or if a set of items can be distinguished as “Accessories”, “Peripherals”, etc. For example:

- If you are purchasing several models of breaching tools, you may add one “Breaching Tools” line item and include a cost breakdown of each model in the narrative. You do not need to add a separate line item for each breaching tool.
- If you are purchasing a laptop, docking station, monitor, and HDMI cable, the laptop would be a single line item under “Equipment” and the docking station, monitor, and cables may be combined into a single line item under “Supplies”. The line item name could be “Laptop Peripherals”, “Laptop Supplies”, “Docking Station, Monitors, and Cables”, etc.

Line Item Instructions

Click the “+” sign to add a new line item. In the Budget Information box:

- Item Type: leave as “Non-Personnel”.
- Name = Enter a generic name for the item(s) you will be purchasing.
- Direct Cost = The grant funded amount.
- Narrative: Provide a detailed calculation that either meets or exceeds the grant-funded amount. Do not round your calculations to the nearest dollar.
 - Calculation totals that EXCEED the budgeted amount are understood to be covered by the recipient. If the budget narrative calculation is BELOW the budgeted amount, your application will be returned for corrections.
 - Costs may change throughout the year so these calculations are seen as estimates. However, all calculations should be accurate and reasonable as of the time of application.
 - Separately priced annual subscriptions or extended warranties will be prorated at the time of reimbursement. Dates of service outside of the award period are not allowable.
- Click “Create” to add the line item to the budget.

Sample “Equipment and Supplies” Projects:

Gym equipment for officer wellness		
Equipment	<u>Name</u>	Gym Equipment
	<u>Direct Cost</u>	\$3,923
	<u>Narrative</u>	1 treadmill x \$1,899; 1 elliptical x \$1,799; Delivery and setup fees: \$225; Total = \$3,923
Supplies	<u>Name</u>	Gym Supplies
	<u>Direct Cost</u>	\$2,120
	<u>Narrative</u>	2 sets of dumbbells at \$399/each plus \$50 delivery; 2 dumbbell racks at \$219/each; 4 rubber gym mats at \$189/each; 2 foam rollers at \$39/each; Total = \$2,120

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Critical incident response equipment

Equipment	<u>Name</u>	Ballistic Equipment
	<u>Direct Cost</u>	\$21,500
	<u>Narrative</u>	2 ballistic shields at \$4,500 each; 25 ballistic helmets at \$500/each; Total = \$21,500
Supplies	<u>Name</u>	Breaching/Entry Tools
	<u>Direct Cost</u>	\$1,025
	<u>Narrative</u>	2 entry rams at \$250/each; 3 breaching tools at \$175/each; Total = \$1,025
	<u>Name</u>	Rifle Magazines
	<u>Direct Cost</u>	\$368
	<u>Narrative</u>	30 rifle magazines at \$12/each plus \$8 freight. Total = \$368

Body cameras

Equipment	<u>Name</u>	Body cameras
	<u>Direct Cost</u>	\$4,176
	<u>Narrative</u>	12 body-worn cameras at \$129/each; \$15/shipping; monthly data subscription of \$29/month x 12 cameras = \$348/month x 12 months = \$4,176

F. Third-Party Contracts and G. Third-Party Subawards
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NOTE: If you will be using award funds for any of the following items as a one-time, stand-alone purchase, they must be listed in the “Other Costs” category.

- Rent, utilities, leasing agreements, mobile phone services, software licenses, software subscriptions, software maintenance, janitorial or security services, extended warranties, shipping, installation, and implementation fees.
- **HOWEVER:** if any of these items will be included as a necessary part of your Third-Party agreement, they do not need to be broken out. They must be itemized in the budget narrative for the corresponding item (i.e. \$15 shipping, \$100 installation fee, 3 software licenses at \$250/each).

General Guidelines

The general budget guidelines for Third-Party Contracts and Third-Party Subawards are the same. If you are unsure which category your agreement belongs under, review the [Third-Party Agreements](#) page on OCJG’s website or consult with your Grant Specialist B.

- Third-party contracts typically include contractors who provide a service directly to your organization. These may include: laboratory services; drug testing services; project-related consulting; contracted employees; CAD upgrades; in-house software installation

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and setup, and the creation of customized software that will be utilized by your organization only.

- Third-party consultants are considered to be “contractors” and should be entered in the Third-Party Contracts section of the budget.
- Third-party subawards typically involve contractors who provide services to the public on your behalf. These may include: mental health counseling, drug rehabilitation services, screening and assessment services, or case management.

Line Item Instructions

Click the “+” sign to add a new line item. In the Budget Information box:

- Item Type: leave as “Non-Personnel”.
- Name = If the contract is with a business: enter their name as the line item (i.e. ABC Toxicology Laboratories; Florida Counseling Center). If the contract is with a person: enter their job title or description of services (i.e. Case Manager, Programmer).
- Direct Cost = The grant funded amount.
- Narrative: Provide a detailed calculation that either meets or exceeds the grant-funded amount. Do not round your calculations to the nearest dollar.
 - Calculation totals that EXCEED the budgeted amount are understood to be covered by the recipient. If the budget narrative calculation is BELOW the budgeted amount, your application will be returned for corrections.
 - Costs may change throughout the year so these calculations are seen as estimates. However, all calculations should be accurate and reasonable as of the time of application.
 - Reimbursement for dates of service outside of the award period are understood to be covered by the recipient. Payment requests will be prorated to remove any dates of service outside of the start and end dates of the award.
- Click “Create” to add the line item to the budget.

Sample “Third-Party” Line Items
--

Drug and Alcohol Testing

<u>Name</u> <u>Direct Cost</u> <u>Narrative</u>	ABC Toxicology Laboratories \$7,250 Drug and alcohol testing services to include approximately forty (40) 6-panel drug screenings per month at \$10/each and ten (10) single panel drug screenings per month at \$21/each. 40 x \$10 x 12 months = \$4,800 10 x \$21 x 12 months = \$2,520 Total = \$7,320
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Case Manager

<u>Name</u> <u>Direct Cost</u>	Case Manager \$7,750
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Narrative Salary and Benefits for one Case Manager
\$18/hour x 400 hours = \$7,200
Benefits include FICA at 7.65% x \$7,200 = \$550.80
Total = \$7,750.80

Mental Health Services

Name Sunshine Center of Florida
Direct Cost \$33,000
Narrative 1 Unit of Service = 1 Hour
Services to include:
Psychiatric evaluations and mental health assessments
approximately 19 units x \$300/hour = \$5,700;
Individual counseling and therapy approximately 250 units x
\$100/hour = \$25,000;
Case management approximately 40 units x \$75/hour = \$3,000;
Total = \$33,700

Records Management System

Name Records Management System
Direct Cost \$40,000
Narrative Records Management System
Base Package of 11 to 25 units = \$24,200
Add-on:
Evidence/Property Management module = \$3,800
E-Crash Transmittal module = \$2,500
E-Citation Transmittal module = \$2,500
Installation, implementation, and training: all-inclusive fee of
\$7,000
Total = \$40,000

H. Other Costs

Other Costs include intangible items that do not fall under any of the above categories. These typically include: software licenses, software maintenance agreements, software subscriptions, equipment leasing agreements, rent, utilities, cell phone or internet service, registration fees for trainings or conferences, installation services, data storage services, and CI funds.

Line Item Instructions

Click the “+” sign to add a new line item. In the Budget Information box:

- Item Type: leave as “Non-Personnel”.
- Name = Indicate the type of item (Rent, Registration Fees, Software Licenses, Data Storage, CI Funds, Software Subscription)
- Direct Cost = The grant funded amount.
- Narrative: Provide a detailed calculation that either meets or exceeds the grant-funded amount. Do not round your calculations to the nearest dollar.

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- Calculation totals that EXCEED the budgeted amount are understood to be covered by the recipient. If the budget narrative calculation is BELOW the budgeted amount, your application will be returned for corrections.
 - Costs may change throughout the year so these calculations are seen as estimates. However, all calculations should be accurate and reasonable as of the time of application.
 - Agreements or subscriptions that span a date range are only reimbursable for dates of service within the award period. Services for dates outside the start and end dates of the award are not eligible for reimbursement.
- Click “Create” to add the line item to the budget.

Sample “Other Costs” Line Items
--

Leased Equipment

<u>Name</u>	Leased LPR Camera
<u>Direct Cost</u>	\$25,000
<u>Narrative</u>	1 fixed-mount LPR camera leased at \$3,000/month for a total of 12 months. Total = \$36,000

Subscription Service 1

<u>Name</u>	GPS Tracking Subscription
<u>Direct Cost</u>	\$3,096
<u>Narrative</u>	1 year unlimited tracking and alerts for 6 GPS trackers. \$43.00/month for 12 months x 6 = \$3,096

Subscription Service 2

<u>Name</u>	Training Software Subscription
<u>Direct Cost</u>	\$12,000
<u>Narrative</u>	1 year annual subscription = \$12,000

Registration Fees

<u>Name</u>	Registration Fees
<u>Direct Cost</u>	\$700
<u>Narrative</u>	Registration fees for 2 people to attend the 2024 Florida Behavioral Health Conference (dates and location TBD) 2 x \$350 = \$700

Confidential Informants

<u>Name</u>	CI Funds
<u>Direct Cost</u>	\$2,000
<u>Narrative</u>	Buy funds to be used for confidential informants; \$2,000.

I. Indirect Costs

If your organization will be claiming indirect costs, describe the type (approved rate or de minimus of 10%) and detail the calculations used to arrive at the funded amount.

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Line Item Instructions

Click the “+” sign to add a new line item. In the Budget Information box:

- Item Type: leave as “Non-Personnel”.
- Name = Indirect Costs
- Direct Cost = The grant funded amount.
- Narrative: Provide a detailed calculation that either meets or exceeds the grant-funded amount. Do not round your calculations to the nearest dollar.
 - Calculation totals that EXCEED the budgeted amount are understood to be covered by the recipient. If the budget narrative calculation is BELOW the budgeted amount, your application will be returned for corrections.
 - If you have a negotiated indirect cost agreement, it is understood the rate may change throughout the year. However, all calculations should be accurate and reasonable as of the time of application.
- Click “Create” to add the line item to the budget.

Sample “Indirect Costs” Line Items

<u>Name</u>	Indirect Costs
<u>Direct Cost</u>	\$1,000
<u>Narrative</u>	De minimus rate of 10% x \$10,000 = \$1,000



<u>Name</u>	Indirect Costs
<u>Direct Cost</u>	\$14,300
<u>Narrative</u>	Approved rate of 22% of personnel and fringe benefits. Total personnel and fringe benefits on this award: \$65,000 x 22% = \$14,300

Review the Budget

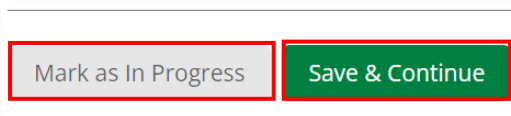
Once all budget line items have been entered, review the budget for any discrepancies. The totals highlighted below should match, and the “Total Overall Budget Cost” should = \$0.00. If the amounts do not balance, you will need to adjust the line item amounts. Don’t forget to update the calculations in the budget narrative if needed.

NOTE: The totals shown here MUST match the total award allocation for your organization on the solicitation (JAGD) or 51% letters (JAGC). If the budget total does not exactly match your allocation, your application will be returned for editing.

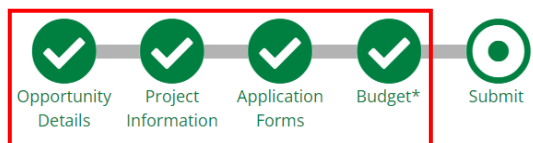
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Expense Budget		
Category	Grant Funded	Total Budgeted
+ A. Personnel	\$0.00	\$0.00
+ B. Fringe Benefits	\$0.00	\$0.00
+ C. Travel	\$0.00	\$0.00
+ D. Equipment	\$50,000.00	\$50,000.00
Police Cruiser  	\$50,000.00	\$50,000.00
+ E. Supplies	\$0.00	\$0.00
+ F. Third-Party Contracts (Contractual Services)	\$0.00	\$0.00
+ G. Third-Party Subawards (Contractual Services)	\$0.00	\$0.00
+ H. Other Costs	\$0.00	\$0.00
+ I. Indirect Costs	\$0.00	\$0.00
Total Expense Budget Cost	\$50,000.00	\$50,000.00
Revenue Budget		
Grant Funding		
Award Requested	\$50,000.00	\$50,000.00
Subtotal	\$50,000.00	\$50,000.00
Non-Grant Funding		
Subtotal		\$0.00
Total Revenue Budget Cost		(\$50,000.00)
Total Overall Budget Cost		\$0.00

When the Budget is complete, scroll to the bottom of the page and click “Mark as Complete”. The “Mark as Complete” button will change to “Mark as In Progress”. To move to the “Submit” page, click “Save & Continue”.



NOTE: On the “Submit” page, ensure all of the application sections are green with a white check mark. If any are missing a checkmark, click on that section to ensure 1) all required entries have been completed and 2) you clicked “Mark as Complete” at the bottom of the screen.



Step 6: Review and Submit the Application

If all of the sections are complete, the application is ready to be submitted. However, prior to submitting the application, review it in full. You can do this by:

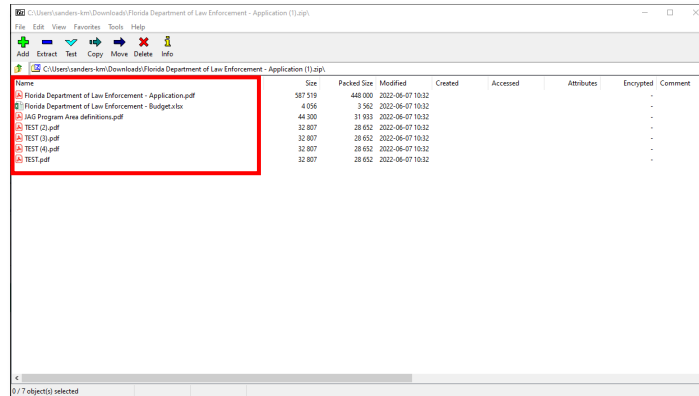
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Option 1:

Download the application and any files you have uploaded by clicking on “Review”.

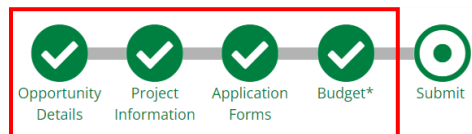


When the download is complete, open it and view each document one at a time to ensure the information is complete and accurate. The application file itself is named [Recipient Name] - Application.

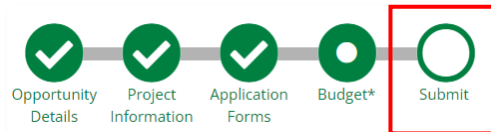


Option 2:

Review the application within AmpliFund by clicking on each of the green circles at the top of the screen. Review each section to ensure all information is complete and accurate.



Return return to the final screen by clicking the white circle above “Submit”.



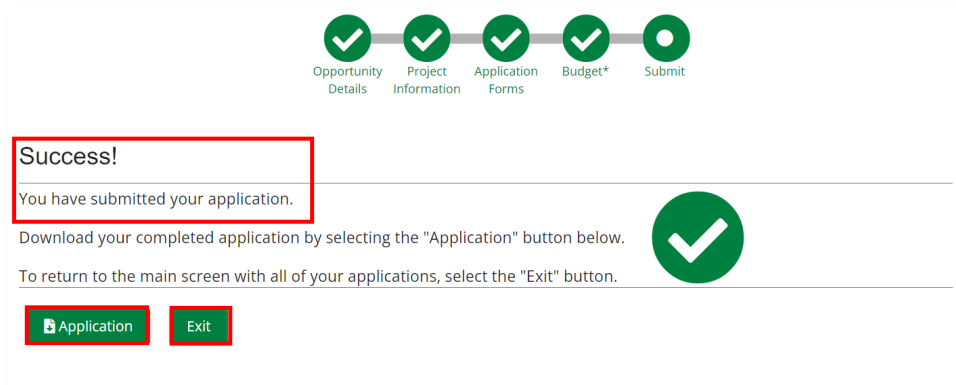
Submit Your Application

If you have completed your review and are satisfied with your application, click “Submit”.



Once you have submitted your application, you will be taken to a new page which will state “You have submitted your application.” You may download a copy of your application by clicking on “Application”. Click “Exit” when you have finished; this will return you to the “Applications” screen. At this point you may close out of AmpliFund; your Grant Specialist B will contact you for any necessary edits.

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Step 7: How to Access an Application that has been Reopened for Editing

After your application is submitted, it will appear in OCJG's workflow queue and be assigned to your Grant Specialist B. If the GSB determines edits are needed, they will return the application to you with a status of "Reopened". You will be notified via a system-generated email from AmpliFund and an email or phone call from your GSB.

To access your application: either click the link within the notification email or login to AmpliFund and access the Applicant Portal. The Applicant Portal is found by clicking on your name in the upper-right corner of the screen and then "Applicant Portal".

NOTE: If you do not have a link to the Applicant Portal, you will need to contact the lead recipient for your organization to update your user permissions. If you do not know who your lead recipient is, contact your Grant Specialist B.

On the Applications screen, click on the name of the application in "Reopened" status. Make the necessary changes and be sure to click "Mark as Complete" at the bottom of each section. Once all sections have been marked as complete, the application may be resubmitted to OCJG by clicking "Submit".

Account Information
Change Password
Message Center
Help and Support
Terms and Conditions
Applicant Portal
Logout

Step 8: How to Withdraw and Delete an Application

NOTE: Withdrawn applications CAN NOT be resubmitted. By withdrawing your application, you are removing it from consideration. If you have submitted your application in error and need it to be reopened for editing, do not click Withdraw. Contact your Grant Specialist B and they will be able to reopen it for you.

Withdraw Your Application

To withdraw an application that was created in error or if you no longer wish to pursue grant funding, do the following:

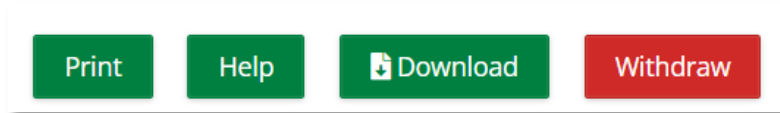
Navigate to the Applicant Portal in AmpliFund by clicking on your name in the upper-right corner of the screen. Click on "Applicant Portal".

Account Information
Change Password
Message Center
Help and Support
Terms and Conditions
Applicant Portal
Logout

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A list of all of the applications you have submitted or saved will appear. Click on the name of the application you wish to withdraw.

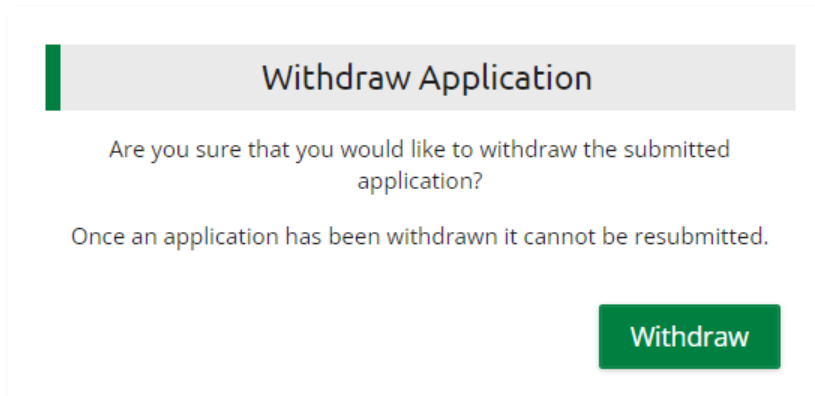
Click “Withdraw”.



NOTE: If you do not see a “Withdraw” icon, check the status of your application.

- If it is “Reopened”, you will first need to resubmit the application.
- After the application has been resubmitted, you may withdraw it.

A pop-up box will ask you to verify that you wish to Withdraw your application. Click “Withdraw”.



You may now delete your application by clicking on the “trash can” icon next to the Application Name.

If you have any further questions regarding the application process, please contact the OCJG Main Line at (850) 617-1250 or email criminaljustice@fdle.state.fl.us.