



Florida Department of Law Enforcement Office of Criminal Justice Grants

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Federal Fiscal Year 2020

Coronavirus Emergency Supplemental Funding (CESF) Program Residual Funding Opportunity – Local Jurisdictions

The Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants (OCJG) is seeking applications for residual funding under the Coronavirus Emergency Supplemental Funding (CESF) Program. This program focuses on providing funding to eligible state and local units of government, and tribes for the prevention, preparation and response to the coronavirus.

Eligibility

Eligible applicants are limited to units of local government identified in the initial funding solicitation. A unit of local government is defined as a city, county, town, township, borough, parish, village, or other general-purpose political subdivision of the state, including Native American Tribes who perform law enforcement functions as determined by the Secretary of the Interior.

A list of eligible applicants for this funding opportunity can be found in Appendix C of this document.

Contact Information

The Office of Criminal Justice Grants (OCJG) phone number is (850) 617-1250. For questions regarding this solicitation, ask to speak with the Compliance and Performance Reporting (CPR) Unit Supervisor, Tennille Robinette or a CPR unit grant manager. For technical assistance with the Subgrant Information Management Online (SIMON) system ask for the SIMON Help Desk.

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Program Description

In April of 2020, the Florida Department of Law Enforcement (FDLE) applied for and received a grant award from the United States Department of Justice (USDOJ) in the amount of \$31,797,466 under the Coronavirus Emergency Supplemental Funding (CESF) program. FDLE published a notice of funding opportunity to eligible local jurisdictions in May of 2020. Residual funding in the amount of \$2,000,000 remains available from that award and is now being offered to eligible subrecipients under this residual program solicitation.

Eligible applicants may apply for amounts up to \$50,000 in residual CESF funding. Eligible and complete applications will be accepted, reviewed, and approved in the order in which they are received (first in, first approved) until funding is exhausted or the application period ends, whichever comes first.

Uses of Funding

Funds awarded under the CESF Program must be used to prevent, prepare for, and respond to the coronavirus. Allowable projects and purchases include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer, and disinfectant), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), IT equipment enabling employees to more effectively work remotely, and addressing the medical needs of inmates in jails and detention centers.

Applicants are **strongly** encouraged to consider the expenses and equipment needed for successful operation of publicly-funded COVID-19 testing and vaccination sites.

Eligibility Requirements

Applicants for CESF subawards must comply with all terms and conditions of the federal award and subaward, including those incorporated by reference. This section identifies specific program requirements that must be met as a condition of eligibility to receive federal funds under this program. Each applicant must be able to document compliance with the following requirements:

- [2 C.F.R. §200.318-326](#) - *Federal Procurement Standards*
- [2 C.F.R. Part 200.300-309](#) - *Standards for Financial and Program Management*
- [2 C.F.R. Part 25](#) - *Universal Identifier and System for Award Management (SAM) Requirements*
- [28 C.F.R. Part 42](#) - *Nondiscrimination; Equal Employment Opportunity; Policies and Procedures*

SAM Registration

To apply for funds, an organization and its users must be registered in SIMON and have a Data Universal Numbering System (DUNS) number. The organization must also be registered with the U.S. Federal Government's System for Award Management (SAM) (2 C.F.R. Part 25).

A DUNS number may be obtained by calling (866) 705-5711 or by visiting the Dun & Bradstreet website at: <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>. A DUNS number is usually received within one to two business days.

To create or update your annual SAM registration, go to SAM.gov. The SAM registration process can take up to 10 business days.

Compliance with Applicable Federal Laws

At the time of application, potential subrecipients are required to certify compliance with all applicable federal laws. All applicants should understand that if the DOJ Office of Justice Programs receives information indicating an applicant may be in violation of any applicable federal law, the applicant may be referred to the DOJ Office of Inspector General (OIG) for investigation. If the applicant is found to be in violation of an applicable federal law by the OIG, the applicant may be subject to criminal and civil penalties, in addition to relevant OJP programmatic penalties, including suspension or termination of funds, inclusion on the high-risk list, repayment of expended funds, and/or suspension and debarment.

Civil Rights Requirements

Federal laws prohibit subrecipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, disability, or age in funded programs or activities. All subrecipients, implementing agencies, and contractors must comply with any applicable statutorily-imposed nondiscrimination requirements, which are summarized below:

Title VI of the Civil Rights Act of 1964

Applicants must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E that relate to an equal employment opportunity program. Applicants are advised to use the Office for Civil Rights EEO Reporting Tool at (<https://ojp.gov/about/ocr/eeop.htm>).

Equal Employment Opportunity Certification

Applicants must submit an EEO Certification annually within 120 days of the subaward. Failure to submit the required EEO Certification will result in the withholding of grant funds.

Limited English Proficiency

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. Part 2000d, applicants in receipt of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. FDLE strongly advises applicants to have a written LEP Language Access Plan. For more information visit <https://www.lep.gov/>.

Equal Treatment for Faith Based Organizations

Applicants, must comply with all applicable requirements of [28 C.F.R. Part 38](#), "Equal Treatment for Faith Based Organizations", specifically including the provision for written notice to current or prospective program beneficiaries.

Americans with Disabilities Act

Applicants must comply with the requirements of the Americans with Disabilities Act (ADA), Public Law 101-336, which prohibits discrimination on the basis of disability including provision to provide reasonable accommodations.

Filing a Complaint

If the applicant or any of its employees, contractors, vendors, or program beneficiaries has a discrimination complaint, they may file a complaint with the applicant, with FDLE, or with the Office for Civil Rights.

Discrimination complaints may be submitted to FDLE at Office of the Inspector General, Post Office Box 1489, Tallahassee, Florida 32302-1489, or online at info@fdle.state.fl.us. Any discrimination complaints filed with FDLE will be reviewed by FDLE's Inspector General and referred to the Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission, based on the nature of the complaint.

Discrimination complaints may also be submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, Northwest, Washington, D.C. 20531, or by phone at (202)307-0690.

Intergovernmental Review

The federal FY2020 CESF program is subject to Executive Order 12372. As a result, FDLE may provide information regarding subrecipient applications to the state single point of contact to satisfy this requirement.

Match

Matching funds are not required under the CESF program. However, if a subrecipient identifies match on an application that is approved for an award, the match portion will be required.

Prohibited Uses and Expenditures

CESF may not be used to supplant state or local funds. Funds must only be used to increase the amount of funds that would, in the absence of federal funds, be made available for the given activities. Items specifically prohibited under this solicitation include, but are not limited to:

- Motor vehicles and vessels
- Weapons and ammunitions
- UAS/UAV/UV and related expenses
- Body-worn cameras
- Body armor or riot gear
- Other items typically considered standard issue (duty belts, uniforms, etc.)

Costs Requiring Pre-Approval

The following cost elements require prior approval from FDLE and/or BJA:

NEPA

Any improvement, building or construction project will require pre-approval to ensure compliance with the National Environmental Policy Act (NEPA). This may include relatively minor activities such as installing fence posts, security or surveillance cameras, or anchoring any item to the ground. If the grant will fund any activities that may fall under this requirement, review the subaward standard condition related to NEPA and the section of the BJA web site related to [NEPA compliance](#) and contact FDLE's grant's office for assistance.

Non-Competitive (Sole Source) Procurements

If a subrecipient requests a non-competitive procurement of goods or services, a [sole source justification form](#) must be submitted to FDLE for approval prior to the obligation of grant funds. For a sole source procurement over the federal Standard Acquisition Threshold (SAT) of \$250,000, written pre-approval must be obtained from both FDLE and DOJ.

Sole source approval applies to the amount of the total procurement, regardless of the amount of federal investment in the purchase.

IMPORTANT - please note: submission of a "Sole Source Justification" form does **NOT** guarantee approval for the sole source procurement. Before submitting a request for a sole source procurement, applicants should carefully review the conditions governing this type of procurement to ensure their request meets the guidelines (see [2 C.F.R. § 200.320\(f\)](#)).

Administrative Costs

Administrative costs/fees are not eligible on CESF subawards.

State and Federal Transparency

Subaward agreements and information supplied to FDLE for grant management and payment purposes will be used to report to the following mandatory state and federal transparency systems.

Florida Accountability and Contract Tracking System (FACTS)

This grant agreement, all corresponding information and a copy of the grant document, is provided to FACTS to meet requirements under Chapter 2013-54 and 2013-154 Laws of Florida.

Exemption from FACTS

The SIMON grant management system allows for partial or complete contract exemption from FACTS for those agreements containing information exempt from public records. Please be aware, in the event that your agency's submission contains confidential and/or exempt information prohibited from public dissemination under Florida's Public Records Law, Chapter 119, Florida Statutes, the subrecipient agency bears the responsibility for applying proper redactions. Otherwise, any and all records submitted may be released without redactions.

Federal Funding Accountability and Transparency Act (FFATA)

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006, with the intent to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is USASpending.gov. FDLE is required to report subaward data to FFATA as well.

Length of Award and Distribution of Funds

CESF residual awards may be approved for a project period of up to 12 months, beginning no earlier than January 20, 2020 and ending no later than January 31, 2022.

Grant funds are distributed on a cost reimbursement basis, with the ability to advance, for satisfactory performance of eligible activities. Payment requests can be submitted on a monthly or quarterly basis and should include total expenditures for the reporting period. Reimbursements will be processed in conjunction with the receipt and review of programmatic performance reports to determine successful completion of minimum performance deliverables as specified in the agreement.

Application Instructions and Deadline

Please read and follow the directions below. If you have questions, please contact the Office of Criminal Justice Grants prior to submitting your application. **Failure to follow application instructions may result in a delay of application review and/or incursion of a special condition at the time of award.**

Jurisdictions who appear on the eligibility list in Appendix C may apply for up to \$50,000 in grant funding to be used for the prevention, preparation and response to the coronavirus.

An [application questionnaire](#), [budget detail worksheet](#), and any additional required documents as described in the following section should be submitted to criminaljustice@fdle.state.fl.us by **5:00 P.M. EST, March 19, 2021**. Applications will not be accepted after the application deadline.

Refer to **Appendix A: Application Timeline** for other important dates.

Please note: OCJG grant staff will use the information provided to prepare an application in the FDLE Subgrant Information Management Online (SIMON) grant system. The applicant will be notified when a draft of the application is ready to be reviewed and submitted in SIMON. Once an application is approved, FDLE's SIMON system will be used for subgrant management activities including required monthly/quarterly financial and performance reporting.

Additional Requirements

Subrecipients will be required to complete the following documents at the time of application; failure to do so may result in the withholding of funds until items are received.

Subaward Management Capabilities and Compliance Questionnaire

All applicants are required to complete the [Subaward Management Questionnaire](#), and submit to OCJG with their application. FDLE will use this form to validate a subrecipient's eligibility to apply, receive, and maintain a federal CESF subaward. Additionally, this validation will allow FDLE to expedite the monitoring process and ensure subrecipients are complying with program requirements.

Lobbying, Debarment and Drug-Free Workplace Certification

Subrecipients are not permitted to use federal funds, directly or indirectly, in support of any lobbying activity. A subrecipient receiving or requesting an award exceeding \$100,000 must certify compliance with this requirement. Any person, agency, or other organization that is debarred, suspended, declared ineligible, or is voluntarily excluded is prohibited from receiving federal funds under this grant program. All subrecipients must certify the subgrantee organization, and any vendor or lower tiered subrecipient, is eligible to receive these funds.

In compliance with the Drug-Free Workplace Act of 1988, state agencies applying for federal grant funding under this program must certify compliance with establishing and maintaining a drug-free work environment. Failure to submit the "[Lobbying, Debarment and Drug Free Workplace Certification](#)" to FDLE with the application may result in a withholding of funds condition on the subaward until the requirement is satisfied.

Contractual Services vs. Contractor Determination

Subrecipients allocating funds in the Contractual Services budget category must adhere to the subcontracting requirements below and should carefully review the "[OJP Subaward vs. Procurement Toolkit](#)" for information regarding the two types of subcontracting.

1. Any applicant using grant funds in the Contractual Services budget category must complete and submit a "[Subrecipient vs. Contractor Determination Checklist](#)" for each contracted services item to FDLE with the application.
2. The application must contain detailed information regarding the type of subcontracting (subrecipient or contractor) and the method of procurement for the subcontract.
3. An applicant proposing to enter into a subrecipient contracting relationship must request

approval to subaward in the grant application and be able to adhere to and document compliance with requirements and provisions for pass-through entities in [2 C.F.R. §200.331](#).

4. Applicants entering into a contractor relationship must adhere to the local unit of government's written procurement policies and procedures to the extent they are consistent with or more stringent than the procurement standards outlined in [2 C.F.R. § 200.318-326](#).

Standard Conditions

The standard conditions provide detailed compliance requirements for subrecipients upon signed acceptance of the subaward. It is imperative all persons involved with this subaward read the standard conditions. Failure to comply with the provisions outlined in the standard conditions may result in project costs being disallowed.

Appendix A – Application Timeline

March 30, 2020	Florida received notice of final state CESF appropriation from U.S. Department of Justice.
April 20, 2020	FDLE Office of Criminal Justice Grants (OCJG) submitted the State of Florida application for FY 2020 CESF funding.
April 30, 2020	Florida accepted the state's FY 2020 federal CESF award.
May 1, 2020	OCJG released initial CESF subgrant solicitation on the department's website; Notification emails sent to chief officials.
January 2021	Supplemental funding process established.
February 1, 2021	Residual CESF subgrant solicitation on the department's website; Notification emails sent to chief officials.
March 19, 2021	Deadline to submit applications to OCJG.

Appendix B – Application Checklist

Each applicant must meet the following requirements to receive federal funding under this solicitation:

Before Applying:

- ☐ Read the subsolicitation in its entirety.
- ☐ Ensure your organization or agency has a DUNS Number; acquire one if necessary.
- ☐ Ensure SAM.gov registration is current; renew if necessary. Note: An application will not be deemed complete unless an active SAM is on file at the time of submission.
- ☐ For new users, request a SIMON account.
- ☐ For existing users, verify SIMON username/password and ensure organization contact information is up-to-date.
- ☐ Locate the organization EEO Certification; if needed, obtain a new/updated EEO Certification via the [EEO Reporting Tool](#).
- ☐ Read the [DOJ Grants Financial Guide](#).

Items Required at Application:

- ☐ Completed [CESF Application Questionnaire](#) and [Budget Detail Worksheet](#)
- ☐ Current [SAM.gov](#) registration
- ☐ Current [EEO Certification](#)
- ☐ Completed [Subaward Management and Capabilities and Compliance Questionnaire](#)
- ☐ Completed [Lobbying, Debarment and Drug-Free Workplace Certification](#)
- ☐ Completed [Subrecipient or Contractor checklist](#) for each cost element requested in the Contracted Services budget category, if applicable
- ☐ Completed [Sole Source Justification form](#), if applicable.

Appendix C – Eligible Jurisdictions

The following jurisdictions are eligible to submit an application for up to \$50,000 under this solicitation.

County	Municipality
Alachua	Alachua
	High Springs
	Waldo
Baker	Baker County
Bay	Lynn Haven
	Mexico Beach
	Panama City Beach
	Parker
	Springfield
Bradford	Bradford County
	Lawtey
	Starke
Brevard	Cocoa Beach
	Indialantic
	Indian Harbour Beach
	Melbourne Beach
	Melbourne Village
	Rockledge
	Satellite Beach
	West Melbourne
Broward	Coconut Creek
	Cooper City
	Hillsboro Beach
	Lauderdale-By-The-Sea
	Lighthouse Point
	Margate
	Parkland
	Pembroke Park
	Sea Ranch Lakes
	Seminole Tribe
	Southwest Ranches
	West Park
	Weston
	Wilton Manors
Calhoun	Altha
	Blountstown
	Calhoun County
Charlotte	Punta Gorda

County	Municipality
Citrus	Crystal River
Clay	Green Cove Springs
	Orange Park
Collier	Marco Island
	Naples
Dade	Aventura
	Bal Harbor Village
	Bay Harbor Islands
	Biscayne Park
	Coral Gables
	Cutler Bay
	Doral
	El Portal
	Golden Beach
	Hialeah Gardens
	Indian Creek Village
	Key Biscayne
	Medley
	Miami Lakes
	Miami Shores
	Miami Springs
	Miccosukee Tribe
	North Bay Village
	Palmetto Bay
	Pinecrest
	South Miami
	Sunny Isles Beach
	Surfside
	Sweetwater
	Virginia Gardens
	West Miami
Desoto	Arcadia
	Desoto County
Dixie	Cross City
	Dixie County
Duval	Atlantic Beach
	Jacksonville Beach
	Neptune Beach

County	Municipality
Flagler	Bunnell Flagler Beach
Franklin	Apalachicola Carrabelle Franklin County
Gadsden	Chattahoochee Gadsden County Gretna Havana Midway Quincy
Gilchrist	Gilchrist County Trenton
Glades	Glades County
Gulf	Gulf County Port St. Joe
Hamilton	Hamilton County Jasper Jennings White Springs
Hardee	Bowling Green Hardee County Wauchula
Hendry	Clewiston
Hernando	Brooksville
Highlands	Avon Park Lake Placid Sebring
Hillsborough	Temple Terrace
Holmes	Bonifay Holmes County
Indian River	Fellsmere Indian River Shores Sebastian Vero Beach
Jackson	Graceville Jackson County Marianna Sneads
Jefferson	Jefferson County Monticello
Lafayette	Lafayette County
Lake	Astatula Clermont Eustis

County	Municipality
Lake (continued)	Fruitland Park Groveland Howey-in-the-Hills Lady Lake Mascotte Minneola Mount Dora Tavares Umatilla
Lee	Sanibel
Levy	Cedar Key Chiefland Inglis Williston
Liberty	Liberty County
Madison	Madison (City)
Manatee	Bradenton Beach Holmes Beach Longboat Key Palmetto
Marion	Bellevue Dunnellon
Martin	Jupiter Island Sewall's Point Stuart
Monroe	Key Colony Beach Key West
Nassau	Fernandina Beach Nassau County
Okaloosa	Crestview Fort Walton Beach Niceville Shalimar Valparaiso
Okeechobee	Okeechobee City Okeechobee County
Orange	Belle Isle Eatonville Edgewood Maitland Oakland Ocoee Windermere Winter Park
Osceola	St. Cloud

County	Municipality
Palm Beach	Atlantis
	Gulf Stream
	Highland Beach
	Hypoluxo
	Juno Beach
	Jupiter
	Jupiter Inlet Colony
	Lake Clarke Shores
	Lake Park
	Lantana
	Manalapan
	Mangonia Park
	North Palm Beach
	Ocean Ridge
	Pahokee
	Palm Beach Town
	Palm Beach Gardens
	Palm Beach Shores
	Palm Springs
	Royal Palm Beach
Pasco	South Bay
	South Palm Beach
	Tequesta
Pinellas	Wellington
	Dade City
	Port Richey
	Zephyrhills
	Belleair
	Belleair Beach
	Belleair Bluffs
	Dunedin
	Gulfport
	Indian Rocks Beach
	Indian Shores
	Kenneth City
	Madeira Beach
	North Redington Beach
	Oldsmar
	Redington Beaches
	Safety Harbor
	Seminole City
	South Pasadena
	St. Pete Beach
	Tarpon Springs
	Treasure Island

County	Municipality
Polk	Auburndale
	Bartow
	Haines City
	Lake Alfred
	Lake Hamilton
	Lake Wales
Putnam	Crescent City
	Interlachen
	Palatka
	Welaka
St. Johns	St. Augustine
	St. Augustine Beach
Santa Rosa	Gulf Breeze
	Milton
Sarasota	North Port
	Venice
Seminole	Lake Mary
	Longwood
	Oviedo
	Winter Springs
Sumter	Bushnell
	Center Hill
	Webster
	Wildwood
Suwannee	Live Oak
	Suwannee County
Taylor	Perry
Union	Union County
Volusia	Daytona Beach Shores
	Edgewater
	Holly Hill
	Lake Helen
	New Smyrna Beach
	Oakhill
	Orange City
	Ponce Inlet
	Port Orange
	South Daytona
Wakulla	Wakulla County
Walton	DeFuniak Springs
Washington	Chipley
	Washington County