



Florida Department of Law Enforcement Office of Criminal Justice Grants

Post Office Box 1489 Tallahassee, Florida 32302-1489 (850) 617-1250



FY2019 – 2020 State Financial Assistance Identity Theft and Fraud Grant Program Application Instructions Applications Due: **September 18, 2019**

The Florida Department of Law Enforcement (FDLE) received authority to administer \$150,000 for the Identity Theft and Fraud Grant program, under 943.0412, Florida Statutes. This grant program was created to provide support to local law enforcement agencies in the investigation of personal identification information theft and fraud. The program is supported through criminal fines for qualifying convictions relating to identity theft as provided in 817.568(12), Florida Statutes.

FDLE anticipates issuing approximately 15 awards, not to exceed \$10,000 each. Funds under this program may be used for: overtime hours of officers, equipment or supplies required for investigative purposes, procurement contracts, and travel and/or training.

Note: Special consideration will be given to applications proposing to use grant funds to address theft and fraud in vulnerable populations within their jurisdictions, to include vulnerable adults as defined by [415.102\(28\), Florida Statutes](#), or minor children.

Instructions

This completed application packet must be emailed to patriciastark@fdle.state.fl.us by **September 18, 2019** to be considered for funding.

Eligibility

To be eligible to receive an Identity Theft and Fraud Grant award, applicants must be a local law enforcement agency within the State of Florida.

Project Period

Grants are awarded for a 9-month state fiscal year period, beginning October 1, 2019 and ending June 30, 2020. These awards cannot be extended. Any unused funds after June 30, 2020 will be reverted to the state.

State Transparency

Florida Accountability and Contract Tracking System (FACTS)

Section 215.985, F.S., makes the Department of Financial Services (DFS) responsible for the development and maintenance of a contract reporting system, the Florida Accountability Contract

Tracking System (FACTS). State law requires all agreements (contracts, purchase orders and grants for state or federal financial assistance) to be entered in this transparency system and made available for public access.

FDLE will provide all state financial assistance grant agreements to the FACTS system, including original contract and amendment document images and payment information. Agreements containing information statutorily exempt from public records could qualify for partial or complete exemption from FACTS. Please contact OCJG for additional information, to determine whether an agreement would be exempt, and to obtain instructions on the requirements for requesting an exemption.

Reporting Requirements

Performance

Performance reports must be submitted within **15 days** of the end of each month. Failure to submit reports by the deadline will delay reimbursement of funds.

Financial

Financial reports are due monthly within **30 days** after the end of each month. The final financial report will be due by Thursday, **July 30, 2020**. Final reconciliation and closeout of the agreement must be completed by both parties within forty-five (45) days of the end of the grant period.

Payments

Grant funds are distributed on a cost-reimbursement basis for eligible activities. The final approved grant agreement will detail all invoicing and documentation requirements. The recipient shall provide a monthly claim report to FDLE detailing all grant related expenditures. The claim report will serve as the request for payment. Only expenditures in the approved grant budget may be paid from the agreement.

Payments will be processed in conjunction with the receipt and review of programmatic performance reports and supporting documentation. Additionally, the request and any corresponding supporting documentation must evidence the completion of all tasks required to be performed for the associated deliverable, including minimum performance standards established in the agreement.

Monitoring

Recipients of FDLE grant funds are required to establish and maintain effective internal control over the award that provides reasonable assurance the recipient is managing the award in compliance with statutes, regulations, and the terms and conditions of the grant agreement. The recipient must maintain effective control over all funds, property, and assets, and assure they are used solely for authorized purposes.

Contact Information

Contact Operations Review Specialist (ORS) Patricia Stark with any questions or for additional assistance at (850) 617-1252 or at patricia.stark@fdle.state.fl.us.

ADMINISTRATION

Project Title: _____

Agency: _____

Date Final Agreement Needed for Council/Commission Meeting Approval: _____

Chief Official		Programmatic Contact	
Name		Name	
Title		Title	
Address		Address	
Phone		Phone	
Email		Email	

Grant/Contract Manager		Chief Financial Officer	
Name		Name	
Title		Title	
Address		Address	
Phone		Phone	
Email		Email	

Official Payee	
Name	
Title	
Address	
Phone	
Email	
SAMAS #	
FEID #	

Chief Official: This individual is the head of the recipient agency. **Note:** If using a Chief Official Designee, the application must include a copy of the written authorization of signature authority (official letter from the chief official, ordinance, charter, etc.) approving the individual for signature authority.

Programmatic Contact: This individual is responsible for overall performance of the project.

Grant/Contract Manager: This individual serves as primary point of contact for the grant, project activities, responsible for all performance and financial reporting, and overall compliance with the grant agreement.

Chief Financial Officer: This individual is responsible for the entity's accounting system, financial and records management, and certifying the financial claim reports that are submitted for payment.

Official payee: This individual is the person to whom payments will be remitted on behalf of the Recipient.

PROJECT OBJECTIVE

Provide an objective statement describing the intent of the project. The objective should be narrow, action oriented, tangible, and measurable.

ANTICIPATED OUTCOMES

This section should also identify any anticipated improvements, outcomes, capabilities, etc. and include any relevant statistics.

SCOPE OF WORK

The scope of work should identify and quantify all tasks and activities proposed for funding, including how they will be completed. List the tasks and activities to be performed and include responses to the questions below for each activity or service.

1. How will the project combat Identity theft and/or fraud?

2. List project activities.

Activity	Purpose	Cost

3. How will activity performance be verified?

Activity	Verification Process

4. What documentation will be maintained for each activity?

Activity	Documentation

BUDGET WORKSHEET AND NARRATIVE

Each category should include a narrative explanation to identify how requested funds will be used to carry out the award. Additionally, each category should provide line item cost detail with calculations for how amounts were derived.

A. Personnel (Overtime)

Narrative Explanation: Describe the position(s) requested and the function or responsibilities for each person to be paid with grant funds.

Employee Name/Title	Position/Description	Computation (show salary rate and percentage of time devoted to the project)	Cost
TOTAL - Personnel			

B. Fringe Benefits (Overtime)

Narrative Explanation: List each grant-funded position receiving fringe benefits and describe each type of benefit to be paid with grant funds.

Employee Name/Title	Description of Benefit (FICA, Retirement, etc.)	Computation (show the basis for the computation)	Cost
TOTAL - Fringe Benefits			

C. Travel

Narrative Explanation: Indicate the purpose or type (e.g. conducting training, attending training, etc.), and location for each trip. Information provided should show the basis of computation by computing the cost of each type of expense (airfare, mileage, lodging, etc.) with the number of persons traveling. All travel will be conducted and reimbursed in accordance with s. 112.061, F.S.

Purpose of Travel	Location / Destination	Computation	Cost
Total - Travel			

D. Equipment (Operating/Fixed Capital Outlay)

Narrative Explanation: Describe how the equipment is necessary for the success of the project and the procurement method that will be used to purchase each type of equipment. If the Recipient does not have an established capital outlay policy, the State of Florida policy applies, defining capital outlay as any non-consumable expense item with a unit cost of \$1,000 or more or a lifespan of more than 1 year.

Item	Procurement Method	Quantity	Cost per Unit	Total
Total - Equipment				

E. Supplies

Narrative Explanation: Describe expenses by type and their specific use or relation to the project. Include the basis for computation. Supplies include any items or materials necessary for the project that are expendable or consumed during the course of the project.

Item	Procurement Method	Quantity	Cost per Unit	Total
Total - Supplies				

F. Other Cost

Narrative Explanation: List and describe items that will be paid with grant funds that do not fall in any of the other categories.

Item	Procurement Method	Quantity	Cost per Unit	Total
Total - Other Cost				

G. Procurement Contracts

Narrative Explanation: Provide a description of the products or services to be procured by contract with an estimate of the costs and a description of the procurement method to be used. Recipients are encouraged to promote free and open competition in awarding contracts, and a separate justification is required for sole source procurements

Description	Procurement Method	Purpose	Cost
Total – Procurement Contracts			

BUDGET SUMMARY

Insert totals from the categories above to complete the budget summary. Please assure the budget amounts for each category are accurate and reflect the totals entered.

Budget Category	Total
A. Personnel (Salary/Overtime)	
B. Fringe Benefits	
C. Travel	
D. Equipment	
E. Supplies	
F. Other Cost	
G. Procurement Contracts	
TOTAL	