



Confidential Funds Certification

Upon completion, email a copy of this form to: criminaljustice@fdle.state.fl.us

Subrecipients may use confidential funds for the following purposes:

Purchase of Services (P/S). This category includes travel or transportation of a non-federal officer or an informant; the lease of an apartment, business front, luxury-type automobile, aircraft or boat, or similar expenses (including buy money, flash rolls, etc.) for undercover purposes, within reasonable limits.

Purchase of Evidence (P/E). This category is for the purchase of evidence and/or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, and so forth, required to determine the existence of a crime or to establish the identity of a participant in a crime.

Purchase of Information (P/I). This category includes the payment of monies to an informant for specific information. All other informant expenses would be classified under P/S and charged accordingly.

Completion of this form certifies that the authorized representative has read, understands, and agrees to abide by the provisions of section 3.12 of the Department of Justice (DOJ) Grants Financial Guide, including but not limited to:

1. Any agency using federal award money for confidential funds must develop and follow internal procedures adhering to the elements described in the DOJ Grants Financial Guide;
2. Any agency using confidential funds must prepare quarterly reconciliation reports on the established imprest fund;
3. Any agency using confidential funds must maintain specific records for each confidential fund transaction that adheres to the elements described in the DOJ Grants Financial Guide;
4. Any agency using confidential funds must maintain secure informant files for account purposes;
5. Any agency using confidential funds should adhere to the specified account and control procedures identified in the DOJ Grants Financial Guide; and
6. The request for reimbursement of expenditures for confidential funds should only be submitted when the money has been transferred to the informant and be accompanied by a funds tracking log containing the following data elements:

Transaction Date, Case or CI #, Method of Payment (check or cash), Purpose of Expenditure (evidence buy or CI payment), Amount Paid.)

As the duly authorized representative of the applicant, I acknowledge, understand and agree to abide by all provisions in section 3.12 of the DOJ Grants Financial Guide and failure to comply with all provisions and conditions regarding confidential funds may result in the withholding of federal funds. Additionally, I understand documentation to verify compliance with the provisions in the Grants Financial Guide must be maintained and provided at the time of monitoring.

Subrecipient:

Printed Name:

Title:

Signature:

Date:

Application Number: