



## **Florida Department of Law Enforcement Office of Criminal Justice Grants**

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# **Prison Rape Elimination Act (PREA) Program FY17 Solicitation**

## **Applications Due: April 13, 2018**

The Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants (OCJG) is seeking subrecipient applications for the state's Prison Rape Elimination Act (PREA) Program. This program funds Prison Rape Elimination Act (PREA) implementation projects for local criminal justice agencies.

### **Eligibility**

Eligible applicants are limited to state criminal justice agencies and units of local government. A unit of local government is: a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state; or, it may also be a federally recognized Indian tribe that performs law enforcement functions (as determined by the Secretary of the Interior). Otherwise, a unit of local government may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes.

Eligible applicants may also be private non-profit associations or non-profit neighborhood or community-based organizations (PNPs) submitting applications that qualify for one of the scenarios below:

- Criminal justice projects that would benefit the entire state;
- A criminal justice project that will benefit a local jurisdiction; or
- A private non-profit (PNP) that is in partnership with a local law enforcement agency to provide criminal justice services to designated units of local government.

In order to be eligible to receive awards under this solicitation, these funds must be used for PREA Implementation related efforts in accordance with the DOJ National Standards to Prevent, Detect, and Respond to Prison Rape (28 C.F.R. § 115).

### **Contact Information**

For questions regarding this solicitation, contact the JAG unit in FDLE's Office of Criminal Justice Grants at 850-617-1250.

For assistance with creating and/or submitting an application in the Subgrant Information Management Online (SIMON) portal, or for technical assistance or issues with SIMON, contact the Office of Criminal Justice Grants at (850) 617-1250 or request to speak with your grant manager.

**Release Date: February 26, 2018**

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## Program Description

The State of Florida, Department of Law Enforcement (FDLE) has received an award for \$181,978 under the Protecting Inmates and Safeguarding Communities Discretionary Grant Program from DOJ's Office of Justice Programs (OJP) Bureau of Justice Assistance (BJA). This Notice of Funding Opportunity seeks subrecipient applications for funding Prison Rape Elimination Act (PREA) Implementation projects for local criminal justice agencies. This program will be used to assist efforts to establish "zero tolerance" cultures related to sexual abuse and harassment in confinement facilities, including jails, police lockups, prisons, juvenile facilities, and community confinement facilities.

## Program Strategy and Purposes

FDLE's Office of Criminal Justice Grants (OCJG) administers PREA funds under the Justice Assistance Grant (JAG) program for the State of Florida. These funds shall be used to assist states and local governments in carrying out activities that address one or more of the major provisions of the PREA standards, which include:

- General prevention planning
- Supervision and monitoring
- Staffing of juvenile facilities
- Juveniles in adult facilities
- Cross-gender searches and viewing
- Training and education
- Screening
- Reporting
- Responsive planning
- Investigations
- Discipline
- Medical and mental health care
- Grievances
- Lesbian, gay, bisexual, transgender, intersex (LGBTI), and gender nonconforming inmates
- Inmates with disabilities and limited English proficiency (LEP)

BJA's FY 2017 PREA competitive program, *Strategic Support for PREA Implementation in Local Confinement Facilities Nationwide*, outlined a number of allowable uses of funds for site-based strategic implementation plans. These uses are also allowable projects supported by PREA Reallocation funds and include:

- Initiatives related to leadership and organizational culture change (Note: It is BJA's expectation that the support provided to all the local agencies involved in this program will prioritize efforts to implement and enhance zero tolerance cultures related to sexual abuse and sexual harassment in confinement facilities)
- PREA policy and practice revision and implementation;
- Preventative equipment and technology enhancements (Note: Funding may be used to purchase equipment and supplies [e.g., rape kits, privacy screens, etc.]. In cases where program funding is used on equipment and supplies, these expenditures must be part of a larger, comprehensive implementation plan that focuses on implementing or enhancing a zero tolerance culture in confinement facilities, and achieving compliance with the PREA Standards.);
- Inmate, detainee, and/or resident education related to PREA;

- Sexual abuse and sexual harassment victim support services such as the integration of victim-centric and trauma-informed strategies to equip staff, investigators, external providers, and medical and mental health practitioners to identify trauma and its symptoms, minimize re-traumatization, and provide services that are sensitive to the individualized needs of victims who are inmates, residents, and/or detainees;
- Data collection, performance measurement, and evaluation related to efforts to prevent, detect, and respond to sexual abuse and sexual harassment in confinement facilities;
- Planning, analysis, and training focused on enhancing staff support and training related to the PREA Standards; and,
- Preparing for and conducting PREA audits.

Maximum coordination between the subrecipient and its implementing agency, if different, is required to meet PREA program requirements. FDLE requires that agencies applying for PREA funds reach consensus concerning the expenditure of the PREA funds, including the projects to be implemented and the agency responsible for such implementation.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

## Priority Areas for Funding

OJP wishes to ensure that recipients are aware of areas of national focus and priority, and to encourage recipients to maximize the effective use of funds. The following is a list of key priorities:

### Evidence-Based Programs or Practices

OJP places a strong emphasis on the use of data and evidence in policy making and program development in criminal justice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

Applicants are strongly encouraged to provide practices and services that have a demonstrated evidence base and that are appropriate for the target population. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows that the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population. Applicants can find information on evidence-based treatment practices in the SAMHSA's *Guide to Evidence-Based Practices* available at [www.samhsa.gov/ebpwebguide](http://www.samhsa.gov/ebpwebguide).

## Amount and Length of Award

PREA awards are typically for a period of six months to one year. The beginning and end dates of the subgrant period and the subaward amount are determined during the application review process. OCJG will award projects based on a competitive basis.

OCJG will allocate a portion to each eligible applicant who meets the criteria and performs well on the Application Scoresheet.

## Match

The PREA program does not require matching funds.

## Application Access and Deadline

Applications must be submitted via the FDLE [Subaward Information Management ON-line](#) (SIMON) grant management system by **April 13, 2018**. In addition, please mail two hard copies of the application with original signature pages to FDLE by **April 20, 2018**. When submitting your application in SIMON, please use announcement code **PREA1718**.

## Registration Requirements

To apply for PREA funds in SIMON, 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).

To obtain a DUNS number call (866) 705-5711 or visit 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 register with or update your annual SAM registration, go to <https://www.sam.gov>. The process can take up to 10 business days.

## Costs Requiring Pre-Approval

### **Publications and Other Media**

All media created or published using federal grant funds must be reviewed and approved by FDLE and/or BJA prior to release or distribution. This includes any curricula, training materials, brochures, or other written materials that will be published, including web-based materials and website content, as well as all audio or video materials, including Public Service Announcements. Grant recipients must submit a draft of each proposed item to OCJG no later than thirty (30) days prior to the targeted dissemination date. For items containing videos, a transcript may be provided with screenshots or a description of the visual portion.

All materials publicizing or resulting from subaward activities shall contain the following statements:

*"This project was supported by Award No. 2017-Xt-BX-0023, awarded by the Bureau of Justice Assistance, Office of Justice Programs. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the authors and do not necessarily reflect the views of the Department of Justice."*

This requirement does not apply to the purchase or reproduction of existing materials or items created by other agencies or vendors. This requirement also does not apply to items that serve only to advertise an event or the availability of services. If in doubt as to whether this requirement applies to your project, please contact FDLE's grant's office.

### **Sole Source**

If the project requires a non-competitive procurement from a single source, subrecipients must complete the Sole Source Justification for Services and Equipment Request for Approval Form. The authorized official for the subrecipient or the implementing agency must sign this form. If the cost exceeds \$150,000, pre-approval by OCJG is required. Submit the signed form with your application. If the cost is below \$150,000, keep the form on file for review during monitoring. Sole Source purchases under \$150,000 must be identified in the application, and sufficient detail provided to determine that the purchase is eligible.

If the subrecipient is a state agency and the cost is at least \$150,000, then the agency must also submit a copy of the approval from the Department of Management Services (s. 287.057(5), F.S.).

## Prohibited Uses

PREA funds may not be used for land acquisition, construction projects, or programs involving the use of chemicals.

## 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 (EEOC)** – Applicants must submit an EEO Certification annually within 120 days of the subaward.
- **Limited English Proficiency (LEP)** - 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 [www.lep.gov](http://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](mailto: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 7<sup>th</sup> Street, Northwest, Washington, D.C. 20531, or by phone at (202) 307-0690.

## State and Federal Transparency

Subaward agreements and information supplied to the Office of Criminal Justice Grants for grant management and payment purposes will be used to report to the following mandatory state and federal

transparency systems.

### **Federal Funding Accountability and Transparency Act (FFATA)**

The intent of the Act is 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 [www.USASpending.gov](http://www.USASpending.gov).

### **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.

## **Creating the Application**

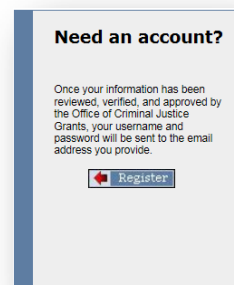
**Failure to follow application instructions may result in missing information that could cause the return of your application OR the inclusion of a special condition at the time of award.**

Applications will be submitted via FDLE's online grants management system, SIMON, which can be accessed at <http://simon.fdle.state.fl.us>. This website includes a Help section containing a detailed user manual and frequently asked questions. Please review this manual before beginning the application process in SIMON.

To provide ample time to submit your application, please complete the following steps as soon as possible. (If your agency already has a user account and the organization's subrecipient and implementing agency exists in SIMON, please disregard Steps 1 and 2).

### **Step 1: Need Username**

Any member of a subaward agency who does not have a SIMON user account can create one by clicking "Register" and completing the request form. Users will receive an email containing the SIMON username and password. Only the individual whose email address appears in the request will receive the username and password email.



### **Step 2: Organization not in SIMON**

If your organization is not in the system, you must create an account. Please note that a Data Universal Numbering System (DUNS) number is required to complete this step. To obtain a free DUNS number call Dun and Bradstreet at (866) 705-5711 or apply online at <http://fedgov.dnb.com/webform/displayHomePage.do>.

The subrecipient must also have an active registration with the U.S. Federal Government's System for Award Management (SAM). Please visit <https://www.sam.gov> to register or update/reactivate your organization's information. The application cannot be awarded until this step has been completed.

### **Step 3: Creating the Application**

The person who creates the application is the Application Manager and can modify/submit all tasks in

SIMON regarding the application. More than one person can edit the application modules by being assigned the Application Manager role. Please review the spreadsheet carefully to understand which roles are able to perform specific tasks. Financial transactions are electronically signed and must be submitted by a Chief Financial Officer or designee. Please be sure to assign the appropriate roles to all necessary financial staff in SIMON.

The application consists of four main components: Administration, Project Overview, Performance, and Financial. The following information will provide additional guidance to troubleshoot some of the most frequent problems.

**\*\*When entering data into SIMON, remember to SAVE the information on EACH screen\*\***

## **Project Overview**

### **General Project Information**

1. Project Title: Enter a short, descriptive project title. If this application is a continuation of a previous year project, the project title should not change.
2. Subgrant Period: The typical subaward is for a period not to exceed twelve (12) months.

### **Problem Identification**

The problem identification is a brief description of the problem addressed with the subgrant funds (maximum of 7,000 characters). This section should contain a statement of the program, identify need/issue to be addressed including any repercussions or the impact if need is not met through the use of state grant funds.

It is recommended applicants create the information in a word processing program prior to pasting it into SIMON. When pasting information some characters may convert to different symbols. It is important to review each section for accuracy prior to submitting your application.

### **Project Summary (Scope of Work)**

The Scope of Work must clearly identify the project goals, deliverables, and activities. This section, (maximum of 7,000 characters) should describe how the problem above will be addressed; what will be achieved; the activities to be completed or services provided; and the documentation that will be maintained and provided to support work was completed. It is recommended applicants create the information in a word processing program prior to pasting it into SIMON. Be sure to address any of the following items that are relevant to your project:

1. Anticipated accomplishments of the project.
2. Who will receive services and/or who will provide services.
3. Standards for performance, such as the quantity of activities/services or a minimum level of service to be performed.
4. Information for each deliverable that will be received, and the documentation or information that will be maintained to support completion of the deliverables for monitoring.
5. How deliverables will be accounted for and documented (e.g. criteria for successful completion, how service providers will be managed and held accountable during the grant period, what documents will be produced for monitoring to support completion/receipt).
6. For equipment purchases, the section describes the equipment to be purchased, how it will be used in project operations, and how the purchase of the item(s) will address the problem identified in the previous section.
7. For subcontracts, service providers, or additional tiered subrecipients, this section must identify the nature of the relationship with the contractor/provider (e.g. vendor or subrecipient) in accordance with 2 CFR 200.330. If subawarding to additional tiered recipients, the SOW must request approval and specify how the applicant will comply with federal requirements in 2 CFR 200.331 and OJP Grants Financial Guide, Section 3.14.



## Administration

### Officials/Contacts

A Project Director must be assigned by selecting the "Assign Role" button. If the decision is made to divide tasks, select the "Assign Role" button and assign other contact positions. If an individual is assigned as the subrecipient or implementing agency chief official designee, written documentation of signature authority for that person must be on file and available for review.

## Financial

### General Financial Info

Financial reports may be submitted monthly or quarterly and are due within **30 days** after the end of the reporting period. **Receipt of funds will be contingent on timely reporting.**

### Project Budget, Budget Status

1. When entering information under Financial, Project Budget, the **CALCULATE** button and the **SAVE** button must be clicked for the changes to be permanent; clicking the **SAVE** button without first calculating will not save the changes.
2. Please show all funds budgeted to the next highest dollar; do not include cents. (e.g., enter \$4,505.25 as \$4,506.)
3. The amounts in the Budget Categories must match the amounts in the Budget Narrative.

### Budget Narrative - General Instructions

1. The Budget Narrative reflects costs in five budget categories (Salaries and Benefits, Contractual Services, Expenses, Operating Capital Outlay (OCO), Indirect Costs). A category title and a subtotal for each category in the budget narrative must be identified, as well as the total project cost.
2. Provide a brief description of the requested budget categories, (maximum of 9,000 characters).
  - a. For more information to draft descriptions on each of the five budget categories, please refer to the checklist at the end of this application, or to the USDOJ *Financial Guide* at [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf).
3. If the budget includes unit cost services, provide a definition of and cost for each service. In addition, include the basis for the unit costs and how the basis was established or updated. Add this information to the Financial Section questions section.
4. Describe the line items in each applicable budget category. **Do not use model or brand names**

## Performance

### General Performance Information

Performance reports will be due quarterly within 15 days after the end of the reporting period. **Receipt of funds will be contingent on timely reporting.**

### Prime and State Purpose Areas

There is only one Federal Purpose Area for PREA.

### Objectives and Measures

For the State Purpose Area, choose as many objectives and measures as fit your project. The objectives are based on mandatory federal performance metrics and provide information FDLE must report to the USDOJ.

## **Standard Conditions**

The standard conditions detail the compliance requirements for subrecipients upon signed acceptance of the subaward. It is imperative that all persons involved with this subaward should read the Standard Conditions. Copies of this section must be returned as part of the completed application. Failure to comply with provisions of this agreement may result in project costs being disallowed.

## **Certifications**

### **Equal Employment Opportunity (EEO) Certifications**

All subrecipients, at any tier, must comply with all applicable requirements of 28 C.F.R. § 42, specifically including any applicable requirements in Subpart E that relate to an equal employment opportunity program. A subrecipient or implementing agency must submit an EEO Certification annually within 120 days of award.

### **Automated Data Processing (ADP) Equipment**

Automated Data Processing (ADP) Equipment means general purpose commercially available, mass produced automated data processing components and equipment systems created from them regardless of use, size, capacity or price. Components and systems are designed to be applied to the solution or processing of a variety of problems or applications and are not specifically designed (not configured) for any specific application.

If you plan to purchase ADP equipment and the cost exceeds \$150,000, you must complete an ADP Equipment and Software and Criminal Justice Information and Communication Systems Request for Approval Form and enclose this form with the project application. ADP equipment costs are limited to costs dedicated to project activities. The authorized official for the subrecipient or the implementing agency must sign this form. The ADP form is not required for requests under \$150,000, but the information should be included within the budget narrative.

For further clarification, refer to the Financial Guide, USDOJ Common Rule for States and Local Governments and the federal OMB Uniform Grant Guidance (2 CFR § 200), as applicable, in their entirety.

### **Lobbying**

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 submit the "Certification Regarding Lobbying" to FDLE at the time of application.

### **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**

Subrecipients are not permitted to use federal grant funds in any lower tier transaction with a person/agency that is debarred, suspended, declared ineligible or is voluntarily excluded from participating in federal transactions. Applicants must submit the OJP form "[Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions](#)" to FDLE with their application.

### **Drug-Free Workplace Certification**

Any applicant may submit a drug-free workplace certification. However, state agencies are required to submit this certification.

### **Signature Page**

In the spaces provided, enter the information for both the subgrantee and the implementing agency. Each application must be signed by:

1. Subgrantee authorizing official who is the chief officer or elected official of the subgrantee

(head of state agency, chairman of county commission, mayor of city, chief of Indian tribe).

2. Implementing agency authorizing official who is the chief officer or head of the government agency responsible for implementing the project.

When a chief officer or elected official of a subgrantee or implementing agency designates some other staff member signature authority, the chief officer or elected official must submit, to FDLE, a letter indicating the person delegated signature authority. The chief officer or elected official and the person receiving signature authority must both sign the letter indicating delegation of signature authority. The letter must also clearly identify which authority is being delegated.

The subgrantee must notify FDLE in a timely manner if there are any changes in signature authority during the grant period. Once the grant is awarded, most grant documents will be submitted electronically. To update the officials in SIMON or to designate an individual with signature authority, follow the instructions in the user manual or contact the SIMON helpdesk.

Submit two original signature pages for each application. If you submit only one original signature page, you will not receive an original back for your file.

## Submitting the Application

Before you submit your application in SIMON, print out a copy of your application, signature pages, Standard Conditions, and any required certifications. The application must be submitted online **no later than April 13, 2018, at 5:00 PM, EDT**. The following documentation should be submitted to FDLE by **April 20, 2018**.

1. Two complete copies of the application, both with original signatures.
2. EEO Certifications or USDOJ approval letters.
3. Any of the following that apply to your project:
  - a. Sole Source Justification Form
  - b. Certification Regarding Lobbying
  - c. Certification Signature Authority

## Selection Criteria

All applications must be responsive to this solicitation. Applicants are strongly encouraged to review the evaluation criteria OCJG will use to make funding decisions before deciding whether to submit an application for this solicitation. Applicants should understand that applications should respond to priorities identified and that full funding may not be possible for all proposed activities. **For FY 2017 PREA grants, completeness of the application in terms of all required information will be a key consideration for OCJG.** Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

### Completion of subaward application package (15%)

- the extent to which all Certifications are completed and included in the application package;
- the extent to which any letters authorizing signature authority delegation are completed and included in the application package;
- the extent to which the statement of compliance with the Standards and Conditions set forth in the application is completed and included in the application package.

### Project/Program Description (60%)

- goals and objectives are measureable;
- direct impact on the compliance of PREA standards;
- the extent to which the program will increase the awareness of the problem of sexual assault in adult

prisons, jails, community corrections facilities, law enforcement lockups, and other temporary holding facilities;

- the extent to which causes and contributing factors leading to sexual victimization are identified and supported by data;
- effective application of the policy can be ensured by track performance indicators;
- the extent to which program strategies are implemented that achieve compliance with PREA standards;
- a “Zero Tolerance” confinement environment is created;
- resources to develop comprehensive programs, strategies, and policies to enhance the unit of government to achieve compliance with PREA standards are provided; and
- the extent to which the impact of the proposed program will be local/agency specific, regional/multi-jurisdictional or statewide.

#### **Budget: Complete, Reasonable, Allowable, Cost Effective and Necessary(25%)**

- the extent to which there are quantifiable and documented deliverables directly related to the program goals and objectives;
- the extent to which a statement containing subjectivity to financial consequences is included in the event the subgrantee fails to perform in accordance with the subgrant agreement; and
- the extent to which all contracts are within the grant period.

### **Review Process**

OCJG is committed to ensuring a fair and open process for awarding grants. OCJG reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements.

OCJG screens applications for compliance with specified program requirements to help determine which applications should be considered for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applicants will be checked against the General Services Administration’s Excluded Parties List.

FDLE reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

- Financial stability and fiscal integrity;
- Quality of management systems and ability to meet the management standards prescribed in the Financial Guide;
- History of performance;
- Reports and findings from audits;
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities; and
- Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

# FY2017 PREA SIMON Application Checklist

## Overall Grant Application

- ☐ Does your agency have an active DUNS number?
- ☐ Is your SAM.gov registration current/active?
- ☐ Have you and applicable grant staff read the Standard Conditions that apply to PREA subawards?
- ☐ Have you obtained a properly signed EEO certification and/or EEO plan as applicable to your grant?
- ☐ Did you include any additional forms required, such as sole source certification, signature authority, etc.?
- ☐ Are all sections of the grant complete and does the application designate a Project Director with knowledge of program goals/objectives, performance and expenditure requirements, record keeping and overall grant management coordination?

## Problem Identification

- ☐ Does the problem identification clearly describe a need/issue required to be addressed with grant funds, including the scope of the problem and who is affected by the need/issue?
- ☐ Is there information describing the repercussions or impact if the need is not met?
- ☐ If this is a continuation from a pre-existing subaward, does this section provide a brief summary of project accomplishments that have been achieved, or needs that have been met, to date?

## Project Summary (Scope of Work)

- ☐ Does the scope of work sufficiently describe the goals and objectives of the project? How will the problem identified in the previous section be addressed with this subaward?
- ☐ Does this section identify what the project will accomplish?
- ☐ Does this section identify who will receive services and/or who will provide services?
- ☐ Does this section identify standards, such as the quantity of activities/services or a minimum level of service to be performed?
- ☐ Does this section clearly state the deliverables that will be received, minimum performance required from service provided, and financial consequences if minimum performance is not obtained for each deliverable?
- ☐ Does this section identify how deliverables will be accounted for and documented for performance reports? (i.e. criteria for successful completion, how service providers will be managed and held accountable during the grant period, etc.)
- ☐ For equipment purchases, does this section describe the equipment to be purchased, how it will be used in project operations, and how the purchase of the item(s) will address the problem identified in the previous section?

## Financial / Budget

### If the budget contains Salaries/Benefits:

- ☐ Is the salary rate (hourly, biweekly, annually, etc.) provided with total # of hours, weeks, etc.?
- ☐ If overtime, does the narrative provide estimated number of hours with rate of pay?
- ☐ Are the benefits clearly defined and include rate, cost or percentage?
- ☐ Does the narrative contain a statement of the percentage the position is paid from grant funds?

- ☐ Does the narrative contain the percentage of time the position will work on grant funded activities?
- ☐ Does the narrative contain information for the percentage the grant will be charged for each reporting period?
- ☐ Does the narrative provide a brief description on how the position(s) being funded from the grant will accomplish grant activities?

**If the budget contains Contractual Services:**

- ☐ Does the budget clearly describe the activities each party will be contracted to perform?
- ☐ Does the narrative identify costs per service(s) rendered?
- ☐ Are unit costs clearly defined with supporting information in the Section Questions for Application Section #4: Financial?
- ☐ Does the narrative identify deliverables or documentation required to initiate payment?
- ☐ If contractual services contain consultant rates in excess of \$650 per day, does the application contain the additional request (letter) for approval of consultant rates?
- ☐ Does the narrative provide a brief description on how the services being procured will be used to accomplish grant activities?

**If the budget contains Expenses:**

- ☐ Does the budget list all the items that will be purchased and provide approximate costs for each?
- ☐ If the purchase is a bundle, does the budget list the items included in bundle? (i.e. if purchasing a computer is it a laptop or desktop, does it include docking station and/or peripherals? If so, which ones?)
- ☐ Does the narrative provide a brief description on how the purchase of these items will assist the project or be used toward accomplishing grant activities?

**If the budget contains Operating Capital Outlay (OCO):**

- ☐ Does the budget list each item to be purchased and provide the cost per item? If the item(s) purchased are included in a bundle or package, please detail what is included in the bundle.
- ☐ Is shipping, handling, warranty, and/or maintenance included and listed in the budget (if applicable)?
- ☐ If not already described in the Scope of Work, does the narrative provide an explanation on how the item(s) will be used to accomplish project activities?
- ☐ If warranty is included in the purchase, does the budget ensure grant funds will only be used for up to the first year of maintenance and only for dates within the approved grant period?

**If the budget contains Indirect Costs:**

- ☐ Is an Indirect Cost Plan included, as approved by the cognizant agency?