



Florida Department of Law Enforcement Criminal Justice Information Services

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CJISFunding@fdle.state.fl.us



FY2022 – 2023

Fiscal Year 2022-2023

**CJDT Implementation Assistance Program:
Support for County Detention Facilities
Applications Due: October 14, 2022**

The Florida Department of Law Enforcement (FDLE) received authority to administer an estimated \$5 million to Florida county detention facilities to assist in the financial burden of updating Jail Management Systems (JMS) and other expenses necessary to provide compatibility with the criminal justice data collection and reporting requirements that comply with legislative requirements.

Funds under this program may be used for activities related to reporting Criminal Justice Data Transparency and/or Uniform Arrest Affidavit at your agency. Examples include, but are not limited to:

- Overtime for project staff;
- Equipment or supplies required for system upgrades;
- JMS training and travel; and/or
- Procurement contracts for services such as data migration, system configuration, and/or consulting.

Instructions

The completed application packet and budget workbook must be emailed to CJISfunding@fdle.state.fl.us by October 14, 2022 to be considered for funding. Applications will be reviewed and scored using the evaluation tool located as Appendix B in the application packet. After the deadline, awards will be determined.

Eligibility

FDLE welcomes applications from any Florida county detention facility, applications from third-party entities supporting the transition of eligible facilities, and multiple entity applications.

Facilities looking to support UAA data should consult with their local municipalities.

Note: Special consideration may be given to applications from facilities not already submitting CJDT and/or UAA data; from facilities who plan to include both CJDT and UAA data; from multiple facilities or an entity representing multiple facilities; and for agencies transitioning to a new Jail Management System (JMS).

Project Period

Grants are awarded for the state fiscal year period, beginning July 1, 2022 and ending June 30, 2023. These awards cannot be extended. Any unused funds after June 30, 2023 will be reverted to the state. Extension of awards is contingent upon legislative approval for continuation of program funding into the next state fiscal year.

State Transparency

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 provides all state financial assistance grant agreements to the Florida Accountability and Contract Tracking (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 CJIS 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 is due by Monday, July 31, 2023. 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 details all invoicing and documentation requirements. The recipient shall provide a monthly claim report to FDLE detailing all grant related expenditures. The claim reports serve as the request for payment. Only expenditures in the approved grant budget may be paid from the agreement.

Payments are 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 CJISFunding@fdle.state.fl.us with any questions or for additional assistance.

FY2022 CJDT Implementation Assistance Application

Instructions: Prospective applicants should review the program solicitation in its entirety prior to beginning their application. In order to receive funding, eligible applicants must complete and submit this questionnaire and the risk assessment to CJISFunding@fdle.state.fl.us.

Part I: Overview

Applicant Facility Name (Recipient):

Amount Requested:

Are you currently submitting CJDT and/or UAA data? **Yes** **No**

Is this application for multiple entities(partnership/contract entities)? **Yes** **No**

If yes, please list the partnership entities.

Part II: Problem Identification

Describe your facility's current capabilities to report CJDT and/or UAA data.

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Briefly describe your facility's transition plan for reporting CJDT and/or UAA data. Include planned activities, milestones, deliverables, and timeline.

Briefly describe any anticipated project constraints or obstacles and how you plan to overcome them.

Part III: Scope of Work

Explanations provided below must relate directly to implementing Criminal Justice Data Transparency and/or Uniform Arrest Affidavit data reporting. The explanations should be generic and explain the activity's correlation to a successful transition. Specific line items will be detailed on the budget worksheet.

Does your facility intend to use funds for:

a) Personnel Overtime? **Yes** **No**

Amount Allocated:

If yes, explain correlation to reporting CJDT and/or UAA data.

b) Equipment? **Yes** **No**

Amount Allocated:

If yes, explain correlation to reporting CJDT and/or UAA data.

c) Procurement Contracts? **Yes** **No**

Amount Allocated:

If yes, explain correlation to reporting CJDT and/or UAA data and the spending plan.

d) Supplies? **Yes** **No**
Amount Allocated:
If yes, explain correlation to reporting CJDT and/or UAA data.

e) Training? **Yes** **No**
Amount Allocated:
If yes, explain correlation to reporting CJDT and/or UAA data.

f) Travel? **Yes** **No**
Amount Allocated:
If yes, explain correlation to reporting CJDT and/or UAA data.

g) Other? **Yes** **No**
Amount Allocated:
If yes, explain correlation to reporting CJDT and/or UAA data.

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Part IV: Performance

As a recipient of state funding, subgrantees must report specific data to FDLE on a monthly basis as indicated in the final subgrant agreement. **Failure to submit the performance report by the deadline will result in a withholding of funds on the subaward.** Data to be collected may include, but not be limited to:

- Amount of funding spent on each activity during the reporting period.
- Number of overtime hours used during the reporting period (if applicable).
- Amount of equipment and/or supplies purchased with funding (if applicable).
- Amount of test transactions submitted.
- Number of trainings conducted, including dates and amount of attendees (if applicable)

By checking this box, applicant acknowledges the monthly performance reporting requirement.

Part V: Grant Contacts and Officials

Applicants for CJDT funding must identify key officials in order to approve a subaward contract.

Note: A chief official or chief financial officer may delegate their authority to sign and execute agreements and reports to another individual. However, this action **requires** the submission of a delegation letter signed by the chief official or chief financial officer, as applicable, be emailed to CJISFunding@fdle.state.fl.us.

Chief Official

Name: _____ Title: _____
Address: _____
Phone: _____ Email: _____

Contract / Grant Manager

Name: _____ Title: _____
Address: _____
Phone: _____ Email: _____

Programmatic Contact

Name: _____ Title: _____
Address: _____
Phone: _____ Email: _____

Chief Financial Officer

Name: _____ Title: _____
Address: _____
Phone: _____ Email: _____

Official Payee

Name: _____ Title: _____
Address: _____
Phone: _____ Email: _____
FEID: _____

Part VI: Additional Information and Forms

What is the facility's operating capital outlay threshold?

This is the threshold for tagging a purchased item for inventory.

Describe the facility's procurement methods for items detailed in the Procurement Contracts section of the budget narrative.

Appendix A: Pre-Award Risk Assessment

- 1. How many years has your facility received awards from FDLE?**
- 2. List the Project Director for this award and years of services in this role.**

**If your facility has received an award in the last five years,
please answer the following questions.**

- 3. Describe the results of your most recent Single Audit.**
Examples include: Findings, Questioned Costs, Deficiencies, Weaknesses

- 4. Describe the results of your two previous years' audits.**
Examples include: No complaints, recommendations only, findings of noncompliance

5. In the past two years, has your facility received a grant extension?

Yes No If yes, please describe the circumstances.

6. In the past two years, has your facility met all previous award program objectives?

Yes No If no, please describe the circumstances.

7. Does your facility have any outstanding conditions from previous awards?

Yes No If yes, please describe the circumstances.

Scored By:**Total Score:****FY2022 CJDT/UAA Subgrant Scoresheet****Applicant:****Amount Requested:**

General Application (A "no" response, places application in rejection pool.)	Points
Application packet and budget detail worksheet were received before the deadline	2
All required forms are included (Risk Assessment)	2
TOTAL	4
Priority	Points
Applicant currently not submitting CJDT and/or UAA data	10
Applicant plans to include both CJDT and UAA	10
Applicant indicates transition to new Jail Management System (JMS)	5
TOTAL	25
Overview & Problem Identification	Points
A subrecipient facility name is provided	2
The amount requested is consistent with the total on the budget detail worksheet	2
Clearly describes current capabilities for submitting CJDT and/or UAA data	2
Clearly describes plan to implement reporting on CJDT and/or UAA data	2
• Does plan include a list of activities & milestones?	2
• Does plan include timeline with deliverable dates within defined project period?	2
• Does plan include testing transactions with FDLE?	2
Clearly describes possible obstacles and constraints and a plan to overcome them	2
TOTAL	16
Scope of Work	Points
Budget narrative clearly describes every funding activity listed in the Budget Detail Worksheet	5
Budget narrative provides specific detail outlining the relevancy of each expenditure	5
Provides a clear spend plan for procurement contract deliverables	5
TOTAL	15
Performance	Points
Applicant acknowledges the monthly performance reporting requirements	5
TOTAL	5
Grant Contacts and Officials	Points
Contact information for Subgrant Chief Official, Subgrant Chief Financial Officer, Project Director, and Application Manager is provided	10
TOTAL	10
Budget Detail Worksheet	Points
Applicant information is correctly filled out and consistent with the information in the application narrative	10
All budget line items clearly tied to eligible activities provided in the solicitation	15
TOTAL	25