



Florida Department of Law Enforcement Criminal Justice Information Services

Post Office Box 1489
Tallahassee, Florida 32302-1489

CJISFunding@fdle.state.fl.us



Federal Fiscal Year 2019

FIBRS Implementation Assistance Program: Support for Local Law Enforcement Agencies

Contingent upon funding from the Florida Legislature, the Florida Department of Law Enforcement (FDLE) is seeking applications for funding to support efforts of local law enforcement agencies (LEA) to report incident-based crime data to the National Incident-Based Reporting System (NIBRS). Under this solicitation, funding will be provided to support the transition to the Florida Incident-Based Reporting System (FIBRS) to select LEAs currently not submitting incident-based reporting (IBR) data to the state of Florida Uniform Crime Reporting (UCR) Program or the FBI's NIBRS. This program furthers FDLE's mission to develop innovative strategies that support information sharing among sectors of the criminal justice community.

Eligibility

Agencies currently reporting FIBRS compliant data to FDLE's UCR Program are not eligible for funding. Applications from a third-party supporting the transition of an eligible agency, or agencies, may also be considered.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

FDLE welcomes applications under which two or more entities will carry out the state award; however, only one entity may be the applicant. Any other entities included in the application must be proposed as subrecipients (subgrantees). The applicant must be the entity that will have primary responsibility for carrying out the award, including administering the funding and overseeing project activities. Under this solicitation, only one application by any particular applicant entity will be considered.

Deadline

Deadline for all applications is 11:59 p.m., March 31, 2020.

For additional information, see Application Information and How to Apply.

Contact Information

For questions regarding this solicitation, contact CJISFunding@fdle.state.fl.us.

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Program Description

The FIBRS project is designed to implement solutions to collect and process incident-based crime data from Florida's participating local and state criminal justice agencies. The solutions provide data to NIBRS, Use-of-Force, and LInX and provide a means to store and display state of Florida only statistical data. The solutions also automate the collection, storage, and submission of law enforcement employee count data and population data.

The goal of this funding opportunity is to provide agencies with funding for transitioning to incident-based reporting meeting the requirements outlined in the FDLE IEPD and CJAdmin IEPD, which can be viewed at <http://www.flcjin.net/CJIS-Resources/Resources/FDLEIEPD.aspx>. Applicants that do not have access to CJNet should send a request via email to: CJISFunding@fdle.state.fl.us

The purpose of the **FDLE IEPD** is to provide participating agencies with documentation that details an exchange specification to submit data to FDLE for use with the FBI National Incident Based Reporting System (NIBRS) and Use-of-Force (UoF) repositories, the Law Enforcement Information Exchange (LInX), Uniform Arrest Affidavit (UAA), Computerized Criminal History (CCH), and Criminal Justice Data Transparency (CJDT). Some data elements supporting eWarrant and eProtectionOrder are also included.

When considering making the updates to your Records Management System (RMS) for the FIBRS Project, your agency must consider the data elements required by NIBRS, but also those fields delineated within the FDLE_Mapping_Spreadsheet for Use-of-Force and the Florida-specific fields local agencies are legislatively required to submit data for that are beyond the scope of NIBRS (these fields fall under the FDLE column of the FDLE_Mapping_Spreadsheet). Agencies are encouraged to consider all the elements that can be found in both their RMS and the IEPD for LInX, UAA, and CJDT.

At a minimum, a successful implementation of the FDLE technical specifications for the FIBRS Project will require local agencies to demonstrate that their RMS is capable of submitting data for NIBRS, Use-of-Force, Florida specific data elements and workload statistics (also known as FBI employee counts).

Please note that while the FDLE IEPD covers the data statistics aspect of NIBRS, it does not include the workload statistics module. This aspect of FIBRS is encapsulated within the **CJAdmin IEPD**.

Program Strategy and Purposes

Coordination with and technical assistance from FDLE

Recipients of funds under this solicitation will be expected to consult with the CJIS Projects Team for technical assistance and details about FIBRS technical specifications and other specific requirements.

Funding provided under this solicitation is not intended to cover all costs associated with establishing, or expanding, a FIBRS-compliant incident-based reporting program. The award funds are intended to cover those costs that are minimally essential for the program activities being proposed. Applications for funding under this solicitation should consider the following information about allowable costs.

Under this solicitation, the following costs are allowable:

1. Reasonable costs for software, hardware, and contracted labor that directly support an agency's ability to report FIBRS compliant data to the state. This includes labor and software costs for validation testing to ensure conformance with the FIBRS standards;
2. Costs related to training included in an agency's contract with their Record Management System (RMS) vendor; and
3. Costs related to FIBRS data migration.

Under this solicitation, the following costs are NOT allowable:

1. Funding of personnel;
2. Funding of contracted staff positions beyond the length of the grant period;
3. Funding to support software maintenance beyond the length of the grant period;
4. Funding to support technical assistance for hardware or software beyond the length of the grant period.

Funds 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 awarded funds, be made available for the given activities.

Financial Management and System of Internal Controls

If selected for funding, the award recipient must—

(a) Establish and maintain effective internal control over the award to provide reasonable assurance the entity is managing the award in compliance with federal and state statutes, regulations, and the terms and conditions of the award.

(b) Comply with federal and state statutes, regulations, and the terms and conditions of the award.

(c) Evaluate and monitor the entity's compliance with statute, regulations, and the terms and conditions of federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the awarding agency designates as sensitive or the applying entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

Match

Cost Sharing or Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and FDLE approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

FIBRS Program and Additional Requirements

Notification of award will be sent electronically to selected recipients. Upon receipt, recipients will be required to: accept/certify any outstanding assurances and certifications on the award, designate a financial point of contact, and review and sign the award. In order to formally accept the award, the recipient must obtain a physical signature on the agreement from the authorized representative and email a scanned copy to: CJISFunding@fdle.state.fl.us

Administrative, National Policy, and Other Legal Requirements

If selected for funding, the recipient must comply with award terms and conditions, and other legal requirements, included in the award, incorporated into the award by reference, or otherwise applicable to the award.

Upon grant approval, FDLE will electronically transmit the award document to the award recipient. In addition to other award information, the award document contains award terms and conditions specifying national and state policy requirements with which recipients of funding must comply; FDLE also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

FDLE awards under this kind of solicitation will also typically include a number of special conditions including, among others, the following two:

- First, the project will be funded as a cooperative agreement. The basis for using a cooperative agreement is the substantial involvement of FDLE in providing information, guidance, and direction relative to special data collections and the development of statistical studies. FDLE will exercise general approval over the entire project subject to the recipient's rights to disclose and publish certain information after review and comment by FDLE, as set forth in this memorandum.
- Second, the award recipient will agree that no funds provided may be used to author or prepare reports, journal articles, speeches or studies, or other publications without the prior written approval of FDLE, regardless of whether the data used in the publications or other releases are publicly available.

General Information About Post Award Reporting Requirements

Recipients must submit monthly financial reports and progress reports, as well as final financial and progress reports in accordance with the conditions of the award. Additionally, recipients must comply with the Florida Single Audit Act detailed in Section 215.97, Florida Statutes. Delinquent reports may result in a withholding of funds or consideration for future awards.

Application Information and How to Apply

Length of the Award

Contingent upon funding from the Florida Legislature, funding is awarded for a fiscal year period ending June 30, 2021. The award cannot be extended. All funds allocated for the project must be encumbered or expended by June 30, 2021. Any unused funds after June 30, 2021 will be reverted to the state.

Distribution of Funds

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 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 Access

Applications should be submitted to FDLE via CJISFunding@fdle.state.fl.us by 11:59 p.m., March 31, 2020.

Under this solicitation, FDLE has designated the following application elements as critical: **Program Narrative, Budget Narrative, and Risk Questionnaire**. Other possible elements may include *Applicant Disclosure of High Risk Status* and *Applicant Disclosure of Pending Applications*.

What an Application Should Include

Selection Criteria

Program Narrative - 50%

1. Statement of the Problem
2. Statement of Work and Deliverables
3. Capabilities and Competencies
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures
5. Timeline for Deliverables of the Project

Budget Narrative - 40%

1. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project. Expenditures should be associated with deliverables for the project.

Risk Questionnaire - 10%

1. Risk Assessment Questionnaire: complete the attached PDF file with your agency's information regarding previous grant awards and audits.

Possible Inclusions (if applicable)

1. Applicant Disclosure of High Risk Status
2. Applicant Disclosure of Pending Applications

Program Narrative

Statement of the Problem

1. Applicant demonstrates a clear understanding of the goals of this solicitation and relates them to a problem experienced within their entity.

2. Applicant demonstrates understanding of FIBRS, the specifications required for FIBRS data, and the requirements for becoming a FIBRS-compliant incident-based reporting program.
3. Applicant demonstrates knowledge of the impediments to their agency to report incident-based data with all of the required FIBRS elements.

Statement of Work and Deliverables

1. The grant activities included in the application articulate a clear plan to establish or expand a FIBRS-compliant program. The application is focused on current capabilities and specific technological modifications necessary for establishing a FIBRS-compliant program.
2. The proposed project is justified and feasible. Applicant clearly demonstrates the ability to accomplish the project tasks outlined in the proposal, and the ability to meet the project goals within the proposed time frame.
3. The applicant demonstrates an awareness of potential impediments of the proposed project design and has suggested feasible and reasonable actions to mitigate those pitfalls.

Capabilities and Competencies

1. Applicant has provided sufficient justification for the proposed project staff (that is, the project lead and other individuals and organizations) identified in the application who will be significantly involved in supporting the activities outlined in the proposal have the necessary qualifications and experience to fulfill the goals of the project and to complete project tasks.
2. Applicant has demonstrated the ability of the applicant organization to manage the overall project effort.
3. Applicant has made a clear connection between the capabilities/competencies of the proposed project staff, including the applicant organization, and the scope of the proposed project and activities required to achieve the project goals.

Plan for Collecting and Submitting the Data Required for this Solicitation's Performance Measures

Applicant has provided a summary of how they will maintain and collect the following performance data.

1. Number of meetings and/or conference calls
2. Plan as a result of an assessment of the needs associated with establishing a FIBRS compliant incident-based reporting program
3. Detailed test results providing documented output of acceptable data submissions.
4. Deliverables completed on time

Timeline for Deliverables of the Project

1. Applicant included a timeline outlining the dates of completion for deliverables of the project.
2. Applicant has provided a timeline demonstrating the ability to complete the enhancements necessary for FIBRS compliance by the end date of June 30, 2021.

Budget Narrative

The budget narrative thoroughly and clearly describes every category of expense listed in the Budget Detail Worksheet. FDLE expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound. The narrative should explain how the applicant estimated and calculated all costs associated with the deliverables of the project, and how they are relevant to the completion of the proposed project.

Risk Questionnaire

The attached Risk Assessment Questionnaire should be filled out completely and accurately.

Possible Inclusions

Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another any federal grantmaking agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk, you must email the following information to CJISFunding@fdle.state.fl.us when you submit your application:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status.

The state of Florida seeks this information to ensure appropriate oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an award. However, additional grant oversight may be included, if necessary, in award documentation.

Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

FDLE seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.