



## Florida Department of Law Enforcement Criminal Justice Information Services

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**FY2021 – 2022**

**Fiscal Year 2021-2022**

**FIBRS Implementation Assistance Program, Second Opportunity:  
Support for Local Law Enforcement Agencies  
Applications Due: November 30, 2021**

The Florida Department of Law Enforcement (FDLE) received authority to administer an estimated \$6 million to Florida law enforcement agencies to assist in the financial burden of transitioning to the technological requirements of the Florida Incident Based Reporting Project. After the initial applications were received, an estimated \$3 million remains. The new deadline to apply is November 30, 2021.

Funds under this program may be used for activities related to implementing incident-based reporting at your agency. Examples include, but are not limited to:

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

### **Instructions**

The completed application packet must be emailed to [CJISfunding@fdle.state.fl.us](mailto:CJISfunding@fdle.state.fl.us) by November 30, 2021 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 for this second opportunity will be determined.

### **Eligibility**

FDLE welcomes applications from any Florida law enforcement agency, applications from third-party entities supporting the transition of eligible agencies, and multiple entity applications.

Note: Special consideration may be given to applications from agencies not already submitting FIBRS or Use-of-Force data; from multiple agencies or an entity representing multiple agencies; and for agencies transitioning to the Statewide RMS system (SWRMS).

## **Project Period**

Grants are awarded for the state fiscal year period, beginning July 1, 2021 and ending June 30, 2022. These awards cannot be extended. Any unused funds after June 30, 2022 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 Thursday, July 30, 2022. 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](mailto:CJISfunding@fdle.state.fl.us) with any questions or for additional assistance.

## FY2021 FIBRS 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](mailto:CJISFunding@fdle.state.fl.us).

### Part I: Overview

**Applicant Agency Name (Recipient):**

**Amount Requested:**

**Are you currently submitting FIBRS data?**      **Yes**                      **No**

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

**If yes, please list the partnership agencies.**

### Part II: Problem Identification

**Describe your agency's current capabilities to submit incident-based reporting.**

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**Briefly describe your agency's transition plan for incident-based reporting. Include planned activities, milestones, deliverables, and timeline.**

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



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**d) Supplies?** **Yes** **No**  
Amount Allocated:  
If yes, explain correlation to incident-based reporting.

**e) Training?** **Yes** **No**  
Amount Allocated:  
If yes, explain correlation to incident-based reporting.

**f) Travel?** **Yes** **No**  
Amount Allocated:  
If yes, explain correlation to incident-based reporting.

**g) Other?** **Yes** **No**  
Amount Allocated:  
If yes, explain correlation to incident-based reporting.

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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 FIBRS 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](mailto: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 agency's operating capital outlay threshold?**

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

**Describe the agency'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 agency received awards from FDLE?**
- 2. List the Project Director for this award and years of services in this role.**

**If your agency 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**

## **FY2021 FIBRS Implementation Assistance Application**

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

**Yes          No      If yes, please describe the circumstances.**

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

**Yes          No      If no, please describe the circumstances.**

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

**Yes          No      If yes, please describe the circumstances.**

Scored By:

Total Score:

### FY2021 FIBRS Subgrant Scoresheet

Applicant:

Amount Requested:

<b>General Application</b> (A "no" response, places application in rejection pool.)	<b>Points</b>
Application packet and budget detail worksheet were received before the deadline	2
Risk Assessment was received before the deadline	2
<b>TOTAL</b>	<b>4</b>
<b>Priority</b>	<b>Points</b>
Applicant currently not submitting FIBRS incident-based data	10
Application is for more than one agency (includes partnerships or contracted agencies)	10
Applicant indicates transition to new Statewide Records Management System (SWRMS)	5
<b>TOTAL</b>	<b>25</b>
<b>Overview &amp; Problem Identification</b>	<b>Points</b>
A recipient agency name is provided	2
The amount requested is consistent with the total on the budget detail worksheet	2
Clearly describes current capabilities for submitting incident-based reporting	2
Clearly describes plan to implement incident-based reporting	2
<ul style="list-style-type: none"> <li>Does plan include a list of activities &amp; milestones?</li> </ul>	2
<ul style="list-style-type: none"> <li>Does plan include timeline with deliverable dates within defined project period?</li> </ul>	2
<ul style="list-style-type: none"> <li>Does plan include testing transactions with FDLE?</li> </ul>	2
Clearly describes possible obstacles and constraints and a plan to overcome them	2
<b>TOTAL</b>	<b>16</b>
<b>Scope of Work</b>	<b>Points</b>
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
<b>TOTAL</b>	<b>15</b>
<b>Performance</b>	<b>Points</b>
Applicant acknowledges the monthly performance reporting requirements	5
<b>TOTAL</b>	<b>5</b>
<b>Grant Contacts and Officials</b>	<b>Points</b>
Contact information for Subgrant Chief Official, Subgrant Chief Financial Officer, Project Director, and Application Manager is provided	10
<b>TOTAL</b>	<b>10</b>
<b>Budget Detail Worksheet</b>	<b>Points</b>
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
<b>TOTAL</b>	<b>25</b>