



Florida Department of  
Law Enforcement

Richard L. Swearingen  
*Commissioner*

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Ron DeSantis, *Governor*  
Ashley Moody, *Attorney General*  
Jimmy Patronis, *Chief Financial Officer*  
Nikki Fried, *Commissioner of Agriculture*

November 13, 2020

Dear Prospective Applicant:

The Florida Department of Law Enforcement received a Project Safe Neighborhoods (PSN) award from the U.S. Department of Justice (DOJ) to be used to provide funding to entities with the goal of reducing violent crime within their jurisdiction. FDLE is passing through a portion of this funding as subawards to DOJ's U.S. Attorney's Offices (USAO) districts.

In order to facilitate the subaward process, the Office of Criminal Justice Grants (OCJG) will require prospective applicants to submit application information outside of OCJG's electronic grant management system, SIMON. Applicants interested in applying for funding must complete the following steps:

- ☐ Review the subaward solicitation in its entirety
- ☐ Complete the application narrative questionnaire enclosed
- ☐ Complete the subgrant budget detail worksheet enclosed
- ☐ Ensure the applicant entity's SAM.gov registration is active

Please note: To be approved for funding, all proposed activities must specifically and clearly tie to the USAO's Grant Action Plan goals. Proposed activities without a clear link to one of the eligible purposes will not be approved.

An external selection committee will review and score applications based on the criteria provided in the solicitation. OCJG is required to submit the selection committee's recommendations to DOJ for final approval prior to issuing a subaward.

If you have any questions, please feel free to call our office at (850) 617-1250 or send an email to [tennillerobinette@fdle.state.fl.us](mailto:tennillerobinette@fdle.state.fl.us).

Sincerely,

A handwritten signature in blue ink that reads "Tennille Robinette". The signature is fluid and cursive, with the first and last names being clearly legible.

Tennille Robinette  
SMA Supervisor

Enclosures

## FY2019 Project Safe Neighborhoods (PSN) Application

**Instructions:** Applicants should review the program solicitation in its entirety prior to application preparation. Only applicant entities targeting areas located in the County Listing (see solicitation Appendix A) will be approved for funding. Applicants must complete this form and the budget detail worksheet and email to [tennillerobinette@fdle.state.fl.us](mailto:tennillerobinette@fdle.state.fl.us) on or before the deadline.

### Part I: Overview

Subrecipient Agency:

Implementing Agency:

Desired Project Period: to

County: Amount Requested:

DUNS Number: FEID:

### Part II: Problem Identification

1. How does your PSN program service one (or more) of the targeted enforcement areas (TEAs) identified in the solicitation?

2. How does your PSN program address the goals in the USAO's Goals identified in the solicitation?

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3. Describe the violent crime problem(s) your PSN program will address? Your response should include relevant data, and information on the demographics of those responsible for the problem(s) identified.

- |   |     |    |
|---|-----|----|
| 4. Will your initiative be using “evidence-based practices” for program activities?<br>If yes, describe the practices to be used. | Yes | No |
|---|-----|----|

### Part III: Scope of Work

1. Describe all key partners and their specific duties involved in your PSN program.

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2. For each category chosen (listed below), please provide a generic explanation on how funding will be used (deliverable) to further the goals and objectives set forth in the GAP. The "Amount Allocated" should indicate the expected cost of each deliverable. Specific line items will be detailed on the budget worksheet. If more room is required, please attached additional sheets.

- a) Salaries and Benefits Yes No

Amount Allocated:

If yes, explain the correlation to one or more of the GAP goals and the correlation to the allowable activities identified in the solicitation:

- b) Overtime for Personnel Yes No

Amount Allocated:

If yes, explain the correlation to one or more of the GAP goals and the correlation to the allowable activities identified in the solicitation:

- c) Equipment (Operating Capital Outlay) Yes No

Amount Allocated:

If yes, explain the correlation to one or more of the GAP goals and the correlation to the allowable activities identified in the solicitation:

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d) Supplies (Expenses) Yes No

Amount Allocated:

If yes, explain the correlation to one or more of the GAP goals and the correlation to the allowable activities identified in the solicitation:

e) Training Yes No

Amount Allocated:

If yes, explain the correlation to one or more of the GAP goals and the correlation to the allowable activities identified in the solicitation:

f) Travel Yes No

Amount Allocated:

If yes, explain the correlation to one or more of the GAP goals and the correlation to the allowable activities identified in the solicitation:

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g) Contractual Services Yes No

Amount Allocated:

If yes, explain the correlation to one or more of the GAP goals and the correlation to the allowable activities identified in the solicitation:

h) Other Costs Yes No

Amount Allocated:

If yes, explain the correlation to one or more of the GAP goals and the correlation to the allowable activities identified in the solicitation:

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3. Provide a timeline using the table below listing benchmarks of the project as they correlate with the major program activities identified above.

Estimated Project Timeline		
Quarter	Date Range	Activity
1st		
2nd		
3rd		
4th		
5 <sup>th</sup> (optional)		
6 <sup>th</sup> (optional)		
7 <sup>th</sup> (optional)		
8 <sup>th</sup> (optional)		

### Part IV: Performance

PSN subgrant recipients must report performance data to FDLE on a monthly or quarterly basis. Performance reporting will be completed using the [PSN Performance Questionnaire](#) which will be submitted via email to the FDLE assigned grant manager. Failure to submit the performance report on or before the deadline will result in the withholding of funds.

1. Does the applicant acknowledge performance requirements set forth above? Yes      No

### Part V: Additional Information

1. What is the agency's operating capital outlay threshold?  
*This is the threshold for tagging a purchased item for inventory.*
2. Applicant will submit performance and financial reports? Monthly      Quarterly
3. If allocating funds in the contractual services, expenses, or operating capital outlay category, describe the methods of procurement to be used.

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4. Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with Department of Homeland Security or Immigration and Customs Enforcement?

Yes

No

5. Is your jurisdiction subject to any laws from a superior political entity (e.g. a state law that binds a city) that meet the description in question 2? Review the solicitation for additional information regarding Chapter 908, Florida Statutes.

Yes

No

6. If yes to either:

- Please provide a copy of each law or policy. (Do not provide a copy a Chapter 908, F.S.)
- Please describe each practice.

- Please explain how the law, policy, or practice complies with 8 U.S.C. §1373.

### Part VI: Additional Forms and Certifications

The following lists outline certifications and forms required to be submitted with the application. Please review all descriptions carefully. If a form is required and included in the application packet, mark the “completed” box. If the form is not applicable to your proposed activities, mark the “not applicable” box. Failure to provide a required form will result in a hold on funds until the form is received.

System for Award Management (SAM)	Completed?	Not Applicable?
<a href="#">System for Award Management (SAM)</a> : Applicants must be registered to do business with the federal government and are required to complete the registration on this website.		(required)
Pre-Award Certifications	Completed?	Not Applicable?
<a href="#">Subrecipient Management Capabilities and Compliance Questionnaire (SMQ)</a> : Applicants who have not provided an SMQ form to OCJG in the past six months must complete this form.		(required)
<a href="#">Certification Regarding Lobbying, Debarment and Suspension, and Drug Free Workplace</a> : Applicants are required to complete this certification with each application.		(required)



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Non-Discrimination Requirements	Completed?	Not Applicable?
<p><u>EEO Certification</u>: This certification provides information to aid in ensuring compliance with federal EEO regulations. All applicants must complete this form.</p>		(required)
<p><u>EEO Plan (Utilization Report)</u>: Subrecipients with 50+ employees that receive a single award of \$25,001-\$499,999 under any U.S. Department of Justice (DOJ) program must provide a copy of this report every two years.</p>		
<p><u>EEO Office of Civil Rights Approval Letter</u>: Subrecipients with 50+ employees that receive a single award of \$500,000 or more under any U.S. Department of Justice (DOJ) program must provide a copy of this report every two years.</p>		
Personnel	Completed?	Not Applicable?
<p><u>Pay Policy</u>: Applicants using funds to create new positions, or sustain positions that would otherwise be terminated, must provide a copy of their pay policy.</p>		
<p><u>Overtime Pay Policy</u>: Applications using funds to cover overtime costs must provide a copy of their overtime pay policy.</p>		
Procurements	Completed?	Not Applicable?
<p><u>Agency Procurement Policy</u>: Applicants using funds to purchased equipment and/or supplies should submit a copy of the procurement policy used to purchase the grant items.</p>		
<p><u>Sole Source Justification Form</u>: Applicants proposing to use the sole source method of procurement should submit a justification form to OCJG for approval.</p>		
Third Party Agreements (Contractual Services)	Completed?	Not Applicable?
<p><u>Subrecipient v. Contractor Determination Checklist</u>: Applicants allocating funds in the contractual services budget category must complete a determination checklist for each vendor.</p>		
Signature Delegation Authority	Completed?	Not Applicable?
<p>Officials delegating the authority to sign/submit on his or her behalf to another individual must submit delegation authority in writing and signed on agency letterhead.</p>		

## Part V: Grant Contacts and Officials

Applicants for PSN funding must identify key officials.

**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, to be emailed to [criminaljustice@fdle.state.fl.us](mailto:criminaljustice@fdle.state.fl.us).

Does the applicant understand they must provide a delegation letter signed by the chief official or chief financial officer, as applicable, for any delegations of authority?

Yes

No

### Subgrant Chief Official

Name:

Title:

Address:

Phone:

Email:

### Implementing Agency Chief Official

Name:

Title:

Address:

Phone:

Email:

### Subgrant Chief Financial Officer

Name:

Title:

Address:

Phone:

Email:

### Project Director

Name:

Title:

Address:

Phone:

Email:

### Application Manager (Point of Contact)

Name:

Title:

Address:

Phone:

Email: