

Florida Department of Law Enforcement Office of Criminal Justice Grants



Grant Writing Guide 2019

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Introduction

The purpose of this guide is to provide guidance on writing and submitting a grant application in the Florida Department of Law Enforcement's (FDLE), electronic grant management system, SIMON. This guide covers topics such as best practices for reviewing a program solicitation, how to adequately formulate a problem statement and develop a proper scope of work, how to prepare a budget and set performance goals, as well as information on forms and documents typically requested during the application process.

Key Terms and Concepts

The following terms apply to funding opportunities released through FDLE's Office of Criminal Justice Grants (OCJG).

Term	Definition
Awarding Entity	An agency, organization, or individual who gives financial assistance to other agencies, organizations, or individuals. Synonyms: Awarding Agency, Administering Agency, Funder
Applicant	An agency, organization, or individual who submits an official application to an awarding entity in hopes of receiving financial assistance. Synonyms: Recipient, Awardee, Grantee, Subrecipient, Subgrantee
Notice of Funding Opportunity	A document designed by an awarding entity and disseminated to potential applicants to solicit grant applications and provide information regarding grant program requirements. Synonyms include: NOFO, Solicitation, Request for Proposal (RFP), Request for Application (RFA)
Problem Statement	The section of the grant application identifying a clear, concise, and well supported problem to be addressed with grant funds. This section also identifies where current programs or services fall short in addressing the problem. Synonyms: Problem Identification, Statement of Needs, Needs Assessment
Deliverable	A unit of service or task directly related to the scope of the project that must be satisfactorily performed to prompt a payment.
Scope of Work	The section of the application clearly identifying the tasks and activities to be performed under the award. This section is responsible for establishing in detail what the applicant will do under the award. Synonyms: SOW, Scope, Project Summary

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Budget	The section of the application which allocates funding across cost elements that is specific to the activities and scope of the project.
Performance	The section which includes the goals, objectives and milestones associated with activities in the award. Performance is generally tied to a deliverable.
Goal	A broad, big picture vision. Example: improving officer safety
Objective	A measurable activity that is narrow in scope. Example: improve officer safety during active shooter response by issuing Level IV ballistic vests.
Milestone	A marker in a project that represents a significant event crucial to the achievement of the project's goals and objectives. Example: Issuing a purchase order for Level IV ballistic vests.

Application Requirements

OCJG releases a program solicitation, or Notice of Funding Opportunity (NOFO), for each program prior to accepting applications. This document provides information regarding the program's purpose, funding priorities, eligibility requirements, prohibited uses of funding, costs requiring pre-approval, steps to submitting an application, and any other relevant program requirements.

To prevent the delay in approving an application, OCJG strongly advises all potential applicants to thoroughly read and notate all items appearing to reflect application or relevant grant requirements. Failure to fully understand the program and all associated requirements may result in a significant delay of the application approval process.

OCJG Best Practice Recommendations for Reviewing Program Solicitations

- ✓ Read the announcement more than once
- ✓ Highlight any *must*, *will* or *shall*
- ✓ Make note of any common theme or focus
- ✓ Highlight specific requirements OCJG expects to be included in, or with, an application
- ✓ Identify all conditions to be followed if the application is approved
- ✓ Analyze the conditions to determine the level of work or specific activities which must be completed to achieve compliance

Application Development Plan

After completing a comprehensive review of the program solicitation, the Office of Criminal Justice Grants strongly recommends potential applicants develop a written plan listing all the

application requirements. This plan may serve as both a guide to writing the application and a checklist to ensure all requirements are met prior to submitting to OCJG.

There is no prescribed formatting for an application development plan. This written plan should be developed to best suit the needs of the applicant organization.

OCJG Recommended Content for Application Development Plans

- ✓ A comprehensive list of all application requirements
- ✓ Assignment to individual(s) responsible for completing the tasks
- ✓ Task due dates
- ✓ Any required meetings or collaborative efforts required for the application

SIMON Application Sections

The SIMON application is divided into seven (7) sections including: administration, project overview, performance, financial, certifications, standard conditions, and signature pages.

Administration

This section outlines the top four (4) main points-of-contact (POCs) for the proposed subaward. These POCs include: subgrantee chief official (mayor, chairman, commissioner, etc.), subgrantee chief financial officer (clerk, finance director, CFO), implementing agency chief official (chief, sheriff, director, etc.) and the project director.

Project Overview

This section is comprised of three (3) subsections: overview, problem identification, and project summary (scope of work).

The overview subsection includes a project title, selection of the subgrantee and implementing agency, continuation number (if applicable), and establishes the project period dates (start and end date).

The problem identification subsection allows the applicant to provide context to the issue or deficiency the funding will address in narrative form. In other words, what is the problem or deficiency you wish to address with this grant funding? Why is it important?

The project summary (scope of work) subsection addresses the “how” portion of the application. It provides narrative space to allow the applicant describe the tasks, activities, and deliverables associated with the project or program being funded and how they will address the problem or deficiency previously identified. This section also includes specific required contract language

from the Florida Department of Financial Services (DFS) which will be discussed in more detail below (page 9).

Performance

This section outlines the selected prime purpose area, state purpose areas, objectives, and measures for the application and is used to establish estimates, and set goals and/or targets for the grant period. The subrecipient will answer similar questions on a monthly or quarterly basis to provide updates on project progress and performance.

Financial

The financial section is divided into three subsections including: financial overview, budget, and narrative. This section should specify the items and/or activities for which the subaward funds will be used.

The financial overview section contains information related to the reporting period, the State of Florida FLAIR or Vendor Number (used for the payment process), and to notate any associated program generated income (PGI) requirements.

The budget contains a table separating the subaward allocation into its respective budget categories, and calculating match (if applicable).

Each budget category has specific uses and types of expenses typically allocated to the category:

Salaries and Benefits include overtime and grant funded positions, as well as the associated employer-cost of benefits. It is important to note, the grant does not reimburse the employee-paid portion of position benefits. For example, most state employees pay a part of their health insurance. If the health insurance selected is Capital Health Plan (CHP) for a family, the payroll deduction is approximately \$90 per pay period. However, FDLE pays a significantly larger portion, known as the employer portion of the health insurance premium. The employee payroll deduction is not eligible for the grant reimbursement but the employer portion is.

Contractual Services include costs related to subcontracts established by the applicant. There are three types of contractual services: vendor/contractor, consultant, and subrecipient. The vendor/contractor type may include subcontracting with a company to install a security system, provide specified training, and/or provide rental space. The consultant type is reserved for individuals who are a vendor/contractor but specialize in a certain field of knowledge. One of the most common requests for consultant services in grants is for IT services such as programming and/or coordination of systems. The subrecipient type is used for tiered subawards in which the applicant contracts with a provider to implement or perform major, required functions of the program.

Expenses include the purchase of minor supplies or equipment which does not meet or exceed the applicants operating capital outlay (OCO) threshold. Subaward travel expenses should also be entered in this category.

Operating Capital Outlay (OCO) includes the purchase of equipment which meets or exceeds the applicant's established OCO threshold. The OCO threshold is the amount at which an item purchased is tagged for inventory and tracking purposes. It is important to note some applicants may include items assigned to employees as OCO even if it does not meet the threshold (for example, firearms). In this instance, FDLE will document a justification in the file, and leave the items in the OCO category.

Indirect Costs include a percentage of costs which are not able to be directly allocated to the subaward. Applicants must indicate the indirect cost rate to be used in the narrative section. Allotting funds to the Indirect Cost budget category is uncommon in subawards to local agencies.

The budget narrative section requires specific details which vary by the budget categories selected. The budget development section of this guide (page 12) discusses these requirements in more detail.

Problem Statement Development

The problem identification is a key element of any grant application. This section should describe the problem to be addressed or solved with funding in a clear and concise manner.

OCJG Expectations for a Problem Identification

- ✓ Why the project is a priority for the agency, county, and/or state
- ✓ The hazards, risks, or concerns the funding will address
- ✓ The impacts of not funding the program/project
- ✓ Any resources currently available to help address the problem
- ✓ Why the grant funds are necessary to address the problem
- ✓ How the program/project aligns with federal priorities or purpose areas

OCJG Expectations for a Continuation Problem Identification

If the project/program is a continuation from the previous year, the problem identification should also address:

- ✓ The previous grant's funding source (including program, award number, and project period)
- ✓ The last completed milestone of the previous project period
- ✓ A brief summary of prior successes or outcomes

The final best practice for formulating an effective problem identification is to think about and include relevant data (qualitative and/or quantitative) to support the problem. Federal awarding agencies strongly encourage using grant funds to support evidence based practices and procedures. The program solicitation typically provides more information and resources regarding searching for and reviewing evidenced-based programs and practices.

Scope of Work Development

The project summary, also known as the scope of work (SOW), provides important details on activities to be completed under the grant award. This section also summarizes the project goals/objectives, tasks, schedule, and deliverables.

OCJG Expectations for a Scope of Work

The scope of work should address:

- ✓ The tasks and activities to be completed under the award
- ✓ The expected outcome of the activities
- ✓ The entity responsible for completing the activities
- ✓ Who will benefit from the activities
- ✓ Where the activities will be performed
- ✓ How activity performance will be verified
- ✓ What documentation will be maintained by the applicant and provided to OCJG upon request

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All contractual agreements funded through the State of Florida must adhere to Florida Statutes section 215.971, which details requirements which must be contained in every scope of work.

Florida Statutes, section 215.971, Scope of Work Requirements

- ✓ Clearly established tasks the entity is required to perform
- ✓ Quantifiable units of deliverables which must be accepted by the awarding agency prior to payment
- ✓ Specified minimum level of performance required
- ✓ Criteria (i.e. documentation) to demonstrate successful achievement of the minimum level of performance
- ✓ Financial consequences applied to payments for failure to meet minimum level of performance

For purposes of the statutory contract requirement, a *deliverable* is a unit of service which must be completed in order to prompt a grant payment. A *minimum performance standard* is the minimum effort to be completed to approve a payment. For example, a grant might be written to pay for a victims advocate and require the advocate to be available five (5) days per week, eight (8) hours per day. Should the advocate not be available for those specified 40 hours, the minimum performance is not met, and a penalty (*financial consequence*) is applied to the payment.

Below are examples of deliverables to satisfy the requirements of Florida Statutes section 215.971

NOTE: These are **examples**. The deliverables in your application do not have to replicate the language provided below. They only have to meet the core requirements of the statute.

Example #1 - Salaries and Benefits (FTE)

Elm County will use grant funds to pay 80% of salaries and benefits for a full-time program coordinator. This position will be responsible for the day-to-day management of activities within the Elm Elders Assistance Program, including: performance reporting, financial tracking, contract management, and compliance monitoring. This position was historically funded via a federal grant with the remaining 20% funded through local taxes. Documentation to be provided at monitoring will include timesheets, payroll, and paystubs. Minimum performance is in accordance with Elm County's employment agreement, positions descriptions, and/or supervisor's command.

Example #2 - Salaries and Benefits (OPS)

Elm County will use grant funds to pay for a part-time, hourly clerk to enter criminal history records into the county's tracking system. This is a new position created this fiscal year and has not been historically funded through any other sources. Documentation to be provided at monitoring will include timesheets, payroll, paystubs, and activity statistics showing the number of records entered into the system. Minimum performance is in accordance with Elm County's employment agreement, position description, and/or supervisor's command.

Example #3 - Tiered Subrecipient

Elm County is requesting to subaward funds to the non-profit entity Oak Tree Counseling Services LLC (DUNS #: 123456789) to provide individual and group counseling services for individuals in the program. Oak Tree Counseling Services will be responsible for the development of a treatment plan, scheduling appropriate counseling sessions, and tracking individual attendance and adherence to their treatment plan. Documentation of deliverables performed by Oak Tree Counseling Services LLC must be maintained by Elm County and made available upon request. Example documentation includes but is not limited to: client activity logs, participant sign-in sheets, timesheets, and/or billing documentation. A provider not fulfilling obligations to clients will not be reimbursed.

Example #4 - Tiered Contractor

Elm County will use grant funds to contract with Assessments by SIMON to provide onsite training of the SIMON Assessment Tool used by Elm County to screen participants and determine eligibility for services. This new assessment was procured under federal grant award 2019-DJ-BX-0000. Documentation to be provided at monitoring includes: the contractual agreement with Assessments by SIMON, invoices, cancelled checks, attendance rosters, and training documentation such as agendas, presentations, etc.

Example #5 - Travel

Elm County will use grant funds to reimburse travel expenses for program staff to attend the National Grant Management conference in Washington, D.C. Documentation to be provided at monitoring will include the approved travel reimbursement request, receipts, and conference agenda. This is a cost reimbursement deliverable, only costs previously paid for and supported by the appropriate documentation will be reimbursed.

Example #6 - Equipment and Supplies

Elm County will use grant funds to purchase laptops for program staff. The laptops will prove valuable to staff as they attend external meetings and conduct site visits of the program providers. Documentation to be provided at the time of monitoring will include: purchase order, invoice, packing slip, inventory records, and cancelled check or statements. This is a cost reimbursement deliverable, only costs previously paid for and supported by the appropriate documentation will be reimbursed.

Beginning in September 2018, the Office of Criminal Justice Grants began requiring applicants to submit a summarized timeline of projected activities in the scope of work. This timeline provides a point of reference for the OCJG staff, as well as the applicant, of project progress for comparison during performance reporting.

Sample Timeline

Task 1: Select vendor and issue purchase order (October – December)

Task 2: Receive items and inventory (January – February)

Task 3: Train new users on equipment (February – March)

Task 4: Assign equipment for use (April)

Performance Milestones, Goals and Objectives

The performance section is used to set goals and targets for the project/program related to progress, objectives for key activities, as well as state and federal performance requirements.

When selecting and setting the project's goals, objectives and milestones it is imperative to use the **SMART** goals technique.

Specific Measurable Achievable Realistic Time-Oriented

Ultimately, if done properly, these performance measures can be used to gauge the effectiveness of the project/program. This is important when making the decision to pursue legacy (continuation) funding and/or evaluating to see if there are other related program areas which would benefit from funding.

OCJG Expectations for Performance

- ✓ The application contains only one federal purpose area
- ✓ The federal purpose area selected is appropriate for the activities described in the Scope of Work
- ✓ All appropriate state purposes areas are included
- ✓ All appropriate objectives and measures are included
- ✓ All measures are answered appropriately

Financial Budget and Narrative

The Budget Summary table allows applicants to allocate grant funds in the different budget categories. The Budget Narrative serves to further detail the individual line item costs for the elements to be funded with the grant.

The following budget categories should be used:

Salaries and Benefits: full- and part-time positions, overtime efforts, and the fringe benefits associated with those positions;

Contractual Services: agreements with contractors, consultants, providers, service agreements, rental agreements, etc.;

Expenses: travel, supplies, training registration, and small equipment purchases not exceeding the applicant's operating capital threshold;

Operating Capital Outlay: equipment purchases which exceed the applicant's operating capital outlay threshold; and/or

Indirect Costs: costs not directly accountable to the project/program which must adhere to OCJG and federal guidance regarding use of indirect costs.

OCJG Expectations for Budgets

- ✓ Budget summary table reflects a grant total equal to the allocation appropriated to the applicant entity
- ✓ Budget contains the appropriate amount of match, if required in the program solicitation
- ✓ Subtotals for each budget category correspond to the amount listed in the narrative
- ✓ All budget items are appropriate for activities identified in the scope of work
- ✓ All calculations are correct
- ✓ Performance reporting frequency and financial reporting frequency are consistent
- ✓ Budget category titles are present in the narrative with total amounts (i.e. Expenses - \$8,000)
- ✓ Narrative contains a statement similar to the following: The City of Elm will be responsible for any costs over the grant allocated amount of \$10,000.

In order OCJG staff to review and approve payments as quickly as possible, certain requirements must be met when developing a budget narrative. The requirements vary by budget category and are provided below:

Budget Narrative for Salaries and Benefits

- ✓ Position title
- ✓ Position's total annual salary and benefit cost (N/A for overtime)
- ✓ Position's approximate rate of pay (overtime or hourly positions)
- ✓ Any benefits being charged to the grant including: name, rate, and the amount or percentage to be charged
- ✓ Percentage of time, or hours the position is expected to spend on the project/program
- ✓ Percentage of the position's salary to be funded by the grant (N/A for overtime)
- ✓ Other sources of funding for a partially funded position (N/A for overtime)

Budget Narrative for Contractual Services for a Procurement Relationship

- ✓ Summary of the activities to be performed by the vendor/provider
- ✓ Method of procurement for the service
- ✓ The rate of pay for a contracted rate agreement (Note: If this rate exceeds \$650/day or \$81.25/hour, federal approval is required)
- ✓ Total amount of the agreement

Budget Narrative for Contractual Services for an Unit Cost Agreement

- ✓ Definition of the unit (i.e. 1 unit = 0.5 hours of individual counseling)
- ✓ Rate per unit
- ✓ Method for calculating the rate

Note: If using an approved fee schedule, you do not have to show the math. Include a statement such as: All unit costs are based on county-wide cost for services approved by Elm County BOCC on February 25, 2019 (Agenda Item #19-102).

Budget Narrative for Contractual Services for a Subrecipient Relationship

- ✓ Funds may be budgeted in all available categories
- ✓ The descriptions for the appropriate budget categories should be used to develop the budget narrative

Budget Narrative for Expense or Operating Capital Outlay

- ✓ Intended method of procurement
- ✓ Approximate or estimated unit price for each item and estimated quantity
- ✓ Describe items contained in a bundle, kit, or package (i.e. laptop bundle – includes laptop, charger, docking station, mouse, keyboard, carrying case)
- ✓ Identify if the grant will pay associated shipping charges
- ✓ Identify if the grant will pay for service agreements or warranties
- ✓ Statement regarding all costs and quantities being approximates based on estimates obtained at the time of application

Budget Narrative for Training

- ✓ Name of training
- ✓ Date
- ✓ Location
- ✓ Benefit to the applicant agency

Budget Narrative for Travel

- ✓ Reason for travel
- ✓ Costs to be included (i.e. airfare, rental car, hotel, per diem, baggage, etc.)
- ✓ Approximate total

Budget Narrative for Indirect Costs

- ✓ Rate to be used (approved rate plan, negotiated rate, or de minimus)
- ✓ If using an approved rate plan, a copy of the approved rate must be provided with the application

Real examples of these requirements may be found in the sample application in Appendix A.

Reviewing for Submission

Prior to submitting the application to the Office of Criminal Justice Grants, it is important to conduct a comprehensive review of the program guidance to ensure the application meets all requirements. OCJG members will review the application based on program requirements provided in the solicitation and the information presented above.

For competitive programs, such as Project Safe Neighborhoods (PSN), Residential Substance Abuse Treatment (RSAT), and Prison Rape Elimination Act (PREA) it is most important to ensure the application meets all program requirements specified in the solicitation. Failure to do so may result in poor scores or disqualification from the process.

The OCJG is here to help applicants meet the contractual requirements of Florida Statutes section 215.971, and ensure payments are processed as easily as possible. If assistance is needed prior to submitting an application, please contact the assigned grant manager at (850) 617-1250 or by email to criminaljustice@fdle.state.fl.us.

OCJG Best Practice for Effective Application Review Prior to Submission

- ✓ Use an external reviewer
- ✓ Develop a peer review process
- ✓ Conduct multiple reviews using different criteria (i.e. grammar, content, requirements, data, etc.)
- ✓ Refer back to the application development plan
- ✓ Review and re-read the solicitation
- ✓ Walk away for a certain period of time
- ✓ Read it out loud
- ✓ Read it backwards
- ✓ Score your own application using the scoring criteria provided in the solicitation

Common Forms and Certifications

The Office of Criminal Justice Grants is required to collect certain information and statements of certification pertaining to various federal and/or state compliance requirements for financial assistance. While not all requirements apply to every program across the board, this section provides an overview of some of the common requirements. Program specific forms and certifications will be detailed in the program solicitation.

IMPORTANT NOTE: “Authorized Representative”

For any form requiring signature by an “Authorized Representative” it is imperative to ensure these are signed by someone who has the authority to enter the applicant into an agreement or provide high-level decision making authority. Many of these forms are accompanied by compliance requirements and failure to properly comply may result in large-scale issues during the grant life-cycle.

Certification Regarding Lobbying; Suspension, Debarment and Other Matters; and Drug Free Workplace

This certification is required for applicants applying for federal funding through the U.S. Department of Justice. The OCJG form contains three certifications in one document. The following provides an easy guide for determining which certification the applicant must sign for:

Lobbying: required for all applications of \$100,000 or more

Suspension/Debarment: required for all applications

Drug Free Workplace: required for all state agency applications (excluding FDLE)

Failure to submit the certification at the time of application will result in a hold on funds and may delay any reimbursement requests.

OCJG Subrecipient Management and Compliance Questionnaire (SMQ)

This form is required for all applicants applying for federal funding through the Office of Criminal Justice Grants. OCJG uses information obtained from this form to gauge an applicant's ability to properly administer funds in compliance with federal requirements. Failure to submit the questionnaire at the time of application will result in a hold on funds and may delay any reimbursement requests.

Some questions on this document may require an applicant to seek input from another division or unit (i.e. the finance department, purchasing department, etc.). OCJG highly recommends applicants try to obtain the most accurate responses to this questionnaire.

It should be noted an agency WILL NOT be disqualified from receiving funds based on responding to a question with a "No". However, there will be a condition placed on the award if the application is approved, to provide guidance and to ensure funds are managed in compliance with applicable federal standards.

Equal Employment Opportunity (EEO) Certification

This annual certification form is required for all applicants applying for a U.S. Department of Justice subaward and provides information to aid in ensuring compliance with federal EEO regulations. Applicants should visit the EEO Reporting Tool at <https://ocr-eeop.ncjrs.gov/> to complete the certification. The PDF of the certification should be submitted with the application. Failure to submit this certification at the time of application will result in a hold on funds and may delay any reimbursement requests.

A sample EEO Certification may be found in Appendix B.

Equal Employment Opportunity (EEO) Plan

This document, which is also completed via the EEO Reporting Tool (<https://ocr-eeop.ncjrs.gov/>) is required for any applicant with 50+ employees who receives a single award of \$25,000 or more from any U.S. Department of Justice awarding agency (Bureau of Justice Assistance, Bureau of Justice Statistics, National Institute of Justice, etc.) or any of their pass-through entities.

This is required to be completed every two years. If the applicant meets the criteria for completing an EEO Plan, the PDF EEO Plan, or “Utilization Report”, should be submitted with the application. Failure to submit the plan at the time of application will result in a hold on funds and may delay any reimbursement requests.

A sample EEO Plan may be found in Appendix C.

Equal Employment Opportunity Approval

U.S. Department of Justice approval of the EEO Plan (Utilization Report) is required for any applicant with 50+ employees who receives a single award of \$500,000 or more from any U.S. Department of Justice awarding agency (Bureau of Justice Assistance, Bureau of Justice Statistics, National Institute of Justice, etc.) or any of their pass-through entities.

Approval is required every two years. If the applicant meets the criteria for an EEO Plan, the approval letter received from the U.S. Department of Justice, should be submitted with the application. Failure to submit the plan at the time of application will result in a hold on funds and may delay any reimbursement requests

A sample EEO Approval may be found in Appendix D.

OJP Subrecipient Contractor Determination Checklist

Any applicant allocating funds in the contractual services category must submit a completed subrecipient/contractor determination checklist with their application in accordance with 2 CFR 200.330. Different compliance requirements apply if the relationship is a subrecipient or a contractor. The OCJG is available to help ensure all applicants are aware of their compliance requirements once a determination is made.

It is important to make a proper classification from the beginning. The U.S. Department of Justice has made it abundantly clear they possess the final authority for the determination. If they monitor and an incorrect determination was made, they can require proof of compliance or it may result in disallowable costs. Additional information may be found in DOJ’s Toolkit (<https://ojp.gov/funding/pdfs/SubawardProcurementToolkit.pdf>)

Sole Source Justification

The federal procurement regulations outlined in 2 CFR 200.317-326 stress the importance of competitive procurement processes. However, there are specific circumstances which allow applicants to procure items through non-competitive methods.

Any applicant proposing to use funds for any non-competitive method of procurement must complete a sole source justification form and obtain OCJG approval prior to purchasing. For any sole source procurement exceeding a total cost of \$150,000 or more, federal review and approval is required.

Automated Data Processing

This form is required for any applicant proposing to use funds to purchase equipment or services related to the transmittal or connectivity to data processing systems. Examples of these projects include: computers accessing criminal justice networks, CAD/RMS systems, mobile data terminals, rapid ID devices, license plate readers, etc.

Personnel Tracking Spreadsheet

Any applicant proposing to use funds for any full or partially funded position (excluding overtime activities) should complete and submit the personnel tracking spreadsheet with their application. This spreadsheet helps the Office of Criminal Justice Grants verify agencies are not supplanting, particularly for continuation funding.

Appendix A: Sample SIMON Application

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 1: Administration

Subgrant Recipient

Organization Name: Elm County Board of County Commissioners
County: Alachua

Chief Official

Name: Tennille Robinette
Title: Government Operations Consultant I
Address: Post Office Box 1489
City: Tallahassee
State: FL **Zip:** 32302-1489
Phone: 850-617-1268 **Ext:**
Fax: 850-921-0434
Email: DastagiriMettupalli@fdle.state.fl.us

Chief Financial Officer

Name: Tennille Robinette
Title: Government Operations Consultant I
Address: Post Office Box 1489
City: Tallahassee
State: FL **Zip:**
Phone: 850-617-1268 **Ext:**
Fax: 850-921-0434
Email: DastagiriMettupalli@fdle.state.fl.us

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 1: Administration

Implementing Agency

Organization Name: Elm County Board of County Commissioners
County: Alachua

Chief Official

Name: Tennille Robinette
Title: Government Operations Consultant I
Address: Post Office Box 1489
City: Tallahassee
State: FL **Zip:** 32302-1489
Phone: 850-617-1268 **Ext:**
Fax: 850-921-0434
Email: DastagiriMettupalli@fdle.state.fl.us

Project Director

Name: Tennille Robinette
Title: Government Operations Consultant I
Address: Post Office Box 1489
City: Tallahassee
State: FL **Zip:** 32302-1489
Phone: 850-617-1268 **Ext:**
Fax: 850-921-0434
Email: DastagiriMettupalli@fdle.state.fl.us

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 2: Project Overview

General Project Information

Project Title: CO-OCCURRING DISORDER SERVICES
Subgrant Recipient: Elm County Board of County Commissioners
Implementing Agency: Elm County Board of County Commissioners
Project Start Date: 2/1/2019 **End Date:** 2/28/2019

Problem Identification

Co-occurring disorders is a problem that is surging nationally and is greatly affecting Elm County. The challenges associated with co-occurring disorders include: engaging or returning to criminal activity leading to arrest, unemployment, homelessness, further substance abuse, and poor family relationships.

Budget cuts in recent years to these programs only further exacerbate the problem in Elm County. The county has seen the incidence of co-occurring disorders among those in the criminal justice system increase by 10% in the past five years. Failure to provide these programs leads to increased crime and drug rates among Elm County's citizens suffering from co-occurring disorders and further compounds our counties drug eradication program.

Project Summary (Scope of Work)

Elm County will use grant funds to support various efforts to provide treatment and services to citizens with co-occurring disorders.

Deliverable 1: Elm County will use grant funds to pay 100% of two full-time program coordinators. These positions will be responsible for the day-to-day management of subcontracts with service providers, including performance reporting, financial tracking, and monitoring compliance. These are new positions created for this fiscal year and have not been historically funded through any other sources. Documentation to be provided at monitoring will include timesheets, payroll, and paystubs. Minimum performance is in accordance with Elm County's employment agreement, position descriptions, and/or supervisor's command.

Deliverable 2: Elm County is requesting to subaward funds to the non-profit entity, Oak Tree Counseling Services LLC (DUNS #: 989678598) to provide individual and group counseling services for individuals in the program. Oak Tree Counseling Services will be responsible for development of a treatment plan, scheduling appropriate counseling sessions, and tracking individual attendance and adherence to the treatment plan. Documentation of deliverables performed by Oak Tree Counseling Services LLC must be maintained by Elm County and made available upon request. Example documentation includes but is not limited to: client activity logs, participant sign-in sheets, timesheets and/or billing documentation. A provider not fulfilling obligations to the clients will not be reimbursed.

Deliverable 3: Elm County will use grant funds to reimburse mileage for program staff to attend presentations and meetings with local program providers. Documentation to be provided at monitoring will include the approved mileage report, as attested by the staff member and supervisor.

Deliverable 4: Elm County will use grant funds to purchase laptops for program staff.

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These laptops will prove valuable to staff as they attend external meetings related to the program and for site-visits and monitoring of the program providers. Documentation to be provided at monitoring will include: purchase order, invoice, packing slip, inventory records, and cancelled check or statements.

Deliverable 5: Elm County will use grant funds to contract with Assessments by SIMON, to provide onsite training of the SIMON assessment used by Elm County to screen program participants and determine eligibility for services. This new assessment was procured under federal grant award 2019-DJ-XX-0000. Documentation to be provided at monitoring includes: the agreement with Assessments by SIMON, invoice, cancelled check, attendance rosters, and training documentation such as agendas, presentations, etc.

Elm County will request reimbursement of the allowable costs identified in Section 4 on a quarterly basis.

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Section 2: Project Overview

Section Questions:

- Question: What percentage of the total cost of this project is being funded by sources other than this award?
- Answer: 75
- Question: What is the name of the jurisdiction(s) your agency provides service to. (e.g., City of Miami, Orange County, State of Florida)
- Answer: Elm County, Florida
- Question: What is the address of the location being used to provide services for this project?
- Answer: 100 Sycamore Street, Elm, FL 99999
- Question: Describe your agency. (e.g., non-profit, community based, government)
- Answer: Government
- Question: Have you verified that the subgrantee has an active and current registration in SAM.gov?
- Answer: Yes
- Question: What is the Operating Capital Outlay threshold used by the subgrantee? If the implementing agency is a sheriff's office, indicate the sheriff's office's threshold instead.
- Answer: \$750
- Question: Does the subgrantee receive a single grant in the amount of \$750,000 or more from the U.S. Department of Justice?
- Answer: No
- Question: Does the implementing agency receive a single grant in the amount of \$750,000 or more from the U.S. Department of Justice?
- Answer: No
- Question: In your organization's preceding completed fiscal year, did your organization (the subgrantee) receive at least (a) 80 percent or (b) \$25,000,000 of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?
- Answer: No
- Question: If you answered yes above, does the public have access to information about the compensation of the executives in your organization (the subgrantee) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? If answer to Part 1, above, was "no," answer N/A.
- Answer: No
- Question: What is the combined population of the jurisdiction(s) your agency provides services to (according to the 2010 census)?
- Answer: 256982

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Section 3: Performance

General Performance Info:

Performance Reporting Frequency: Quarterly

Prime Purpose Area: 10 - Behavioral Health

State Purpose Area: 1G - General Questions

Objectives and Measures

Objective: General Questions - General Questions for All Recipients

Measure: General 01

Will your organization be using the crimesolutions.gov website during the grant period regardless of JAG funding? Crimesolutions.gov provides information on several crime reduction and prevention programs and practices.

Goal: No

Measure: General 02

Will your organization be using the The National Training and Technical Assistance Center (NTTAC) during the grant period, regardless of JAG funding? The NTTAC serves as BJA's training and technical assistance center. You can find resources, tools, webinars, and TTA support on a variety of criminal justice issues and initiatives.

Goal: Yes

Measure: General 03

Will your organization be using the NCJP.org website during the grant period, regardless of JAG funding? NCJP.org contains resources to support strategic planning, program development, and implementation of evidence-based policy and practice.

Goal: Yes

Measure: General 04

Will your organization be using the Evidence-Based Policing Matrix during the grant period regardless of JAG funding? The Evidence-Based Policing Matrix provides information on evidence-based practices for law enforcement.

Goal: No

Measure: General 05

Will your organization be using the What Works in Reentry Clearinghouse during the grant period regardless of JAG funding? The clearinghouse provides research on the effectiveness of reentry programs and practices.

Goal: No

Measure: General 06

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Will your organization be using Research to Practice during the grant period regardless of JAG funding? Research to Practice promotes the dissemination of research on drug courts to practitioners and policymakers.

Goal: No

Measure: General 07

Will your organization be using any other resources during the grant period regardless of JAG funding? If yes, please describe them.

Goal: No.

Measure: General 08

During the grant period, will your agency conduct or sponsor (with or without JAG funds) a survey or focus group of citizens on any of the following topics? Enter all that apply from the following list: Public satisfaction with police services; public satisfaction with prosecution services; public satisfaction with public defender/indigent defense services; public satisfaction with courts; public perceptions of crime/disorder problems; personal crime experiences of citizens; none of the above; unsure/don't know.

Goal: None of the above.

Measure: General 09

During the grant period, which of the following community activities will your organization be involved in, with or without JAG funds and how often will they each occur (yearly, monthly, etc.)? Choose from the following list: Hosting community meetings; attending community meetings; distributing a newsletter, e-mail, or other bulletin; attending community events; conducting social media activities; conducting outreach to minority populations; other (please describe)

Goal: Attending community events (monthly), conducting social media activities (weekly)

Measure: General 10

Law Enforcement Agencies ONLY: In which of the following ways has your agency fostered community involvement in the last year? Enter all that apply from the following list: Citizen Review Board or other review board with citizen representation, Citizen's Police Academy, Internships for university or high school students, Volunteer Program, Auxiliary police officer program, Police Cadet Program, k-12 school programs, Youth Athletic Programs, Other (please Describe), None of the above, Unsure/Don't know.

Goal: N/A

Measure: General 11

Identify the goal(s) you hope to achieve with your funding. If you have

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- multiple goals, describe each goal separately.
- Goal: Elm County hopes to provide quality service to 50 new participants.
- Measure: General 12
Are the subrecipient and implementing agency aware that they will be required to report on the status of the identified goals during each reporting period?
- Goal: Yes
- Measure: General 13
Describe any barriers you may encounter which may prevent you from achieving your identified goal(s).
- Goal: Lack of willing participants; increase in provider fees; bureaucratic delays
- Measure: General 14
Are you aware that the Office of Criminal Justice Grants encourages recipients to report on any noteworthy accomplishments, success stories, or program results that they would like to showcase?
- Goal: Yes.
- Measure: General 11b
What major activities are planned for each of your goals listed in question 11?
- Goal: 1. Elm County will screen initial participants.
2. Provider will assess and develop treatment plan.
3. Provider will develop schedule of services and provide those services to the participant.
4. Provider will report on participant progress.

State Purpose Area: 2P - Personnel

Objectives and Measures

Objective: Personnel Questions - Questions for all recipients using personnel.

Measure: Personnel 1
During the grant period, approximately how many overtime hours will be funded by JAG?

Goal: 0

Measure: Personnel 2
During the grant period, how many personnel will have their salary or pay funded, at least partially, with JAG funds?

Goal: 2

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Measure: Personnel 3

How many new positions will be created with JAG funds during the grant period?

Goal: 2

State Purpose Area: 3E - Equipment, Supplies, and Technology Enhancements

Objectives and Measures

Objective: Equipment - Questions for all recipients purchasing Equipment, Supplies, and Technology Enhancements.

Measure: Equipment 1

Do the Subrecipient and Implementing agencies understand that they will be required to submit an itemized account of all items purchased during each reporting period as part of their performance reporting?

Goal: Yes

State Purpose Area: 4T - Training

Objectives and Measures

Objective: Hosting Training - Questions for recipients hosting training.

Measure: Training H1

If you will host a training/conference with JAG funds during the grant period, what type of training/conference will be hosted? If more than one training/conference will be hosted, answer for each separately. Answer from the following list: Certification Training, In-service/annual training, skill building, leadership/management, conference, other(please describe).

Goal: Skill Building

Measure: Training H2

Provide a short description of the training/conference to be hosted with JAG funds. If more than one training/conference will be hosted, describe each separately.

Goal: This training will provide Elm County staff with the tools necessary to complete initial screens of program participants using the SIMON tool.

Measure: Training H3

If you will host a training/conference with JAG funds during the grant period, approximately how many employees from within your organization will attend the training/conference? If you will host more than one training/conference, list each separately.

Goal: 4

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Measure: Training H4

If you will host a training/conference with JAG funds during the grant period, approximately how many individuals from outside of your organization will attend the training/conference? If you will host more than one training/conference, list each separately.

Goal: 0

Measure: Training H5

If you will host a training/conference with JAG funds during the grant period, how many hours will the training/conference course last? A one day course is typically classified as an 8-hour course while a week long course is typically classified as a 40-hour course. If you will host more than one training/conference, answer for each separately.

Goal: 40

Measure: Training H6

If you will host a training/conference with JAG funds during the grant period, will you use a standard evaluation instrument to evaluate your training/conference? If you will host more than one training/conference, answer for each separately.

Goal: Yes

State Purpose Area: 5C - Consultants/Contracts

Objectives and Measures

Objective: Consultants/Contracts - Questions for all recipients using consultants/contracts.

Measure: Consultants1

Please describe what consultants/contracts will be paid for with JAG funds during the grant period. Include names, titles and areas of expertise where applicable.

Goal: Oak Tree Counseling Services LLC - provide case management, individual counseling, and group counseling for participants.

Assessments by SIMON - provide onsite training to Elm County program staff on the SIMON Assessment Tool to pre-screen program participants.

State Purpose Area: R25 - Questions for recipients of an award \$25,000 or more.

Objectives and Measures

Objective: B1 General - Behavioral health questions for recipients of an award \$25,000 or more.

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Measure: B01

If you will operate a behavioral health program with JAG funds during the grant period, what percentage of the program's total costs will be paid for with sources other than this JAG award? If you operated more than one program, answer for each separately.

Goal: 78

Measure: B02

What is the name of your behavioral health program? If you will operate more than one program/service, answer for each separately.

Goal: Elm County Co-occurring Treatment Program

Measure: B03

If you will operate a behavioral health program with JAG funds during the grant period, what was the initiation year of that program, regardless of when it received JAG funding? If you will operate more than one program, answer for each separately.

Goal: 2006

Measure: B04

What behavioral health services will you provide during the grant period? If you will operate more than one program, answer for each separately. Choose all that apply from the following list: Substance abuse treatment, Mental health treatment, Co-occurring treatment (includes both substance abuse and mental health treatment).

Goal: Co-occurring treatment

Measure: B05

Are you or a partner planning or conducting an evaluation of your behavioral health program? If you will operate more than one program, answer for each separately.

Goal: Not this year.

Measure: B06

If you or a partner are planning or conducting an evaluation of your program, describe the current status of the evaluation, its purpose, who is conducting the evaluation and the evaluation results if applicable. If you will operate more than one program being evaluated, answer for each separately.

Goal: N/A

Measure: B07

Regardless of JAG funding, how many treatment staff on the program are currently licensed and/or certified in substance abuse treatment? If you

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operate more than one program, answer for each separately.
Goal: 4

Measure: B08
Regardless of JAG funding, how many treatment staff are currently licensed and/or certified in mental health treatment? If you operate more than one program, answer for each separately.

Goal: 4

Measure: B09
Regardless of JAG funding, how many treatment staff on the program are currently licensed and/or certified in co-occurring treatment? If you operate more than one program, answer for each separately.

Goal: 4

Measure: B10
How many treatment employees does your office currently have on staff? Please count both full- and part-time employees.

Goal: 0

Measure: B11
Of the treatment employees your office currently has on staff, how many are JAG funded?

Goal: 0

Measure: B12
Regardless of JAG funding, approximately how many new participants will be added to the program for only substance abuse treatment during the grant period? If you will operate more than one program, answer for each separately.

Goal: 0 - all program participants receive both substance and mental health.

Measure: B13
Regardless of JAG funding, approximately how many total participants will receive only substance abuse treatment services during the grant period? If you will operate more than one program, answer for each separately.

Goal: 0 - all participants receive both substance and mental health.

Measure: B14
Regardless of JAG funding, approximately how many new participants will be added to the program for only mental health treatment during the grant period? If you will operate more than one program, answer for each separately.

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Goal: 0 - all program participants receive substance and mental health.

Measure: B15

Regardless of JAG funding, approximately how many total participants will receive only mental health treatment services during the grant period? If you will operate more than one program, answer for each separately.

Goal: 0 - all participants receive both substance and mental health

Measure: B16

Regardless of JAG funding, approximately how many new participants will be added to the program for co-occurring treatment during the reporting period? If you will operate more than one program, answer for each separately.

Goal: 50

Measure: B17

Regardless of JAG funding, approximately how many total participants will receive co-occurring treatment services during the grant period? If you will operate more than one program, answer for each separately.

Goal: 250

Measure: B18

Are you aware that you will be required to complete the behavioral health questionnaire and submit it to your grant manager alongside each performance report.

Goal: Yes

Objective: B5 Co-Occurring - Behavioral health questions for recipients engaged in co-occurring treatment services who receive an award of \$25,000 or more.

Measure: B27

Which of the following co-occurring treatment models do you follow, regardless of JAG funding? If you are operating more than one program, answer for each separately. Choose from the following: Sequential (providing services for one disorder and then another), Parallel (concurrent treatment for mental health and substance abuse), Integrated (treating both in the same setting).

Goal: Integrated.

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Section 4: Financial

General Financial Info:

Note: All financial remittances will be sent to the Chief Financial Officer of the Subgrantee Organization.

Financial Reporting Frequency for this Subgrant:

Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596896545

Budget:

Budget Category	Prime	Match	Total
Salaries and Benefits	\$167,924.00	\$0.00	\$167,924.00
Contractual Services	\$60,000.00	\$0.00	\$60,000.00
Expenses	\$3,000.00	\$0.00	\$3,000.00
Operating Capital Outlay	\$6,000.00	\$0.00	\$6,000.00
Indirect Costs	\$0.00	\$0.00	\$0.00
-- Totals --	\$236,924.00	\$0.00	\$236,924.00
Percentage	100.0	0.0	100.0

Project Generated Income:

Will the project earn project generated income (PGI)?

No

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Section 4: Financial (cont.)

Budget Narrative:

Salaries and Benefits:

Adult Program Coordinator I - \$83,962
Salary - \$57,404
FICA - \$3,559 (6.20%)
Medicare - \$832 (1.45%)
Insurance (Health, Dental, Life) - \$22,167
Total Position Cost = \$83,962
Total Grant Funding = \$83,962 (100% of positions salary)

The Program Coordinator I will be responsible for the day-to-day management of subcontracts with service providers, including performance reporting, financial tracking, and monitoring compliance.

Juvenile Program Coordinator I - \$83,962
Salary - \$57,404
FICA - \$3,559 (6.20%)
Medicare - \$832 (1.45%)
Insurance (Health, Dental, Life) - \$22,167
Total Position Cost = \$83,962
Total Grant Funding = \$83,962 (100% of positions salary)

The Program Coordinator I will be responsible for the day-to-day management of subcontracts with service providers, including performance reporting, financial tracking, and monitoring compliance.

Contractual Services:

Oak Tree Counseling Services LLC - \$50,000

Case Management - \$50 per 30 minute session
The provider will meet individually in person or via phone to each client enrolled in the program for a minimum of 30 minutes per month to review the participants treatment plan.

Individual Counseling - \$65 per 30 minute session
A licensed counselor will provide a minimum of one 30 minute session per client per month.

Group Counseling - \$75 per 30 minute session
A licensed counseling will provide a minimum of one 30 minute session of group counseling per week.

All unit costs are based on county-wide cost for services approved by Elm County Board of County Commissioners on February 25, 2019 (Agenda Item #19-102).

Assessments by SIMON Onsite Training - \$10,000

Training will be provided to aid Elm County program staff in screening program participants for initial eligibility. The cost of this training includes:

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Budget Narrative (Continued):

Travel Expenses for 2 trainers (lodging, hotel, meals) = \$2,200
Onsite Training for 5 days @ \$1,200/day = \$6,000
Handbooks and Printed Exercises = \$1,800

Expenses:

Mileage for staff @ \$0.50/mile = \$2,000

Operating Capital Outlay:

4 laptops @ approximately \$1,000 each = \$4,000
There are no costs for shipping or any extended warranties with the laptops.

Elm County will be responsible for any amount over the grant allocation of \$236,924.

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Section 4: Financial

Section Questions:

Question: If the budget contains salaries and benefits, will this project result in a net personnel increase, or continue to fund a prior federally grant funded net personnel increase?

Answer: Yes

Question: If Expenses or Operating Capital Outlay are included in your budget, what will be the method of procurement for those items? (e.g., competitive bid, sole source, state term contract)

Answer: Elm County policy requires three (3) written quotes for anything between \$750 and \$5,000.

Question: If indirect cost is included, explain the indirect cost plan. Provide documentation of approval.

Answer: N/A

Question: If contractual services in the budget are based on unit costs, provide a definition and breakdown of cost for each service. Include the methodology for the unit cost plan and when it was approved.

Answer: All costs were derived and approved on a county-wide unit cost plan for Elm County service providers in all arenas of counseling.

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Section 6: Signatures

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duty authorized officers on the date, month and year set out below.

**Corrections on this page, including Strikeovers, whiteout, etc.
are not acceptable.**

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

Signature: _____

Typed Name and Title: _____

Date: _____

**Subgrant Recipient
Authorizing Official of Governmental Unit
(Commission Chairman, Mayor, or Designated Representative)**

Typed Name of Subgrant Recipient: _____

Signature: _____

Typed Name and Title: _____

Date: _____

**Implementing Agency
Official, Administrator or Designated Representative**

Typed Name of Implementing Agency: _____

Signature: _____

Typed Name and Title: _____

Date: _____

Appendix B: Sample EEO Certification

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (Equal Employment Opportunity Program) Requirements

Recipient's Name:	[REDACTED] County Board Of County Commissioners		
Address:	[REDACTED]		
Recipient Type:	Direct Recipient & Subrecipient	Law Enforcement Agency:	No
DUNS Number:	[REDACTED]	Vendor Number (only if direct recipient):	[REDACTED]
Name of Contact Person:	[REDACTED]	Title of Contact Person:	[REDACTED]
Telephone Number:	[REDACTED]	E-Mail Address:	[REDACTED]
Subrecipients:	No		

Acknowledgement of EEOP Data Collection, Maintenance and Submission Requirements

I, [REDACTED] (authorized official), acknowledge that [REDACTED] **County Board Of County Commissioners** (recipient organization) has an obligation to develop and submit an EEOP Utilization Report to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice (OCR) for **2017** (fiscal year). I understand the regulatory obligations under 28 C.F.R. Section 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

By accepting financial assistance subject to the civil rights provisions of the Safe Streets Act, [REDACTED] **County Board Of County Commissioners** (organization) is on notice that at some future date, during the active award period, the OCR may request any of the employment data noted in the EEOP regulations. I understand that in the context of an administrative investigation of an employment discrimination complaint, failure to produce employment data required for a comprehensive EEOP may allow the OCR to draw an adverse inference based on the data's absence.

[REDACTED] Executive Director	[REDACTED]	6/12/2017
Print or Type Name and Title	Signature	Date

Appendix C: Sample EEO Plan

EEOP Utilization Report



Tue Sep 01 09:28:44 EDT 2015

Step 1: Introductory Information

Grant Title:	BJA FY 14 Edward Byrne Memorial Justice Assistance Grant (JAG) Program: Local	Grant Number:	2014-DJ-██████████
Grantee Name:	██████████ County Board of County Commissioners	Award Amount:	\$164,802.00
Grantee Type:	Local Government Agency		
Address:	████████████████████ ████████████████████ ██████████		
Contact Person:	████████████████████	Telephone #:	5-██████████
Contact Address:	████████████████████ ████████████████████ ██████████		
DOJ Grant Manager:	████████████████████	DOJ Telephone #:	██████████

Grant Title:	BJA FY 13 Edward Byrne Memorial Justice Assistance Grant (JAG) Program: Local	Grant Number:	2013-DJ-██████████
Grantee Name:	██████████ County Board of County Commissioners	Award Amount:	\$158,794.00
Grantee Type:	Local Government Agency		
Address:	████████████████████ ████████████████████ ██████████		
Contact Person:	████████████████████	Telephone #:	██████████
Contact Address:	████████████████████ ████████████████████ ██████████		
DOJ Grant Manager:	████████████████████	DOJ Telephone #:	██████████

Grant Title:	BJA FY 12 Second Chance Act Adult Offender Reentry Program for Planning and Demonstration Projects: Implementation Projects	Grant Number:	2012-CZ-██████████
Grantee Name:	██████████ County Board of County Commissioners	Award Amount:	\$2,250,000.00
Grantee Type:	Local Government Agency		

Address: [REDACTED]
[REDACTED]
[REDACTED]

Contact Person: [REDACTED] **Telephone #:** [REDACTED]

Contact Address: [REDACTED]
[REDACTED]
[REDACTED]

DOJ Grant Manager: [REDACTED] **DOJ Telephone #:** [REDACTED]

Grant Title: OJJDP FY 13 Second Chance Act Juvenile Reentry Program:
Category 2: Implementation Projects **Grant Number:** 2013-CZ-[REDACTED]

Grantee Name: [REDACTED] County Board of County Commissioners **Award Amount:** \$750,000.00

Grantee Type: Local Government Agency

Address: [REDACTED]
[REDACTED]
[REDACTED]

Contact Person: [REDACTED] **Telephone #:** [REDACTED]

Contact Address: [REDACTED]
[REDACTED]
[REDACTED]

DOJ Grant Manager: [REDACTED] **DOJ Telephone #:** [REDACTED]

Grant Title: Edward Byrne Memorial Justice Assistance Grant Program **Grant Number:** 2014-JAGC-[REDACTED]

Grantee Name: [REDACTED] County Board of County Commissioners **Award Amount:** \$100,000.00

Grantee Type: Local Government Agency

Address: [REDACTED]
[REDACTED]
[REDACTED]

Contact Person: [REDACTED] **Telephone #:** [REDACTED]

Contact Address: [REDACTED]
[REDACTED]
[REDACTED]

State Granting Agency: Florida **Grant Number:** 2014-JAGC-[REDACTED]

Contact Name: [REDACTED]

Contact Address: [REDACTED]
[REDACTED]
[REDACTED]

Telephone #: [REDACTED]

Grant Title: Edward Byrne Memorial Justice Assistance Grant Program **Grant Number:** 2015-JAGC-[REDACTED]

Grantee Name: [REDACTED] County Board of County Commissioners **Award Amount:** \$50,000.00

Grantee Type: Local Government Agency

Address: [REDACTED]
[REDACTED]
[REDACTED]

Contact Person: [REDACTED] **Telephone #:** [REDACTED]

Contact Address: [REDACTED]
[REDACTED]
[REDACTED]

State Granting Agency: State of Florida **Grant Number:** 2015-JAGC-[REDACTED]

Contact Name: [REDACTED]

Contact Address: [REDACTED]
[REDACTED]
[REDACTED]

Telephone #: [REDACTED]

Grant Title: Edward Byrne Memorial Justice Assistance Grant Program **Grant Number:** 2015-JAGC-[REDACTED]

Grantee Name: [REDACTED] County Board of County Commissioners **Award Amount:** \$110,224.00

Grantee Type: Local Government Agency

Address: [REDACTED]
[REDACTED]
[REDACTED]

Contact Person: [REDACTED] **Telephone #:** [REDACTED]

Contact Address: [REDACTED]
[REDACTED]
[REDACTED]

State Granting Agency: State of Florida **Grant Number:** 2015-JAGC-[REDACTED]

Contact Name: [REDACTED]
Contact Address: [REDACTED]
[REDACTED]
[REDACTED]
Telephone #: [REDACTED]

Grant Title:	Edward Byrne Memorial Justice Assistance Grant Program	Grant Number:	2015-JAGC-[REDACTED]
Grantee Name:	[REDACTED] County Board of County Commissioners	Award Amount:	\$181,003.00
Grantee Type:	Local Government Agency		
Address:	[REDACTED] [REDACTED] [REDACTED]		
Contact Person:	[REDACTED]	Telephone #:	[REDACTED]
Contact Address:	[REDACTED] [REDACTED] [REDACTED]		
State Granting Agency:	State of Florida	Grant Number:	2015-JAGC-[REDACTED]
Contact Name:	[REDACTED]		
Contact Address:	[REDACTED] [REDACTED] [REDACTED]		
Telephone #:	[REDACTED]		

Policy Statement:

[REDACTED] County Board of County Commissioners is an Equal Opportunity/Affirmative Action employer. As such, the County is committed to using equal employment practices in all terms and conditions of employment and to employ protected groups consistent with their availability in the relevant labor market.

To accomplish this objective County administration and management staff will:

¿ «-recruit, hire, train and promote persons in all job categories without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, and gender identity or expression;

¿ «-make and enforce employment decisions in such manner as to further the principle of equal employment opportunity;

¿ «-employ and advance in employment disabled and Vietnam Era Veterans and qualified persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of a position; and

¿ «-ensure that all personnel actions including compensation, benefits, transfers, layoffs, County sponsored training, education, tuition reimbursement, social and recreational programs will be administered without regard to race, color,

religion, gender, national origin, age, disability, marital status, or sexual orientation.

The Manager of Fair Employment Programs in the Human Resources Department is responsible for carrying out the provisions of the Affirmative Action Plan including monitoring and reporting, developing special Affirmative Action programs, and apprising managers and supervisors of their equal employment opportunity/affirmative action responsibilities.

The provisions of the Affirmative Action Plan and policy statement require a concerted effort and commitment by all employees. Each employee is expected to assist in establishing a representative workforce and maintaining a work environment free of discrimination.

Step 4b: Narrative Underutilization Analysis

Although there has been an overall increase in representation Hispanics continue to be underutilized in all classifications except Protective Services.

The SMSA shows a 60.0% availability for females but only 18.3% is employed.

The greatest underrepresentation is among Blacks where the SMSA shows a 12.1% availability but only 6.0% is employed. Females are underrepresented with the greatest disparity which is 37.3% below the SMSA.

Step 5 & 6: Objectives and Steps

1. Recruitment & Selection (R & S)

a. The County publicize open-competitive job vacancies daily on the County's cable television channel, and the County's web page (www.pbcgov.jobs). Applications may be downloaded from the web page. Vacancy announcements are available 24 hours daily on the recorded telephone Job Hotline [REDACTED]. Kiosks are also available in the lobby of the first floor and in the lobby of the Human Resources Office.

Administrative, professional, and hard-to-fill positions may be advertised for two weeks instead of one or may remain open-until-filled. Advertising is also expanded to a larger geographic area, as appropriate, to enhance the County's ability to broaden the pool of qualified applicants. Advertisements may be placed with trade and/or association journals, newsletters, conferences and their web sites.
(See attached hard copy)

2. Compensation and Records (C & R) Section

a. There are two (2) Compensation Analysts who audit positions to ensure that they are properly classified. Salaries are reviewed in several different ways to be comparable for the knowledge, skills and abilities required for a position. Salary surveys are sent to other agencies to determine if we are competitive in the market.

[REDACTED] has a Living Wage ordinance that ensures wages are current with the market. This ordinance can be found in the [REDACTED] Administrative Code, Section 2-147 through 2-165. This Living Wage is also applied to construction contracts and subcontracts that are employed to do business with [REDACTED].

3. Fair Employment Programs Section (FEP)

a. Labor force statistics are reviewed annually. Comparison of the representation of females and minorities in the individual divisions of departments with the available labor force is made to ensure adequate utilization throughout the County.

FEP monitors the selection process for positions in which minorities and/or females are underrepresented for consistency in applying rating criteria. The Manager, Fair Employment Programs or designee may also make recommendations regarding referral list candidates. All Officials/Administrator positions are always targeted for increased representation of minorities and/or females. Whenever underrepresented group members appear on a Referral List, a "Special Selection Procedure" letter is sent to the selecting official that requires justification for the decision made on each candidate.

Requisitions for personnel are routed through the Fair Employment Programs Section prior to
(see attached hard copy)

4. Employee Relations and Training & Organizational Development

a. Seniority practices in clauses and contracts are reviewed to determine if any artificial barriers exist. Formal career counseling programs have been established which include development programs and individual counseling. Participation in any County-sponsored training, recreational, and social activities is accomplished without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, and gender identity or expression.

Step 7a: Internal Dissemination

Internal Dissemination

- a) The County's EO/AA Countywide Policy (CW-P-029) is available to all employees.
- b) The nondiscrimination policy (1.01 A-5) is included in the County's Merit System Rules and Regulations which is distributed to all employees.
- c) Training sessions and/or special meetings are held with executive, management and supervisory personnel to explain the intent of the policy and individual responsibility for implementation.
- d) The nondiscrimination policy is reviewed with new employees in employee orientation and EEO training programs.
- e) Nondiscrimination clauses are included in Union agreements, and collective bargaining and contractual provisions are reviewed to ensure they are nondiscriminatory.
- f) The County Administrator's policy statement is distributed to all Department/Division Heads for implementation (see Policy Statement).

Step 7b: External Dissemination

X External Dissemination

- a) The County informs all recruiting sources verbally and/or in writing of the EO/AA policy.
- b) An Equal Opportunity clause is incorporated in all purchase orders, leases, contracts, etc. covered by Executive Order 11246, as amended.
- c) Minority and women's organizations, community agencies, community leaders, schools and colleges are notified of the County's policy verbally and/or in writing.
- d) Prospective employees are made aware of the anti-discrimination statutes through posting in the lobby of Recruitment and Selection, special recruitment contacts, and the media.
- e) Minority and non-minority men and women are pictured in County/employee publications.
- f) An acknowledgment that the county is an EO/AA employer, M/F/V/D, ends all classified ads and appears at the bottom of the employment application.
- g) The Recruitment & Selection Section uses a Job-Line to run a 24-hour tape of open-competitive vacancies that provides a statement of the County's EO/AA policy.
- h) The Affirmative Action Plan is posted on the County's web page at www.pbcgov.com.

Utilization Analysis Chart
Relevant Labor Market: [REDACTED] County, Florida

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	61/53%	5/4%	7/6%	0/0%	2/2%	0/0%	0/0%	0/0%	33/28%	2/2%	6/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	37,100/48%	4,705/6%	3,420/4%	60/0%	930/1%	0/0%	320/0%	160/0%	21,805/28%	3,810/5%	3,430/4%	55/0%	570/1%	0/0%	60/0%	250/0%
Utilization #/%	4%	-2%	2%	-0%	1%	0%	-0%	-0%	0%	-3%	1%	-0%	-1%	0%	-0%	-0%
Professionals																
Workforce #/%	417/35%	48/4%	67/6%	5/0%	41/3%	0/0%	0/0%	0/0%	391/32%	57/5%	153/13%	0/0%	29/2%	0/0%	0/0%	0/0%
CLS #/%	33,200/33%	5,015/5%	3,435/3%	4/0%	2,010/2%	115/0%	275/0%	250/0%	37,745/38%	6,610/7%	8,120/8%	150/0%	1,935/2%	15/0%	420/0%	335/0%
Utilization #/%	1%	-1%	2%	0%	1%	-0%	-0%	-0%	-6%	-2%	5%	-0%	0%	-0%	-0%	-0%
Technicians																
Workforce #/%	331/62%	47/9%	48/9%	3/1%	5/1%	0/0%	0/0%	0/0%	66/12%	13/2%	14/3%	0/0%	4/1%	0/0%	0/0%	0/0%
CLS #/%	3,990/25%	885/5%	845/5%	0/0%	615/4%	55/0%	18/0%	35/0%	5,460/34%	1,335/8%	2,450/15%	0/0%	225/1%	40/0%	65/0%	90/1%
Utilization #/%	38%	3%	4%	1%	-3%	-0%	-0%	-0%	-21%	-6%	-13%	0%	-1%	-0%	-0%	-1%
Protective Services: Sworn																
Workforce #/%	794/72%	136/12%	62/6%	2/0%	11/1%	0/0%	0/0%	0/0%	72/7%	11/1%	4/0%	0/0%	4/0%	0/0%	0/0%	0/0%
CLS #/%	6,410/50%	910/7%	2,350/18%	10/0%	100/1%	0/0%	4/0%	155/1%	1,110/9%	295/2%	1,490/12%	10/0%	15/0%	0/0%	60/0%	0/0%
Utilization #/%	23%	5%	-13%	0%	0%	0%	-0%	-1%	-2%	-1%	-11%	-0%	0%	0%	-0%	0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	640/44%	20/1%	120/8%	0/0%	0/0%	0/0%	4/0%	0/0%	520/36%	60/4%	80/6%	10/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	115/12%	31/3%	42/4%	2/0%	8/1%	0/0%	0/0%	0/0%	405/41%	106/11%	260/26%	0/0%	21/2%	0/0%	0/0%	0/0%
CLS #/%	41,675/25%	9,745/6%	8,810/5%	120/0%	1,965/1%	35/0%	515/0%	475/0%	68,520/40%	17,790/11%	16,040/9%	140/0%	2,040/1%	50/0%	705/0%	735/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	%								%	%	%					
Utilization #/%	-13%	-3%	-1%	0%	-0%	-0%	-0%	-0%	0%	0%	17%	-0%	1%	-0%	-0%	-0%
Skilled Craft																
Workforce #/%	271/65%	75/18%	51/12%	2/0%	9/2%	0/0%	0/0%	0/0%	4/1%	2/0%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	25,700/49%	16,425/31%	5,850/11%	110/0%	440/1%	35/0%	315/1%	250/0%	1,880/4%	870/2%	245/0%	0/0%	90/0%	0/0%	0/0%	105/0%
Utilization #/%	16%	-13%	1%	0%	1%	-0%	-1%	-0%	-3%	-1%	-0%	0%	-0%	0%	0%	-0%
Service/Maintenance																
Workforce #/%	284/43%	120/18%	159/24%	2/0%	6/1%	0/0%	0/0%	0/0%	74/11%	9/1%	14/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	34,560/22%	28,865/18%	18,720/12%	70/0%	1,685/1%	10/0%	425/0%	510/0%	29,650/19%	18,060/12%	20,375/13%	135/0%	1,930/1%	0/0%	545/0%	595/0%
Utilization #/%	20%	-1%	12%	0%	-0%	-0%	-0%	-0%	-8%	-10%	-11%	-0%	-1%	0%	-0%	-0%

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Professionals									✓	✓					✓	✓
Technicians					✓				✓	✓	✓					
Protective Services: Sworn			✓					✓	✓	✓	✓				✓	
Administrative Support	✓	✓													✓	✓
Skilled Craft		✓							✓							
Service/Maintenance									✓	✓	✓		✓			

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: [REDACTED]

[REDACTED]

06-12-2015

[signature]

[title]

[date]

Appendix D: Sample EEO Approval Letter



U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

Washington, D.C. 20531

July 28,
2017

██████████
Executive

██████████ County Board of County

██████████ ssioners

██████████

Re: Equal Employment Opportunity Plan (EEOP) Utilization ██████████ County Board
Report for County Commissioners of

Dear ██████████,

The Office for Civil Rights, Office of Justice Programs, has reviewed and approved the Equal Employment Opportunity Plan (EEOP) Utilization Report that you submitted in accordance with the grant conditions set forth by either the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), Juvenile Justice and Delinquency Prevention Act of 1974, the Victims of Crime Act of 1984 or their implementing regulations. The approval of your EEOP Utilization Report is effective for two years from the date of this letter, and satisfies the EEOP reporting requirement for all open Department of Justice (DOJ) awards during the two year period.

Your organization may, however, have additional civil rights compliance requirements if it receives funding from grant programs other than the ones listed above. For example, if your organization is a recipient of funding from the Office on Violence Against Women (OVW), your organization's non-discrimination policies and practices should also include prohibitions on discrimination on the bases of actual or perceived sexual orientation and gender identity.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

X *Michael L. Alston*

Michael L. Alston

Director

Signed by: MICHAEL

ALSTON