



Florida Department of
Law Enforcement

Richard L. Swearingen
Commissioner

**Business Support
Office of Criminal Justice Grants**
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Ron DeSantis, *Governor*
Ashley Moody, *Attorney General*
Jimmy Patronis, *Chief Financial Officer*
Nikki Fried, *Commissioner of Agriculture*

May 1, 2020

Dear Prospective Applicant:

The Florida Department of Law Enforcement received a Coronavirus Emergency Supplemental Funding (CESF) award from the U.S. Department of Justice (DOJ) to be used to prepare for, prevent, and respond to the coronavirus pandemic. FDLE is passing through a portion of this funding as subawards to units of local government.

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
- Ensure the applicant entity is listed on OCJG's Local or State CESF allocation list
- Complete the application narrative questionnaire enclosed
- Complete the subgrant budget detail worksheet enclosed
- Ensure the applicant entity's SAM.gov registration is active

Using the information provided, the assigned OCJG grant manager will prepare a draft of the subgrant agreement in the SIMON system. The OCJG grant manager will notify the applicant's Application Manager when the application draft is complete and ready for review and submission in the system. SIMON will be used for subsequent management of subawards. Additional documentation of items required by federal grant management guidelines may be required.

Please note: To be approved for funding, all proposed activities **must** specifically and clearly tie to preparation, prevention, and response efforts related to the coronavirus pandemic. Proposed activities without a clear link to one of the eligible purposes will not be approved.

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

Sincerely,

Rona Kay Cradit
Bureau Chief

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Enclosures

FY2020 Coronavirus Emergency Supplemental Funding (CESF) Application

Instructions: Prospective applicants should review the program solicitation in its entirety prior to beginning their application. Only applicant entities provided on the FDLE Local CESF Allocation list will be approved for funding under the solicitation. In order to receive funding, eligible applicants must complete and submit this questionnaire and the budget detail worksheet to criminaljustice@fdle.state.fl.us.

Part I: Overview

Unit of Local Government Name (Subgrantee):

Implementing Agency Name (if applicable):

Desired Project Period: _____ to _____ *(see page 7 of the solicitation)*

Allocation Amount:

Part II: Problem Identification

Briefly describe how the coronavirus has impacted your jurisdiction.

Briefly describe how the coronavirus has impacted your agency's operations.

Part III: Scope of Work

Explanations provided below must relate directly to prevention, preparation, and/or response efforts connected to the coronavirus. The explanations should be generic and explain the activity's correlation to coronavirus. Specific line items will be detailed on the budget worksheet.

Does your agency intend to use funds for:

a) Salary and benefits for hiring personnel?

Yes

No

Amount Allocated:

If yes, explain correlation to preventing, preparing for, or responding to coronavirus pandemic.

b) Overtime for personnel?

Yes

No

Amount Allocated:

If yes, explain correlation to preventing, preparing for, or responding to coronavirus pandemic.

c) Equipment?

Yes

No

Amount Allocated:

If yes, explain correlation to preventing, preparing for, or responding to coronavirus pandemic.

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d) Supplies? **Yes** **No**
Amount Allocated:
If yes, explain correlation to preventing, preparing for, or responding to coronavirus pandemic.

e) Training? **Yes** **No**
Amount Allocated:
If yes, explain correlation to preventing, preparing for, or responding to coronavirus pandemic.

f) Travel? **Yes** **No**
Amount Allocated:
If yes, explain correlation to preventing, preparing for, or responding to coronavirus pandemic.

g) Other? **Yes** **No**
Amount Allocated:
If yes, explain correlation to preventing, preparing for, or responding to coronavirus pandemic.

Part IV: Performance

As a recipient of CESF funding, subgrantees must report specific data to FDLE on a monthly or quarterly basis as indicated in the final subgrant agreement. Performance reporting will be completed through OCJG's electronic grant management system, SIMON. **Failure to submit the performance report by the deadline will result in a withholding of funds on the subaward.** Data to be collected may include, but not be limited to:

- Amount of funding spent on each activity during the reporting period.
- Number of jobs created or retained as a result of CESF funding (if applicable).
- Number of overtime hours used during the reporting period (if applicable).
- Amount of equipment and/or supplies purchased with CESF funding (if applicable).
- Amount of coronavirus tests purchased with CESF funding (if applicable).
- Number of coronavirus-related trainings conducted (if applicable).

Part V: Grant Contacts and Officials

Applicants for CESF funding must identify key officials in order to approve a subaward in SIMON. Applicants should verify each person listed below has an active SIMON account.

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 chief official or chief financial officer, as applicable, to be emailed to criminaljustice@fdle.state.fl.us.

<p>Unit of Government Chief Official</p> <p>Name:</p> <p>Title:</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p>	<p>Implementing Agency Chief Official</p> <p>Name:</p> <p>Title:</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p>
<p>Unit of Government Chief Financial Officer</p> <p>Name:</p> <p>Title:</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p>	<p>Project Director</p> <p>Name:</p> <p>Title:</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p>
<p>Application Manager (Point of Contact)</p> <p>Name:</p> <p>Title:</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p>	

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Part VI: Additional Information and Forms

1. What is the agency's operating capital outlay threshold?
2. With what frequency will the agency report performance and claim reimbursement?

Monthly	Quarterly
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3. If allocating funds in the contractual services, expenses, or operating capital outlay category, what methods of procurement will be used?

Quotes	Formal Competition	Federal GSA	State Contract (#):
Noncompetitive (sole source)	Other:		

The following lists certifications and forms required to be submitted with the application. Please review all descriptions carefully. Failure to provide a required form will result in a hold on funds until the form is received.

Pre-Award Certifications	Completed?	Not Applicable?
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Subrecipient Management Capabilities and Compliance Questionnaire (SMQ) : Applicants who have not provided an SMQ form to OCJG in the past six months must complete this form.		(required)
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Certification Regarding Lobbying, Debarment and Suspension, and Drug Free Workplace : Applicants are required to complete this certification with each application.		(required)
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Non-Discrimination Requirements	Completed?	Not Applicable?
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EEO Certification : This certification provides information to aid in ensuring compliance with federal EEO regulations. All applicants must complete this form.		(required)
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EEO Plan (Utilization Report) : 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.		
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EEO Office of Civil Rights Approval Letter : 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.		
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Personnel	Completed?	Not Applicable?
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Personnel Tracking Form : Applicants using funds to create new positions, or sustain positions that would otherwise be terminated, must complete the Personnel Tracking form. <u>Note</u> : This does not apply to applicants using funds for overtime only.		
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Pay Policy : Applicants using funds to create new positions, or sustain positions that would otherwise be terminated, must provide a copy of their pay policy.		
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Overtime Pay Policy: Applications using funds to cover overtime costs must provide a copy of their overtime pay policy.

Procurements

Completed?

Not Applicable?

Agency Procurement Policy: Applicants using funds to purchased equipment and/or supplies should submit a copy of the procurement policy used to purchase the grant items.

Sole Source Justification Form: Applicants proposing to use the sole source method of procurement should submit a justification form to OCJG for approval.

Procurement of a Single Item Over \$500,000: Applicants proposing to purchase a single item over \$500,000 must submit a written justification on agency letterhead justifying the need for the item. These justifications require approval from DOJ prior to purchase.

Procurement of UAS Systems: Applicants proposing to use funds for the purchase of UAS system must complete the UAS Requirements Checklist. The purchase of UAS systems require approval from DOJ prior to purchase.

Third Party Agreements (Contractual Services)

Completed?

Not Applicable?

Subrecipient v. Contractor Determination Checklist: Applicants allocating funds in the contractual services budget category must complete a determination checklist for each vendor.
