



Florida Department of Law Enforcement Office of Criminal Justice Grants

Post Office Box 1489 Tallahassee, Florida 32302-1489 (850) 617-1250



FY 2022-2023 Care for Retired Police Dogs (CRPD) Program Application Packet

DEADLINE: 5:00 PM EST, Wednesday, July 20, 2022

OVERVIEW

The Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants (OCJG) is the coordinating unit for State Financial Assistance pass-through funding to eligible recipients identified in statute or legislative proviso.

This application packet seeks information to select one eligible nonprofit organization to administer the Care for Retired Police Dogs program established in Section 943.69, Florida Statutes (SB226). The purpose of this program is to provide reimbursements to handlers/adopters of canines that retired from service at a law enforcement or correctional agency. OCJG is required to issue a competitive grant solicitation to select the nonprofit that will be responsible for administering/managing this program.

In order to be considered for selection, each eligible nonprofit applicant must complete the following and email a copy to PatriciaStark@fdle.state.fl.us by **5:00 PM EST on Wednesday, July 20, 2022**:

- Section A: Acknowledgement of Program Requirements
- Section B: Administration
- Section C: Application Information
- Budget Detail Worksheet (Excel Attachment)

All information collected will be scored by an FDLE review panel according to the criteria in **Section D**. The information provided will be used to develop the contractual agreement between the Florida Department of Law Enforcement and the selected entity.

ELIGIBILITY

Only **nonprofit organizations** meeting each of the following criteria are eligible to apply:

- Be dedicated to the protection or care of retired police dogs;
- Possess current 501(c)(3) status;
- Maintained 501(c)(3) for five or more years;
- Agree to be subject to review and audit for accountability of state funds;
- Possess ability to effectively disseminate information; AND
- Possess ability to assist handlers/adopters of retired police dogs.

ADMINISTRATIVE COSTS

The selected nonprofit is eligible to retain up to 10% of the annual appropriation to administer the program. Any applicant wishing to use funds for administrative costs **must** provide details of all administrative costs in the budget detail worksheet.

DEFINITIONS

Correctional Agency means a lawfully established state or local public agency having primary responsibility for the supervision, protection, care, custody, control, or investigation of inmates at a correctional institution.

Law Enforcement Agency means a lawfully established state or local public agency having primary responsibility for the prevention and detection of crime or the enforcement of penal, traffic, highway, regulatory, game, immigration, postal, customs, or controlled substance laws.

Retired Police Dog means a dog that was previously in the service of or employed by a law enforcement agency or a correctional agency in Florida for the principal purpose of aiding in the detection of criminal activity, enforcement of laws, or apprehension of offenders that received certification in obedience and apprehension work from a certifying organization, such as the National Police Canine Association.

Veterinarian means a health care practitioner who is licensed to engage in the practice of veterinary medicine in Florida under Chapter 474, Florida Statutes.

Veterinary Care means the practice, by a veterinarian, of veterinary medicine as defined in Section 474.202, Florida Statutes. The term includes annual wellness examinations, vaccinations, internal and external parasite prevention treatments, testing and treatments of illnesses and diseases, medications, emergency care and surgeries, veterinary oncology or other specialty care, euthanasia, and cremation.

PROJECT PERIOD

The contract issued for this program will be for a 12-month project period beginning July 1, 2022.

STATE TRANSPARENCY

State financial assistance grants and information supplied to OCJG for grant management and payment purposes will be used to comply with state transparency reporting requirements.

Florida Accountability and Contract Tracking System (FACTS)

Section 215.985, Florida Statutes designates the Department of Financial Services (DFS) as the responsible entity for the development and maintenance of a contract reporting system, the Florida Accountability Contract Tracking System (FACTS). State law requires all agreements (contracts, purchase orders and grants for state or federal financial assistance) to be placed in this transparency system and available for public access.

FDLE will provide state financial assistance grant agreements to the FACTS system, including original contract and amendment document images and payment information.

Exemption from FACTS

Agreements containing information statutorily exempt from public records could qualify for partial or complete exemption from FACTS. Please contact OCJG for additional information, to determine whether an agreement would be exempt, and to obtain instructions on the requirements for requesting an exemption.

REPORTING REQUIREMENTS

Performance

Programmatic or performance reports are required to be submitted **monthly** and are due within **15 days** of the end of each reporting period. Receipt of funds is contingent on timely reporting. Legislative proviso language requires all appropriations to provide the current status of the project and indicate whether it is meeting the goals of funding.

Additionally, FDLE must provide quarterly reports to the Executive Office of the Governor on the status of contract deliverable performance and the recipient's return on investment for the state of Florida. Performance reports will be used not only to verify and authorize payments, but also to monitor progress and develop reports on the project to the Florida Legislature.

Financial

Grant funds are distributed on a cost-reimbursement basis for eligible activities, with the possibility of cash advances. Upon execution of the agreement, the recipient organization is eligible to submit **monthly** financial claim reports to request reimbursement for eligible expenditures identified in the final, approved budget.

Financial claim reports are due monthly within **30 days** after the end of each reporting period. The final financial claim report is due by Thursday **July 30, 2023**, which is 30 days after the end of the agreement period. Final reconciliation and closeout of the agreement must be completed by both parties within forty-five (45) days of the end of the grant period.

All financial claim reports must adhere to specific provisions prescribed the Department of Financial Services. The final approved grant agreement will detail all invoicing and documentation requirements, including standard forms and required documentation.

CONTACT INFORMATION

Contact Government Analyst II, Patty Stark, with any questions or for additional assistance at (850) 617-1252 or at patricia.stark@fdle.state.fl.us.

SECTION A: APPLICANT ACKNOWLEDGEMENT OF PROGRAM REQUIREMENTS

On behalf of the organization named below, in support of the application for an award under Florida's Care for Retired Police Dogs program, as outlined in 943.69, Florida Statutes, I understand and acknowledge the following program requirements:

1. I understand and acknowledge the eligibility requirements for the nonprofit organization selected to administer the program funds as outlined below:
 - a. Be dedicated to the protection or care of retired police dogs,
 - b. Possess current 501(c)(3) status,
 - c. Maintained 501(c)(3) for five or more years,
 - d. Agree to be subject to review and audit for accountability of state funds,
 - e. Possess ability to effectively disseminate information, AND
 - f. Possess ability to assist handlers/adopters of retired police dogs.
2. I understand and acknowledge the nonprofit organization selected to administer the program funds will be responsible for determining the eligibility of all canines prior to reimbursing a handler or adopter for eligible vet expenses. The canine eligibility requirements include:
 - a. Canines must have served five years or more with one or more law enforcement or correctional agencies; or
 - b. Canines injured in the line of duty must have served three years or more with one or more law enforcement or correctional agencies and must have retired from the agency as a result of the injury.
3. I understand and acknowledge the nonprofit organization selected to administer the program must obtain valid documentation from the law enforcement or correctional agency from which the canine retired that verifies the eligibility requirements outlined above are met.
4. I understand and acknowledge the nonprofit organization selected to administer the program must obtain valid invoices from a veterinarian for veterinary care provided in Florida to an eligible canine and documentation showing the handler/adopter's payment of the invoice prior to dispersing program funds.
5. I understand and acknowledge the nonprofit organization selected to administer the program cannot provide reimbursements over \$1,500 per dog per state fiscal year.
6. I understand and acknowledge the nonprofit organization selected to administer the program will not be provided any funds from the Department in excess of the state's appropriation each year.
7. I understand and acknowledge the nonprofit organization selected to administer the program is eligible to receive up to ten percent of funds to support costs associated with administering this program. However, I understand and acknowledge using funds for administrative costs decreases the total amount available for program participants.
8. I understand and acknowledge the nonprofit organization selected to administer the program must maintain documentation supporting eligibility reviews of canines and reimbursement of veterinary costs to FDLE upon request.
9. I understand and acknowledge the nonprofit organization selected to administer the program must track state funds under this program separately from all other funding sources.
10. I understand and acknowledge the nonprofit organization selected to administer the program is subject to the Florida Single Audit Act requirements outlined in Section 215.97, Florida Statutes.

Organization Name:

Signature of Chief Executive:

Date:

Printed Name and Title:

SECTION B: ADMINISTRATION

Organization Name:

Organization's FLAIR Vendor Number (FEID/EIN/TIN):

Please provide contact information for the individuals below.

- Chief Executive: This individual is the head of the applicant agency.
- Chief Financial Officer: This individual is responsible for the entity's accounting system, financial and records management, and certifying the financial claim reports that are submitted for payment.
- Grant/Contract Manager: This individual serves as primary point of contact for the grant, all project activities, and is responsible for all reporting and overall compliance with the grant agreement.

Chief Executive

Name	
Title	
Address	
Phone	
Email	

Chief Financial Officer

Name	
Title	
Address	
Phone	
Email	

Grant/Contract Manager

Name	
Title	
Address	
Phone	
Email	

SECTION C: APPLICATION INFORMATION

Please provide a response to each question below. If you need additional space for narrative responses, please attach a separate document and number the responses accordingly.

1. What is your organization's mission?

2. Has your organization been classified as a 501(c)(3) nonprofit for five years or more? If yes, provide the date the status was obtained (should pre-date July 1, 2017).	Yes	No
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3. Do you have experience administering state program or grant funds appropriated through the Florida Legislature or another state agency? If yes, please describe the program purpose, method of administration, and amount of funding.	Yes	No
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4. Do you have experience tracking program funds separately from general revenue or other funding sources? If yes, please describe the method used to track funds separately.	Yes	No
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5.	Do you have experience complying with the Florida Single Audit Act as prescribed in Section 215.97, Florida Statutes, as a recipient or subrecipient of state funds? If yes, please describe. The description should include the year of the most recent audit.	Yes	No
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6.	Do you have experience screening participants' eligibility to receive program services? If yes, please describe the method of screening and any tools used during the process.	Yes	No
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7.	Do you have experience providing services to handlers/adopters of retired police dogs? If yes, please describe the services provided.	Yes	No
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|---|-----|----|
| 8. Do you have experience providing reimbursement of veterinary costs for retired law enforcement or correctional agency canines? If yes, please describe the process used to reimburse program participants. | Yes | No |
| | | |
| 9. Do you have experience tracking funds per eligible participant to ensure they do not exceed a maximum established under a program? If yes, please describe the program and the methodology used to ensure eligible participants were not overpaid. | Yes | No |
| | | |
| 10. Do you have experience requesting and reviewing invoices and supporting documentation prior to disbursing program funds? If yes, please describe how the items are reviewed and any operational procedures your organization may have related to disbursing program funding to eligible participants. | Yes | No |

11. Should your organization be selected as recipient of this funding, please provide a detailed description of how your organization will implement and ensure compliance with all program requirements outlined in statute. The description must detail the proposed methodology for:
- a. Conducting eligibility screenings for canines;
 - b. Verifying all reimbursements requests are for eligible veterinary services only;
 - c. Ensuring the individual reimbursement cap per canine is not exceeded;
 - d. Accounting for program funds separately than other organizational funding; AND
 - e. Maintaining all required records for monitoring and audit.

SECTION D: SCORING CRITERIA

This section will be completed by the FDLE review panel during the application scoring process.

Organization Name:

Part 1 - Yes/No Responses: This form is configured to allocate five points for each “Yes” response provided in questions 2 – 10 above. The total number is configured below.

Part 2 – Narrative Responses: The FDLE review panel will score each narrative response on questions 3 – 10 above independently based on the rating scale below. Each applicant will be awarded points based on an average of the scores.

- 0 = Fails to meet requirements, irrelevant response, not applicable (“No”)
- 1 = Partially meets requirements, has basic awareness
- 2 = Meets requirement, borderline relevance, demonstrates basic understanding
- 3 = Meets requirement, competent descriptions, demonstrates understanding
- 4 = Meets requirement, substantial descriptions, advance understanding
- 5 = Exceeds requirement, advance/expert descriptions, complete understanding

Q3 Narrative Score:

Q7 Narrative Score:

Q4 Narrative Score:

Q8 Narrative Score:

Q5 Narrative Score:

Q9 Narrative Score:

Q6 Narrative Score:

Q10 Narrative Score:

Q11 – Up to five points will be provided for EACH required element identified in the question.

11(a):

11(b):

11(c):

11(d):

11(e):

Part 3 – Priority Points: Applicants may earn five bonus points for their organizational mission (Question 1) being in line with the services provided under this program. For Question 2, applicants may also earn one bonus point (not to exceed five points) per year over the minimum required five years that the organization has been designated a 501(c)(3) nonprofit.

Q1 Score:

Q2 Score:

INDIVIDUAL REVIEWER TOTAL SCORES

Part 1 Total (max 45 Points):

Part 2 Total (max 65 Points):

Part 3 Total (max 10 Points):

Overall Score:

Reviewer Name and Initials:

Date:

Reviewer Comments: