



## Florida Department of Law Enforcement Office of Criminal Justice Grants

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# FY 2024 - 2025 State Financial Assistance Identity Theft and Fraud Grant Program

The Florida Department of Law Enforcement (FDLE) received authority to administer \$150,000 for the Identity Theft and Fraud Grant program, under 943.0412, Florida Statutes. This grant program was created to provide support to local law enforcement agencies in the investigation of personal identification information theft and fraud. The program is supported through criminal fines for qualifying convictions relating to identity theft as provided in 817.568(12)(a), Florida Statutes. FDLE anticipates issuing approximately 15 awards, not to exceed \$10,000 each to support initiatives related to the investigation of identity theft and fraud.

The issuance of awards under this program is contingent upon appropriation of funding by the Legislature. In the event the appropriation is discontinued upon execution of the General Appropriations Act, this solicitation, and all applications received, will be rescinded.

### Eligibility

To be eligible to receive an Identity Theft and Fraud award, applicants must be a local law enforcement agency within the State of Florida.

### Project Period

Grants are awarded for a 12-month period, beginning July 1, 2024 and ending June 30, 2025. These awards cannot be extended, and any unused funds remaining after June 30, 2025 will be reverted.

### Allowable/Unallowable Costs

The allowable costs for this program must be used to support the investigation of personal identification information theft and fraud. Examples of allowable items include:

- Overtime (and related benefits) for sworn officers for investigations
- Identity theft and fraud-related training and conferences for investigative personnel (registration fees and travel)
- Investigative equipment/supplies (skimmers, ERAD devices, digital readers, computers, cryptocurrency wallets, etc.)
- Investigative/forensic software and electronic tools (licensing/subscriptions must be pro-rated)
- Surveillance equipment specifically used for identity theft and fraud investigations

Items purchased prior to the start of the grant period are unallowable. Additional unallowable costs for this program include but are not limited to:

- Community outreach initiatives (senior centers, HOA meetings, public events, etc.)
  - Educational brochures and materials for the public
  - Certification exam fees (study materials/manuals, classes, and training are allowable)
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- Membership dues
- Trinkets and giveaways
- Uniforms
- Construction/remodels
- Food and beverage
- Regular salaries (non-overtime)
- Vehicles, tractors, and trailers
- Standard office supplies (pens, pencils, paper, calculators, toner, etc.)
- Audio/visual presentation equipment (projectors, screens, speakers, sound equipment, etc.)
- Office furniture (desks, chairs, etc.)
- Administrative costs and overhead

Line items requested in the application will be reviewed for allowability. OCJG's determination of acceptable expenditures requested for reimbursement shall be conclusive.

### **Application Submission Instructions**

Funds from this program will be awarded on a first come, first served basis dependent on the receipt of a complete application packet. OCJG will continue issuing awards until all funding is allocated. In order to be considered for funding, applicants must complete and submit the following items:

1. Complete all fillable application fields in this document.
2. Submit a corresponding budget detail worksheet.

Failure to submit both items above will result in the incomplete application being rejected. If the application is rejected, the applicant may revise and resubmit a corrected application, if funding is still available.

Completed application documents must be emailed to [OCJGSFA@fdle.state.fl.us](mailto:OCJGSFA@fdle.state.fl.us). For additional assistance, contact the OCJG at (850) 617-1250.

### **State Transparency**

State Financial Assistance (SFA) 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, F.S., makes the Department of Financial Services (DFS) responsible for the development and maintenance of a contract reporting system, the 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 all state financial assistance grant agreements to the FACTS system, including original contract and amendment document images and payment information.

### **Payments**

Payment requests will be due monthly within **30 days** after the end of each reporting period. The final financial claim report will be due by Monday, **July 31, 2025**, which is 31 days after the end of the agreement period. Final reconciliation and closeout of the agreement will be completed by both parties within forty-five (45) days of the end of the grant period.

Grant funds are distributed on a cost-reimbursement basis for satisfactory performance of eligible activities. The final approved grant agreement will detail all invoicing and documentation requirements. The monthly financial claim reports serve as the recipient's request for payment. Only costs for expenditures occurring

within the project period and in the approved grant budget may be reimbursed under this agreement. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Receipt of funds is contingent on timely reporting. Payments will be processed in conjunction with receipt and review of supporting documentation to determine successful completion of minimum performance deliverables and to verify cost elements as specified in the agreement. Additionally, the request and any corresponding supporting documentation must evidence the completion of all tasks required to be performed for the associated deliverable, including minimum performance standards established in the agreement.

### **Monitoring**

Recipients of FDLE grant funds are required to establish and maintain effective internal control over the award that provides reasonable assurance that the recipient is managing the award in compliance with statutes, regulations, and the terms and conditions of the grant agreement. The recipient must maintain effective control over all funds, property, and assets, and assure they are used solely for authorized purposes.

**APPLICATION BEGINS ON THE FOLLOWING PAGE**

## Applicant Information

**Agency Name:**

**Requested Amount:**

**Grant Manager:** This individual serves as the primary point-of-contact for both the application and award. They will be responsible for all performance and financial reporting, and for their agency's overall compliance with the award agreement.

**Chief Official:** This individual is the head of the applicant agency. **Note:** If utilizing a Chief Official Designee, the application packet must include a copy of the written authorization of signature authority (official letter from the chief official, ordinance, charter, etc.) approving the individual for signature authority.

**Chief Financial Officer:** This individual is responsible for the applicant agency's accounting system, financial and records management, and will review and certify all financial claim reports that are submitted for payment.

**Alternative Point-of-Contact:** This individual serves as the alternative point-of-contact for the application and award if the primary point-of-contact (the Grant Manager) is unavailable.

Grant Manager		Chief Official Contact	
Name		Name	
Title		Title	
Address 1		Address 1	
Address 2		Address 2	
City/ST/Zip		City/ST/Zip	
Phone		Phone	
Email		Email	

Chief Financial Officer		Alternative Point-of-Contact	
Name		Name	
Title		Title	
Address 1		Address 1	
Address 2		Address 2	
City/ST/Zip		City/ST/Zip	
Phone		Phone	
Email		Email	

## Reimbursement Information

**9-digit FLAIR Vendor ID (FEID):**

**FLAIR Mailing Address:**

## Project Overview

1. Describe the identity theft/fraud-related problem(s) your jurisdiction is currently experiencing. Include relevant statistics within the last three years.

2. Does your agency have a dedicated unit that investigates identity theft and/or fraud?

Yes

No

If yes, describe how the unit operates, and the success rate for investigating identity theft/fraud crimes.

3. Describe, in detail, how your agency will use grant funds to investigate identity theft and fraud within your jurisdiction.

## Scope of Work

Describe the activities to be completed under this award below. All activities must relate to the investigation of identity theft and fraud. **Specific, itemized cost details will be provided separately on the budget worksheet.**

### A. Personnel (Overtime)

*This category includes costs associated with paying overtime only (straight time or time-and-a-half). This award will not reimburse for regular personnel hours.*

1. Does your agency intend to use funds for overtime? Yes No
2. What amount are you allocating for overtime (not including benefits)?
3. Provide the name and quantity of the positions that will be involved with investigating identity theft and fraud and the tasks each will complete under this award (casework, surveillance, etc.)  
**Overtime for community outreach and education initiatives are unallowable under this program.** Detailed information regarding hours and pay rates will be provided separately on the budget worksheet.

## B. Fringe Benefits (Overtime)

*This category includes fringe benefits associated directly with related overtime costs. This may include: FICA, Retirement, or any other benefit charged as a percentage of pay on overtime hours. Benefits charged at a flat rate on regular hours (Health, Life) are not allowable under this award.*

1. Does your agency intend to use funds for fringe benefits? Yes No
2. What amount are you allocating for fringe benefits?
3. Complete the table below to indicate which benefits will be requested for reimbursement:

Benefit	Charge Method	Rate
FICA	Percentage	
Medicaid	Percentage	
Retirement	Percentage	
Other:		
Other:		

## C. Travel and Training

*This category includes costs associated with identity theft and fraud related training registrations and associated travel. Reimbursement for travel expenses will not exceed the rates established in the State of Florida Travel Guidelines, §112 .061, Florida Statutes.*

1. Does your agency intend to use funds for travel/training? Yes No
2. What amount are you allocating for travel/training?
3. Describe the purpose of the travel/training, and the anticipated dates and location (if known).  
**Costs for certification exams are unallowable under this program.** Detailed information regarding registration and travel costs will be provided separately on the budget worksheet.

## D. Equipment

*This category includes costs for tangible, non-consumable items in excess of the organization's capital outlay threshold, or in the absence of an established threshold \$5,000, that has a useful life of more than one year. This may include equipment that does not meet the preceding criteria but is inventoried by the recipient organization.*

1. Does your agency intend to use funds for equipment? Yes No

2. What amount are you allocating for equipment?
3. Equipment must be directly related to the investigation of identity theft and fraud. Describe the equipment that will be procured, the method of procurement, and why the equipment is necessary. *Detailed cost information will be provided separately on the budget worksheet.*

## E. Supplies

*This category includes costs for small, consumable project supplies. These typically are below the organization's capital outlay threshold, have a useful life of less than a year, and/or are not inventoried on a regular schedule.*

1. Does your agency intend to use funds for supplies? Yes ☐ No ☐
2. What amount are you allocating for supplies?
3. Supplies must be directly related to the investigation of identity theft and fraud. **Community outreach supplies are unallowable under this program.** Describe the supplies that will be procured and why they are necessary. *Detailed cost information will be provided separately on the budget worksheet.*

## F. Other Costs

*This category includes costs that do not fall into any other category. These costs may include: software licensing, subscriptions, etc.*

1. Does your agency intend to use funds for other costs? Yes                      No
2. What amount are you allocating for other costs?
3. Other costs must be directly related to the investigation of identity theft and fraud. **Costs for professional organization membership and/or certification exams are unallowable under this program.** Describe the other costs that will be charged and why they are necessary.  
*Detailed cost information will be provided separately on the budget worksheet.*