



Florida Department of Law Enforcement Office of Criminal Justice Grants

Post Office Box 1489 Tallahassee, Florida 32302-1489 (850) 617-1250 criminaljustice@fdle.state.fl.us

Federal Fiscal Year 2017 Edward Byrne Memorial Justice Assistance Grant (JAG) Program JAG-Countywide (JAGC) Solicitation

The Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants (OCJG) is seeking applications for the state's Edward Byrne Memorial Justice Assistance Grant Countywide (JAGC) Program. This program focuses on helping state and local agencies improve the criminal justice system.

Eligibility

Eligible applicants are limited to units of local government. A unit of local government is defined as a city, county, town, township, borough, parish, village, or other general-purpose political subdivision of the state, including Native American Tribes who perform law enforcement functions as determined by the Secretary of the Interior.

Eligibility requires each unit of local government receiving funds from this award to complete and submit a properly executed "Certification of Compliance with 8 U.S.C. § 1373 by Prospective Subrecipient: Recipient State subaward to a Local Government".

The allocations by county for Florida's FY 2017 JAGC program can be found in Appendix C.

Contact Information

For questions regarding this solicitation, contact the JAG unit in FDLE's Office of Criminal Justice Grants at (850) 617-1250.

For assistance with creating and/or submitting an application in the Subgrant Information Management Online (SIMON) system, or for technical assistance or issues with SIMON, please request to speak with the SIMON Help Desk or a grant manager.

Table of Contents

Program Description	3
Local Planning and Approval Process	3
Program Strategy and Purposes.....	3
Priority Areas for Funding	4
Eligibility Requirements	5
Match.....	6
Administrative Costs	6
Prohibited Uses & Controlled Expenditures	6
Costs Requiring Pre-Approval.....	7
JAG Program and Additional Requirements	8
State and Federal Transparency	10
Application Information and How to Apply.....	10
What an Application Should Include.....	11
Appendix A	12
Appendix B	13
Appendix C	14

Program Description

The State of Florida, Department of Law Enforcement (FDLE) has received an award from the United States Department of Justice (USDOJ) in the amount of \$10,711,104 for the Edward Byrne Memorial Justice Assistance Grant (JAG). FDLE will distribute JAG-Countywide (JAGC) local share funds in accordance with the JAGC distribution provisions of [Chapter 11D-9, Florida Administrative Code](#).

This Notice of Funding Opportunity seeks subrecipient applications for activities as they relate to criminal justice. Please note this program solicitation contains information provided by the USDOJ regarding specific areas of national focus and the priorities to help maximize the effectiveness of Byrne/JAG funding.

Local Planning and Approval Process

For JAG-Countywide each county is allocated a portion of the state's federal award for use by local units of governments within the jurisdiction. FDLE determines each county's allocation through a funding algorithm based on population and crime statistics. The county is then required to complete a local planning process to determine how that allocation will be distributed and used.

Chapter 11D-9, Florida Administrative Code, requires the unit of government in each county to reach consensus concerning the expenditure of JAG funds allocated to the jurisdiction. Consensus includes agreeing upon the projects to be implemented and the agency or agencies responsible for implementation through the [51% process](#). Each county must document the consensus by submitting letters from at least 51% of the units of government in the county, representing a minimum of 51% of the county's population.

Coordination is vital to meeting this program requirement, and FDLE requests that the county board of commissioners serve as the coordinating unit for all local governments within the county. The Chairman of the Board of County Commissioners is requested to return a Certificate of Participation indicating the county's willingness to serve, and designating a primary point of contact (e.g. [County Coordinator](#)) for coordination efforts. In the event the county declines to serve in this capacity, FDLE will request the governing body of each municipality within the county, in descending order of population, serve as the coordinating unit of government.

The JAG program requires applications, and amendments to applications, be submitted for governing body review, or to an organization designated by the governing body. The program also stipulates they are made available to citizens and neighborhood or community-based organizations for public comment. The local planning process used by each county (e.g. 51% process) should assure and document compliance with these requirements.

Program Strategy and Purposes

JAG funds may be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice in any one or more of the following purpose areas:

1. Law enforcement programs;
2. Prosecution and court programs;
3. Prevention and education programs;
4. Corrections and community corrections programs;
5. Drug treatment and enforcement programs;
6. Planning, evaluation, and technology improvement programs;
7. Crime victim and witness programs; and
8. Mental health programs.

Any law enforcement or justice initiative previously eligible for funding under Byrne or LLEBG is eligible for JAG funding.

Priority Areas for Funding

BJA issues funding priorities in conjunction with JAG program guidance to ensure recipients and subrecipients are aware of areas of national focus and priority, and maximize the effective use of JAG funds. As a result, Florida passes-through these priority areas to subgrantees in the JAG-Countywide solicitation. The JAG funding priorities for FY17 awards and subawards are as follows:

Evidence-Based Programs or Practices

OJP places a strong emphasis on the use of data and evidence in policy making and program development in criminal justice. Programs and practices are considered to be evidenced-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence will influence the degree to which OJP considers a program or practice to be evidence-based.

The following are resources available to JAG applicants on evidence based programs:

- OJP's CrimeSolutions.gov website offers applicants information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.
- The Center for Evidence-Based Crime Policy at George Mason University provides information about evidence-based policing programs.
- The National Reentry Resource Center's What Works in Reentry Clearinghouse provides a summary of research-based reentry strategies.
- The Bureau of Justice Assistance's (BJA) Smart Suite identifies a number of program models to implement evidence-based strategies in policing, supervision, pre-trial, defense, prosecution, reentry and other fields.

Reducing Gun Violence

As a result of gun violence affecting states and local governments nationwide, BJA encourages units of government to invest JAG funds in programs designed to: combat gun violence, enforce existing firearm laws, improve the process used to ensure individuals prohibited from purchasing or owning guns are prevented from doing so by enhancing reporting to the FBI's National Instant Criminal Background Check System (NICS).

National Incident-Based Reporting System (NIBRS)

The FBI has formally announced its intentions to establish NIBRS as the law enforcement crime data reporting standard for the nation. Transitioning to NIBRS will provide a more complete and accurate picture of crime at the national, state and local level. Upon completion of this transition, the FBI will no longer collect summary data, and only accept data in the NIBRS format. Currently, JAG award amounts are based on Uniform Crime Reporting (UCR) data; however, once NIBRS implementation is complete, amounts will be calculated on the basis of NIBRS data. BJA encourages JAG award recipients to use funds to expedite the transition to NIBRS. For information regarding Florida's NIBRS project, please contact FDLE's Criminal Justice Information Services division at (850) 410-7121.

Officer Safety and Wellness

BJA recognizes the need to focus on officer performance and safety. This focus includes both tactical safety concerns and health and wellness initiatives, as both affect officer performance and safety. JAG funds may be used to address these needs by paying tuition and travel expenses to attend training sessions, such as the VALOR training, and by funding health and wellness programs for law enforcement officers.

Border Security

JAG funds may be used to reduce and prevent transnational drug-trafficking networks and combat human

trafficking networks within the United States. State and local agencies are encouraged to use JAG funds to support law enforcement hiring, training, and technology enhancement in the area of border security.

Collaborative Prosecution

BJA strongly encourages state and local law enforcement to foster relationships with prosecutors to adopt new collaborative strategies aimed at combating increases in crime, particularly violent crime. BJA's [Smart Prosecution Initiative](#) is an effort by OJP aimed at promoting partnerships between prosecutors and researchers to develop and deliver effective, data-driven, evidence-based strategies to solve and fight chronic crime problems.

Eligibility Requirements

Applicants for JAG subawards must comply with all terms and conditions of the federal award and subaward, including those incorporated by reference. This section identifies specific program requirements that must be met as a condition of eligibility to receive federal funds under this program.

Each applicant must be able to document compliance with the following requirements:

[8 U.S.C §1373](#) *Communication Between Governments and the Immigration and Naturalization Service*
[2 C.F.R. §200.318-326](#) *Federal Procurement Standards*
[2 C.F.R Part 200.300-309](#) *Standards for Financial and Program Management*
[2 C.F.R. Part 25](#) *Universal Identifier and System for Award Management (SAM) Requirements*
[28 C.F.R. Part 42](#) *Nondiscrimination; Equal Employment Opportunity; Policies and Procedures*

SAM Registration

To apply for JAG funds in SIMON, an organization and its users must be registered in SIMON and have a Data Universal Numbering System (DUNS) number. The organization must also be registered with the U.S. Federal Government's System for Award Management (SAM) (2 C.F.R. Part 25).

A DUNS number may be obtained by calling (866) 705-5711 or by visiting the Dun & Bradstreet website at: <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>. A DUNS number is usually received within one to two business days.

To create or update your annual SAM registration, go to [SAM.gov](https://sam.gov). The process can take up to 10 business days.

Compliance with Applicable Federal Laws

At the time of application, potential subrecipients are required to certify compliance with all applicable federal laws. All applicants should understand that if the DOJ Office of Justice Programs receives information indicating an applicant may be in violation of any applicable federal law, the applicant may be referred to the DOJ Office of Inspector General (OIG) for investigation. If the applicant is found to be in violation of an applicable federal law by the OIG, the applicant may be subject to criminal and civil penalties, in addition to relevant OJP programmatic penalties, including suspension or termination of funds, inclusion on the high risk list, repayment of expended funds, and/or suspension and debarment.

Certification of Compliance with 8 U.S.C. § 1373 by the Chief Legal Officer of the Applicant Government

The chief legal officer of the applicant government (i.e. City/County attorney, etc.) is to carefully review the ["Certification of Compliance with 8 U.S.C. § 1373 by Prospective Subrecipient: Recipient State subaward to a Local Government"](#). If the chief legal officer determines he or she may execute the certification, the potential subrecipient is to submit the certification as a part of the application. FDLE will be unable to approve a subaward for an applicant that does not submit the certification.

Civil Rights Requirements

Federal laws prohibit subrecipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, disability, or age in funded programs or activities. All subrecipients,

implementing agencies, and contractors must comply with any applicable statutorily-imposed nondiscrimination requirements, which are summarized below:

- **Title VI of the Civil Rights Act of 1964:** Applicants must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E that relate to an equal employment opportunity program. Applicants are advised to use the Office for Civil Rights EEO Reporting Tool at (<https://ojp.gov/about/ocr/eeop.htm>).
- **Equal Employment Opportunity Certification (EEOC):** Applicants must submit an EEO Certification annually within 120 days of the subaward.
- **Limited English Proficiency (LEP):** In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. Part 2000d, applicants in receipt of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. FDLE strongly advises applicants to have a written LEP Language Access Plan. For more information visit <https://www.lep.gov/>.
- **Equal Treatment for Faith Based Organizations:** Applicants, must comply with all applicable requirements of 28 C.F.R. Part 38, "Equal Treatment for Faith Based Organizations", specifically including the provision for written notice to current or prospective program beneficiaries.
- **Americans with Disabilities Act:** Applicants must comply with the requirements of the Americans with Disabilities Act (ADA), Public Law 101-336, which prohibits discrimination on the basis of disability including provision to provide reasonable accommodations.

Filing a Complaint - If the applicant or any of its employees, contractors, vendors, or program beneficiaries has a discrimination complaint, they may file a complaint with the applicant, with FDLE, or with the Office for Civil Rights.

Discrimination complaints may be submitted to FDLE at Office of the Inspector General, Post Office Box 1489, Tallahassee, Florida 32302-1489, or online at info@fdle.state.fl.us. Any discrimination complaints filed with FDLE will be reviewed by FDLE's Inspector General and referred to the Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission, based on the nature of the complaint.

Discrimination complaints may also be submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, Northwest, Washington, D.C. 20531, or by phone at (202) 307-0690.

Intergovernmental Review: The FY17 JAG program is subject to Executive Order 12372. As a result, FDLE may provide information regarding subrecipient applications to the state single point of contact to satisfy this requirement.

Match

Match is not required for the JAG program. However, if a subrecipient identifies match on an application that is approved for award, the match portion will be required.

Administrative Costs

Administrative costs/fees are not eligible on JAG subawards.

Prohibited Uses & Controlled Expenditures

JAG funds may not be used to supplant state or local funds. Funds must only be used to increase the amount of funds that would, in the absence of federal funds, be made available for the given activities.

(See the [JAG FAQs](#) for examples of supplanting).

Additionally, there are other prohibited and controlled expenditures defined in federal statute, regulations or executive order. For FY 2017, BJA has released a comprehensive guide regarding prohibited and controlled expenditures, as well details on submitting approval requests to purchase the controlled expenditures.

If an agency wishes to use JAG funds for a controlled item and/or project, the agency must submit the required justification and obtain written approval from BJA prior to purchasing the item. This justification should be submitted to OCJG in the form of a letter on agency letterhead, signed by the chief official, and include all required elements outlined in the [BJA comprehensive guide](#).

Costs Requiring Pre-Approval

The following cost elements require prior approval from FDLE and/or BJA:

Methamphetamine Mitigation Plans

Any program that funds any portion of methamphetamine laboratory operations or clean-up must complete a Meth Mitigation Plan that includes the nine protective measures or components required by BJA. If an agency's application requests funding related to meth lab mitigation, review the BJA website related to [NEPA compliance](#) (including information regarding meth labs) and contact FDLE's Office of Criminal Justice Grants for further assistance.

Publications and Other Media

All media created, published, and/or altered using federal grant funds must be reviewed and approved by FDLE and/or BJA prior to release or distribution. This includes any curricula, training materials, brochures, or other written materials that will be published, including web-based materials and web site content, as well as all audio or video materials, including Public Service Announcements. Grantees must submit a draft of each proposed item to OCJG **no later than thirty (30) days prior** to the targeted dissemination date. For items containing videos, a transcript may be provided with screenshots or a description of the visual portion.

All materials publicizing or resulting from award activities shall contain the following statements:

"This project was supported by Award No. 2017-MU-BX-0187 awarded by the Bureau of Justice Assistance, Office of Justice programs. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the authors and do not necessarily reflect the views of the Department of Justice."

This requirement does not apply to the purchase or reproduction of existing materials or items created by other agencies or vendors, for example, crime prevention brochures, unless the subrecipient alters the item in any way. Neither does this requirement apply to items serving only to advertise an event or the availability of services. Please contact FDLE's grant's office with questions or to clarify the applicability of pre-approval requirements.

NEPA

Any improvement, building or construction project will require pre-approval to ensure compliance with the National Environmental Policy Act (NEPA). This may include relatively minor activities such as installing fence posts, security or surveillance cameras, or anchoring any item to the ground. If the grant will fund any activities that may fall under this requirement, review the subaward standard condition related to NEPA and the section of the BJA web site related to [NEPA compliance](#) and contact FDLE's grant's office for assistance.

Sole Source

If any proposed costs will be procured by sole source to a single vendor, a sole source justification must be submitted to FDLE for approval. For a sole source procurement over the federal Standard Acquisition Threshold (SAT) of \$150,000, written pre-approval must be obtained from both FDLE and DOJ.

Subrecipients should submit the completed “Sole Source Justification” form with the application or as soon as the procurement method is known.

Sole source approval applies to the amount of the total procurement, regardless of the amount of federal investment in the purchase.

Automated Data Processing (ADP) Equipment

Agencies requesting to purchase ADP equipment must submit an “ADP Equipment and Software Approval” form to FDLE along with the subgrant application. Purchases over the federal Standard Acquisition Threshold of \$150,000 must have written pre-approval from both FDLE and DOJ.

ADP equipment and software that will connect to or interface with state or national criminal justice systems will also be required to satisfy award conditions for State Information Technology (IT) Point of Contact (POC) requirements. OCJG will provide a copy of subgrant applications to the IT POC for projects meeting this criteria.

Conference/Meeting/Training Costs

OJP policy and guidance encourages minimization of conference, meeting, and training costs; sets cost limits, which include a general prohibition of all food and beverage costs; and requires prior written approval of most conference, meeting, and training expenditures. Subawards requesting to use grant funds for meetings, trainings, or conferences may be required to complete and submit an OJP event submission form upon request from FDLE and/or OJP.

JAG Program and Additional Requirements

For FY17, subrecipients will be required to complete the following documents at the time of application; failure to do so may result in the withholding of funds until items are received.

OJP Financial Management and System of Internal Controls Questionnaire

All applicants are required to complete the [OJP Financial Capability](#) form, and submit to OCJG with their application. FDLE will use this form to validate a subrecipient’s eligibility to apply, receive, and maintain a federal JAG subaward. Additionally, this validation will allow FDLE to expedite the monitoring process and ensure all subrecipients are in compliance with program requirements.

Subgrantees that also receive a direct award from DOJ and that previously completed and submitted this form for their federal FY17 or FY18 federal awards may submit a copy of the completed form to OCJG to satisfy this requirement.

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

Subrecipients are not permitted to use federal funds, directly or indirectly, in support of any lobbying activity. A subrecipient receiving or requesting an award exceeding \$100,000 must certify compliance with this requirement.

Additionally, a person/agency that is debarred, suspended, declared ineligible or is voluntarily excluded is prohibited from receiving federal funds under this grant program. All subrecipients must certify the subgrantee organization, and any vendor or lower tiered subrecipient, is eligible to receive these funds.

In compliance with the Drug-Free Workplace Act of 1988, state agencies applying for federal grant funding under this program must certify compliance with establishing and maintaining a drug-free work environment.

Failure to submit the “Certification Regarding Debarment, Suspension, and Other Responsibility Matters” to FDLE with the application may result in a withholding of funds condition on the subaward until the requirement is satisfied.

Contractual Services Subrecipient vs. Contractor Determination

Subrecipients utilizing funds in the Contractual Services budget category must adhere to the

subcontracting requirements below. All subrecipients should review the [“OJP Subaward vs. Procurement Toolkit”](#) for information regarding the two types of subcontracting.

1. Any applicant using grant funds in the Contractual Services budget category must complete and submit the [“OJP Checklist to Determine Subrecipient or Contractor Classification”](#) for each contracted services item to FDLE with the application.
2. The application must contain detailed information regarding the type of subcontracting (subrecipient or contractor) and the method of procurement for the subcontract.
3. An applicant proposing to enter into a subrecipient contracting relationship must request approval to subaward in the grant application and be able to adhere to and document compliance with requirements and provisions for pass-through entities in 2 C.F.R. §200.331.
4. Applicants entering into a contractor relationship must adhere to the local unit of government’s written procurement policies and procedures to the extent they are consistent with or more stringent than the procurement standards outlined in 2 C.F.R. § 200.318-326.

Body Armor

Body armor purchased with JAG funds may be purchased at any threat level, make or model from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice (NIJ) ballistic or stab standards and the body armor purchased must be made in the United States. The latest NIJ standards information can be found at: <http://www.nij.gov/topics/technology/body-armor/Pages/welcome.aspx>.

Prior to the use of JAG funds for the purchase of body armor, the agency must certify a written mandatory wear policy is in effect, and applicable to all uniformed officers. Guidance and FAQs for the mandatory wear policy and certification can be found at: <https://www.bja.gov/Funding/JAGFAQ.pdf>.

Body Worn Camera (BWC) Purchases

JAG funds may be used to purchase equipment or to implement and/or enhance BWC programs. Subrecipients using JAG funds for BWC programs must certify the law enforcement agency receiving funds has policies and procedures in place relating to equipment use, data storage, privacy, victims, access, disclosure and training.

Any subrecipient intending to use grant funds for BWC related expenses that does not have policies and procedures in place will have funds withheld until a certification is submitted by OCJG and DOJ Bureau of Justice Assistance. Information regarding BWC policies, resources and best practices can be found at: <https://www.bja.gov/bwc>.

Law Enforcement Agency Training Information

Any law enforcement agency receiving funds under a JAG subaward must submit performance accountability metrics data in SIMON related to training on: use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public. These metrics will be collected via questionnaire from FDLE’s grants office and reported to BJA’s Performance Management Tool (PMT).

DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database

If JAG funds will be used for DNA testing of evidentiary materials, any resulting eligible profiles must be uploaded to the Combined DNA Index System (CODIS) by a government DNA lab with access to CODIS. No profiles generated with JAG funding may be entered into any other non-governmental DNA database without prior written approval from FDLE’s grants office and BJA.

Interoperable Communications

Subrecipients utilizing FY17 JAG funds to support emergency communications activities should review the most recent [SAFEKOM Guidance](#). This includes the purchase of interoperable communications equipment and technology such as voice-over-internet-protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band

under the Federal Communications Commission (FCC) waiver order.

Additionally, to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, subrecipients are required to comply with DOJ's [Global Justice Information Sharing Initiative](#) guidelines and recommendations. All subrecipients shall document planned approaches to information sharing and describe their compliance, or provide detailed justification for why an alternative approach is recommended.

State and Federal Transparency

Subaward agreements and information supplied to FDLE for grant management and payment purposes will be used to report to the following mandatory state and federal transparency systems.

Florida Accountability and Contract Tracking System (FACTS)

This grant agreement, all corresponding information and a copy of the grant document, is provided to FACTS to meet requirements under Chapter 2013-54 and 2013-154 Laws of Florida.

Exemption from FACTS The SIMON grant management system allows for partial or complete contract exemption from FACTS for those agreements containing information exempt from public records. Please be aware, in the event that your agency's submission contains confidential and/or exempt information prohibited from public dissemination under Florida's Public Records Law, Chapter 119, Florida Statutes, the subrecipient agency bears the responsibility for applying proper redactions. Otherwise, any and all records submitted may be released without redactions.

Federal Funding Accountability and Transparency Act (FFATA)

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006, with the intent to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is [USASpending.gov](#). FDLE is required to report subaward data to FFATA as well.

Application Information and How to Apply

Length of the Award

Due to delays in receiving federal FY17 awards, subgrantees may select a project period date range for JAG-Countywide subawards between October 1, 2016 and September 30, 2019.

Distribution of Funds

Grant funds are distributed on a cost reimbursement basis, with the ability to advance, for satisfactory performance of eligible activities. Payment requests can be submitted on a monthly or quarterly basis and should include total expenditures for the reporting period. Reimbursements will be processed in conjunction with the receipt and review of programmatic performance reports to determine successful completion of minimum performance deliverables as specified in the agreement.

Application Access

Applications should be submitted via the FDLE Subgrant Information Management Online (SIMON) grant management system by **October 24, 2018**. In addition, applicants must mail two hard copies of the application with original signatures to FDLE by **October 31, 2018**. Signature pages must be pen-to-paper ink signatures from the chief officials, and cannot be photocopies, or contain highlights, strike-throughs, white-out, or other corrections.

Access codes are required to begin an application in SIMON. The SIMON announcement code for FY17 JAG subawards are provided to each County Coordinator that was designated and approved to facilitate the application process for each jurisdiction. OCJG can provide the contact information for designated county coordinators upon request. Applicants are encouraged to contact their County Coordinators to

obtain the necessary information required to apply.

What an Application Should Include

SIMON applications contain four sections: Administration, Project Overview, Performance, and Financial/Budget. The requirements for each section are described below:

Problem Identification

This section contains a general summary of the problem or issue that will be addressed with grant funds. It provides an overview or statement of the criminal justice activity to be addressed with the awarded funds. In addition, the Problem Identification should include data to support the problem description; and what has been done to date to address the specific problem.

Project Summary / Scope of Work

The scope of work (SOW) should describe how the problem above will be addressed and how proposed activities relate to the grant program priorities. This section should identify each activity, objective, task, and/or responsibility that will be completed or provided. Additionally, it should identify who will provide/receive services, standards or levels of service to be delivered, anticipated project outcomes or impacts resulting from these activities, and any performance or documentation that will be produced or maintained in support of the project.

In addition, the SOW should provide a clear understanding of the project design and implementation plan, a general timeline for completion of project tasks/activities, the capabilities and competencies of the applicant, and the plan for collecting data for performance reporting.

OCJG may add additional verbiage to satisfy State of Florida grant/contract requirements in F.S. 215.971 "Agreements funded with federal or state assistance."

Performance

FDLE requires subrecipients to report performance either monthly or quarterly through the SIMON system. The objectives and measures will be based on federal JAG program requirements as identified by DOJ.

Financial / Budget

The financial/budget section should provide a detailed computation for each cost element requested for funding. The budget should list each item with the total cost and show how it was calculated, be mathematically sound, and correspond with the information and figures provided. The budget narrative should thoroughly and clearly describe every category of expense. Proposed budgets should be complete, cost effective, and allowable. Applicants should demonstrate how costs will be maximized for effectiveness in relation to potential alternatives and the goals of the project.

If funds are requested for the contracted services budget category, applicants must indicate whether requested costs are for procurement contracts or subawards. Each cost element in the contracted services budget category will be required to have a completed "[Checklist to Determine Subrecipient or Contractor Classification](#)" form submitted in conjunction with the application.

Appendix A Application Timeline

Applicants should be aware of the deadlines below and notify the OCJG grant manager of any delays.

July 25, 2017	Florida received final state JAG appropriation from U.S. Department of Justice.
August 25, 2017	FDLE Office of Criminal Justice Grants (OCJG) submitted the State of Florida application for FY17 Byrne JAG funding.
August 28, 2017	OCJG released JAGC local allocations with instructions for the Certificate of Participation and County Coordinator designation process and the 51% process on the department's website; Notification emails sent to chief officials.
August 28, 2018	Florida accepted the state's FY17 federal JAG award.
September 28, 2018	OCJG's revised deadline for BOCCs to respond to OCJG with Certification of Participation and designation of County Coordinator.
Ongoing	Upon receipt of BOCC COP and County Coordinator designation; OCJG provides County Coordinator with application information and SIMON announcement code to distribute to all application managers in their respective counties.
October 5, 2018	OCJG's revised deadline for County Coordinators to submit required 51% letters to OCJG advising of applications that will be submitted from agencies within their respective counties.
October 24, 2018	Deadline to submit applications in FDLE's electronic grants management system (SIMON).
October 31, 2018	Deadline for hard copies of applications with original signatures and any additional certifications/forms to be received by OCJG.

Appendix B

Application Checklist

What Each County Should Do - Pre-Application

- ☐ Submit a signed *Certificate of Participation* designating a County Coordinator
- ☐ Assure all 51% letters for the county have been completed and submitted to OCJG

What Each Applicant Should Do – Pre-Application

- ☐ Acquire a DUNS Number
- ☐ Acquire or renew registration with SAM.gov
- ☐ For new users, request SIMON account
- ☐ For existing users, verify SIMON username/password and contact information
- ☐ Obtain a properly executed *FY 2017 Certification of Compliance with 8 U.S.C. § 1373 by Prospective Subrecipient: Recipient State subaward to a Local Government*
- ☐ Obtain an *EEO Certification* via EEO Reporting Tool
- ☐ Read the FDLE subaward Special Conditions and DOJ Grants Financial Guide

Additional Requirements

- ☐ Complete the OJP Financial Management and System of Internal Controls Questionnaire
- ☐ Complete a Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements (for state agencies and local units of government, if applicable)
- ☐ Complete an OJP Checklist to Determine Subrecipient or Contractor Classification for each cost element requested in the Contracted Services budget category
- ☐ Complete a Body Armor Mandatory Wear Policy Certification (if applicable)
- ☐ Complete a Confidential Funds Certification (if applicable)
- ☐ Complete an Automated Data Processing Certification (if applicable)
- ☐ Complete a Sole Source Justification form (if applicable)

Appendix C

FY17 JAGC County Allocation

County	County Allocation	County	County Allocation
Alachua	\$94,044	Lake	\$90,873
Baker	\$37,008	Lee	\$185,292
Bay	\$91,315	Leon	\$103,328
Bradford	\$54,112	Levy	\$30,790
Brevard	\$145,757	Liberty	\$18,575
Broward	\$416,692	Madison	\$54,852
Calhoun	\$23,409	Manatee	\$119,709
Charlotte	\$70,322	Marion	\$99,053
Citrus	\$50,160	Martin	\$64,629
Clay	\$55,982	Monroe	\$71,967
Collier	\$94,549	Nassau	\$46,810
Columbia	\$48,827	Okaloosa	\$70,199
Dade	\$658,538	Okeechobee	\$60,726
Desoto	\$42,000	Orange	\$322,517
Dixie	\$27,063	Osceola	\$99,548
Duval	\$254,909	Palm Beach	\$322,513
Escambia	\$119,302	Pasco	\$122,523
Flagler	\$37,760	Pinellas	\$277,379
Franklin	\$45,574	Polk	\$186,327
Gadsden	\$33,846	Putnam	\$63,381
Gilchrist	\$28,566	Santa Rosa	\$46,863
Glades	\$16,446	Sarasota	\$110,778
Gulf	\$44,990	Seminole	\$122,750
Hamilton	\$47,437	St. Johns	\$59,814
Hardee	\$38,755	St. Lucie	\$98,828
Hendry	\$70,460	Sumter	\$40,603
Hernando	\$58,097	Suwannee	\$38,796
Highlands	\$60,634	Taylor	\$39,975
Hillsborough	\$337,697	Union	\$22,701
Holmes	\$23,472	Volusia	\$150,509
Indian River	\$58,902	Wakulla	\$22,896
Jackson	\$30,213	Walton	\$34,502
Jefferson	\$ 39,853	Washington	\$31,391
Lafayette	\$12,521		
		Total JAGC	\$6,500,609