

**Fiscal Year 2023 – 2024
State Financial Assistance**

Local Firearm Safety Training Program

Revised September 1, 2023

Due to the impacts of Hurricane Idalia, this solicitation has been extended until 5:00 PM EST on Friday, September 8, 2023.



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

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



**FY 2023 - 2024
State Financial Assistance
Local Firearm Safety Training Program**

Application Deadline Extended: 5:00 PM EST on September 8, 2023

The Florida Department of Law Enforcement (FDLE) received authority to administer \$1.5 Million for the Local Firearm Safety Training Program under Chapter 2023-18, Section 37. FDLE anticipates issuing approximately 20 awards, not to exceed \$75,000 each to support the development or expansion of firearms safety training to be provided to the public.

Note: Special consideration will be given to local law enforcement agencies located in one of Florida's fiscally constrained counties, as provided in [Section 218.67, Florida Statutes](#).

Eligibility

To be eligible to receive a Local Firearm Safety Training Program award, applicants must be a local law enforcement agency within the State of Florida.

Project Period

Grants are awarded for a 9-month period, beginning October 1, 2023 and ending June 30, 2024.

Allowable/Unallowable Costs

The allowable costs for this program include:

- Overtime (and related benefits) for conducting training
- Printed training materials
- Presentation equipment and supplies
- Firearm training equipment (simulator guns, etc.)
- Range day equipment and supplies
- Virtual reality training equipment and supplies
- Firearm instructor training (cost of class and travel for the class)

The unallowable costs for this program include:

- Trinkets and giveaways
 - Participant uniforms
 - Construction/remodels
 - Food and beverage
 - Regular salaries/positions
 - Transportation and travel costs for participants
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Instructions

FDLE's Office of Criminal Justice Grants (OCJG) must receive a completed application and budget worksheet by 5:00 PM EST on August 31, 2023 to be considered for funding. All documents must be emailed to OCJGSFA@fdle.state.fl.us. For additional assistance, contact the OCJG at (850) 617-1250.

Application Review Process

Applications will be awarded based on a competitive process. Applications received by the deadline above will be reviewed by a selection panel. The panel will review each application based on the criteria provided in Appendix A. After panel review, OCJG will notify each applicant of their award determination.

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.

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 to be submitted monthly and are due within **15 days** of the end of each reporting period. Failure to submit reports by the deadline will delay reimbursement of funds.

Financial

Financial claim reports are due monthly within **30 days** after the end of each reporting period. The final financial claim report is due by Monday, **July 31, 2024**, which is 31 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.

Payments

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 programmatic performance reports and 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.

Administration

Name of Recipient Agency: _____

Recipient Agency County: _____

Recipient's 9-digit FLAIR Vendor Number: _____

Recipient's FLAIR Street Address: _____

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

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

Grant Manager: This individual serves as the primary point-of-contact for the grant, project activities, responsible for all performance and financial reporting, and overall compliance with the grant agreement.

Chief Official: This individual is the head of the recipient agency. **Note:** If using a Chief Official Designee, the application 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 entity's accounting system, financial and records management, and certifying the financial claim reports that are submitted for payment.

Alternative Point-of-Contact: This individual serves as the alternative point-of-contact for this award if the primary point-of-contact is unavailable.

Project Objective

1. Describe the need for firearms safety training in your community.

2. Does your agency currently offer firearms safety training to the public?

Yes

No

If yes, describe your existing training program.

Scope of Work

The Scope of Work will identify and quantify all major tasks and activities proposed for funding, including descriptions of how they will be completed.

1. Describe the major project activities and identify their purpose in relation to the need described in the section above. Projects can only be reimbursed for activities described in the Scope of Work.
2. Describe what documentation will be provided for fiscal and performance reporting. This may include: timesheets, paystubs, overtime approval, activity reports, rosters, agendas, curricula documentation, invoices, cancelled checks/statements, procurement records, invoices, packing slips, cancelled checks/statements, etc.

Budget Narrative

Explanations provided below must relate directly to how your agency will use funds for allowable activities for the Local Firearm Safety Training Program. Specific line items will be detailed on the budget worksheet.

Budget Category	Total
A. Personnel (Overtime)	
B. Fringe Benefits	
C. Travel	
D. Equipment	
E. Supplies	
G. Consultants/Contracts	
H. Other Costs	
Total	

A. Personnel (Overtime)

Overtime - This category includes costs associated with paying overtime.

Does your agency intend to use funds for Overtime? Yes No

Amount Allocated _____

If yes, briefly describe the responsibilities and duties of each position in relationship to meeting your project goals and objectives.

B. Fringe Benefits (Overtime)

Fringe Benefits - This category includes costs associated with paying the fringe benefits associated with overtime costs above. This may include: FICA, Medicare, Retirement, Health Insurance, Life Insurance, Worker's Comp, etc.

Does your agency intend to use funds for Fringe Benefits? Yes No

Amount Allocated _____

If yes, briefly describe which benefits will be charged to the grant and how they will be charged.

C. Travel

Travel - This category includes costs associated with travel. Reimbursement for travel expenses will not exceed the rates established in the State of Florida Travel Guidelines, §112 .061, Florida Statutes. NOTE: Registration fees do not go in the Travel category; they should be reflected in the "Other Cost" category.

Does your agency intend to use funds for Travel? Yes No

Amount Allocated _____

If yes, briefly describe the purpose or type (e.g. conducting training, attending training, etc.), dates, and location for each trip being charged to the grant.

D. Equipment

Equipment – This category includes costs for 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.

Does your agency intend to use funds for Equipment? Yes No

Amount Allocated _____

If yes, briefly describe how the equipment is necessary for the success of the project, and the procurement method that will be used to purchase the equipment.

E. Supplies

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.

Does your agency intend to use funds for Supplies? Yes No

Amount Allocated _____

If yes, briefly describe how the supplies are necessary for the success of the project, and the procurement method that will be used to purchase the supplies.

G. Consultants/Contracts

Consultants/Contracts – This category includes third-party agreements with a vendor, provider, consultant, etc. to assist in accomplishing the goals and objectives of the project.

Does your agency intend to use funds for Consultants/Contracts? Yes No

Amount Allocated _____

If yes, briefly describe the purpose and importance of the consultants/contracts in relation to the project.

H. Other Costs

Other Costs – This category includes costs that do not fall into any other category. These items may include things such as rental agreements, utilities, subscriptions, training registrations, etc.

Does your agency intend to use funds for Other Costs? Yes No

Amount Allocated _____

If yes, briefly describe the other costs that will be charged and their importance to the project.

Appendix A: Local Firearm Safety Training Application Scoring Criteria

Local Firearm Safety Training Application	Possible Points
<p><i>The reviewer will allocate up to three points for each response based on the scale below: 3 = Provided information fully and adequately; all information is relevant to the project proposed 2 = Addressed all parts of the question; but response includes irrelevant information 1 = Partially answered the question; indicating further explanation would be required 0 = Did not address the question</i></p>	
Did the recipient describe the need for firearms training in their community?	3
Did the recipient list their major project activities and identify their purpose in relation to need identified?	3
Did the recipient describe what documentation will be provided for fiscal and performance reporting?	3
<p><i>The reviewer will allocate one point for a “Yes” response and three points for a “No” response.</i></p>	
Does the recipient agency currently provide firearms safety training to the public?	3
<p><i>The reviewer will allocate up to three points for each response based on the scale below: 3 - Contains no (zero) discrepancies on the submitted spending plan and budget 2 - Contains discrepancies on the submitted spending plan and budget 1 - Contains three or more discrepancies on the submitted spending plan and budget 0 – Did not address the question</i></p>	
Are the budgeted line items appropriate for the tasks and activities described in the Scope of Work?	3
Do the line items and category totals provided in the application correspond to the amounts and details in the submitted budget worksheet?	3
Do the line items in the submitted budget worksheet contain all required details and calculations?	3
All items in the budget are allowable?	4
BONUS: Is the applicant located in one of the 29 fiscally constrained counties?	5
Maximum Total Points	30