



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

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



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**FY 2024 - 2025  
State Financial Assistance  
Local Firearms Safety Training Program  
for the General Public**

The Florida Department of Law Enforcement (FDLE) received authority to administer \$1.5 Million in recurring funding for the Local Firearms Safety Training Program under Chapter 2023-18, Section 37. Funding received under this award must be used for the development, expansion, or instruction of firearms safety training for the general public.

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upon execution of the General Appropriations Act, this solicitation, and all applications received, will be rescinded.

**Sworn training initiatives and sworn training equipment are not eligible for funding under the scope of this program.**

**Eligibility**

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

**Program Requirements**

Award recipients are required to provide a minimum of four (4) firearms safety training classes to the general public by June 30, 2025.

As part of the application, a detailed lesson plan must be submitted to FDLE for review and approval. If awarded funds under this program, deviations from the approved lesson plan shall require the recipient to provide an amended plan for approval prior to providing the training. In the event a session is held that deviates from the approved lesson plan without obtaining prior approval, a written justification must be submitted to FDLE. FDLE may deny reimbursement for any costs outside the scope of the approved lesson plan.

Award recipients will be required to submit performance documentation within thirty (30) days of class completion. Performance documentation for each public firearms safety training class must include, at a minimum:

1. Copies of all curriculum utilized for any classroom portions of the training.
2. A participant sign-in sheet which contains: (1) the name of the agency conducting the training; (2) the date and time of the training; (3) the name of the instructor(s); and (4) the name, signature, and email address of each participant. A sample sign in sheet is provided in **Attachment A**.

**Failure to meet these requirements will result in a refund of all costs reimbursed under this award.**

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## 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

Award funds must be used for the development, expansion, and/or instruction of public firearms safety training. Examples of allowable items include:

- Overtime and related fringe benefits for sworn officers for the development, preparation, and/or instruction of public firearms safety training
- Curriculum materials (books, pamphlets)
- Presentation equipment and supplies
- Training firearms and training ammunition
- Range day equipment and supplies
- Costs related to Firearm Instructor training for sworn officers (registration and travel)

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

- Trinkets and giveaway items
- Participant uniforms
- Construction/remodels
- Food and beverage
- Regular salaries/positions (non-overtime)
- Vehicles, tractors, or trailers
- Initiatives and/or equipment that will be primarily utilized for sworn training (tasers, weapon lights, night vision, etc.)
- Administrative costs and overhead

## Cost Limitations

All items purchased with these funds must be allowable in accordance with the approved budget, reasonably priced based on current market review, and necessary for the operations and success of the public firearms safety training program. Line items requested in the application will be reviewed for allowability. FDLE's determination of acceptable expenditures requested for reimbursement shall be conclusive.

NOTE: Reimbursement for eye protection will not exceed \$12.00 per pair of protective glasses. Reimbursement for hearing protection will not exceed \$45.00 per pair of muffs, plugs, etc.

## Application Submission Instructions

Funds for this program will be awarded on a first come, first served basis dependent on the receipt of a complete application packet. FDLE will continue issuing awards until all available funding is allocated. The application packet must contain:

1. A fully completed application (pages 4-9 of this document).
2. A corresponding budget detail worksheet with all tabs completed.
3. A comprehensive lesson plan for your agency's public firearms safety training. A sample is provided in **Attachment B**. The lesson plan must include, at a minimum:
  - a. A detailed list of topics to be covered;

- b. The amount of time that will be spent on each topic; and
  - c. The materials and/or equipment that will be used during the training class.
- 4. An anticipated training schedule containing a minimum of four (4) public firearms safety training classes. A sample is provided in **Attachment C**. The schedule must include, at a minimum:
  - a. The anticipated number of participants per session;
  - b. The instructor/participant ratio; and
  - c. The anticipated dates of the training.

Failure to submit all four 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

Section 215.985, F.S., makes the Department of Financial Services (DFS) responsible for the development and maintenance of a contract reporting system, the Florida Accountability and 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 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 payment request will be due by **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.

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

Yes

No

If yes, briefly describe your existing program below:

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

3. Describe, in detail, how your agency will use grant funds to develop, provide, or expand firearms safety training for the general public in your jurisdiction.

## Scope of Work

Describe the activities to be completed under this award below. All activities must relate to the development, expansion, or instruction of firearms safety training to the general public. **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 estimated number of personnel that will be involved with your agency's public firearms safety training, their position titles, and the tasks each will complete under this award (course development, course instruction, etc.) *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 firearms instructor training registrations and associated travel. Participant travel costs are not eligible under this program. 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 and/or training? Yes No
2. What amount are you allocating for travel and/or training?
3. If funds will be utilized for travel: Describe the purpose of travel, the anticipated dates and location, and the anticipated costs (mileage, lodging, meals, etc.) *Detailed information regarding registration and travel costs will be provided separately on the budget worksheet.*
4. If funds will be utilized for training registrations: Provide the name of the training, the type of training (in-person, teleconference, self-paced) and estimated dates and location (if applicable). *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 development, expansion, or instruction of public firearms safety training. **Sworn training equipment is not eligible for reimbursement under this award.** 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 development, expansion, or instruction of public firearms safety training. **Sworn training supplies are not eligible for reimbursement under this award.** 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: rental agreements, 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 development, expansion, or instruction of public firearms safety training. Describe the other costs that will be charged and why they are necessary. *Detailed cost information will be provided separately on the budget worksheet.*

## Attachment A – Sample Participant Sign-In Sheet

A fillable sign-in sheet template is located on FDLE's website at <https://www.fdle.state.fl.us/FDLE-Grants/Office-of-Criminal-Justice-Grants/Forms/Forms/State-Programs>

### Participant Sign-In Sheet

**Agency Name:** Elm County Sheriff's Office **Award ID:** 9H321

**Course Title:** Local Firearms Safety Training Program

**Instructor(s):** Lt. J. Smith, Cpt. D. Miller, Sgt. M. Baker

**Location:** ECSO Training Center

**Date:** 9/28/2024 **Start Time:** 9:00 am **End Time:** 4:00 pm

| Printed Participant Name | Participant Signature | Participant Email Address |
|--------------------------|-----------------------|---------------------------|
| 1.                       |                       |                           |
| 2.                       |                       |                           |
| 3.                       |                       |                           |
| 4.                       |                       |                           |
| 5.                       |                       |                           |
| 6.                       |                       |                           |
| 7.                       |                       |                           |
| 8.                       |                       |                           |
| 9.                       |                       |                           |
| 10.                      |                       |                           |
| 11.                      |                       |                           |
| 12.                      |                       |                           |

## Attachment B – Sample Lesson Plan

A fillable lesson plan template is located on FDLE's website at <https://www.fdle.state.fl.us/FDLE-Grants/Office-of-Criminal-Justice-Grants/Forms/Forms/State-Programs>

| Local Firearms Safety Training Program (LFSTP) Course Lesson Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |                       |                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------|-----------------|
| <b>Agency Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Elm County Sheriff's Office            |                       |                 |
| <b>Course Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Local Firearms Safety Training Program |                       |                 |
| <b>Prepared By:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Sgt. Matthew Baker                     | <b>Approved By:</b>   | Lt. James Smith |
| <b>Date Prepared:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 9/15/2024                              | <b>Date Approved:</b> | 10/2/2024       |
| Agenda                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                        |                       | Hours           |
| <b>Classroom</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                        |                       | 2               |
| <p><b>I. Welcome and introductions:</b> The instructor(s) will introduce themselves and pass around the sign-in sheet while going over the range rules. Participants will sign and return Release of Liability forms.</p> <p><b>Materials:</b> Participant sign-in sheet, Release of Liability forms</p> <p><b>II. Firearms Safety Presentation:</b> The instructor will go over all applicable State and local laws regulating firearms, including: concealed carry, when and where you can carry, stand your ground, and use of force. Participants will learn the basic rules of firearms safety and the primary causes of firearm accidents. The instructor will display different types of firearms and ammunition, label the parts of a firearm, demonstrate how to properly load and unload a firearm, and explain how to clean, maintain, and safely store a firearm.</p> <p><b>Materials:</b> PowerPoint presentation, presentation equipment (laptop, A/V equipment), printed copies of the presentation, variety of firearms and ammunition for display purposes.</p> <p><b>III. Firearms Handling Demonstration:</b> The instructor will utilize a weapon to demonstrate how to safely handle a firearm. The instructor will demonstrate proper grip and stance, draw, sighting techniques, and trigger control; breathing, follow-through, and recovery.</p> |                                        |                       |                 |
| <b>Range</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                        |                       | 2               |
| <p><b>IV. Hands-On Training:</b> Participants will be taken to the shooting range where they will be provided the opportunity to handle an unloaded firearm and practice safe handling techniques. Under the direct guidance of an instructor, participants will demonstrate proper safe handling techniques and proper grip, stance, sighting, and trigger control. Participants will practice loading and unloading a weapon before firing at a target. Participants will be provided the opportunity to fire multiple weapons, including revolvers and semi-automatic pistols.</p> <p><b>Materials:</b> eye and ear protection, holsters, variety of firearms, training ammunition, extra magazines, targets</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                        |                       |                 |
| <b>MILO Simulator</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                        |                       | 2               |
| <p><b>V. Hands-On Training:</b> After shooting at the range, participants will be provided scenario-based training in a MILO simulator. Participants will be presented with a variety of scenarios so they may demonstrate proper use of force, proper grip and stance, and test their accuracy. Participants will be encouraged to observe and learn from one another during these scenarios.</p> <p><b>Materials:</b> training simulator, laser training weapons</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                        |                       |                 |
| <b>Total Hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                        |                       | <b>6</b>        |

### Attachment C – Sample Training Schedule

A fillable training schedule template is located on FDLE's website at <https://www.fdle.state.fl.us/FDLE-Grants/Office-of-Criminal-Justice-Grants/Forms/Forms/State-Programs>

| Agency and Class Information:                                                                                                                                                                                                                                                                                              |                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Agency Name:</b>                                                                                                                                                                                                                                                                                                        | Elm County Sheriff's Office |
| <b>Estimated # of Participants:</b>                                                                                                                                                                                                                                                                                        | 12                          |
| <b>Estimated # of Instructors:</b>                                                                                                                                                                                                                                                                                         | 3                           |
| <b>Instructor/Participant Ratio:</b>                                                                                                                                                                                                                                                                                       | 1:4                         |
| <b>Training Location:</b>                                                                                                                                                                                                                                                                                                  | ECSO Training Center        |
| Proposed Training Dates (minimum of four):                                                                                                                                                                                                                                                                                 |                             |
| <ol style="list-style-type: none"><li>1. September 28, 2024</li><li>2. October 19, 2024</li><li>3. November 16, 2024</li><li>4. December 14, 2024</li><li>5. January 25, 2025</li><li>6. February 22, 2025</li><li>7. March 29, 2025</li><li>8. April 26, 2025</li><li>9. May 24, 2025</li><li>10. June 21, 2025</li></ol> |                             |