



## 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](mailto:criminaljustice@fdle.state.fl.us)

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### Prison Rape Elimination Act (PREA) Program FY 2021 Subgrant Solicitation

**SUBMISSION DEADLINE: 11:59 PM EST on Friday, November 4, 2022**

The Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants (OCJG) is seeking subrecipient applications for the state's Prison Rape Elimination Act (PREA) Program. This program funds Prison Rape Elimination Act (PREA) implementation projects for state and local criminal justice agencies.

#### Eligibility

Eligible applicants are limited to state criminal justice agencies and units of local government. A unit of local government is defined as a town, township, village, parish, city, county, borough, or other general-purpose political subdivision of the state; or, including Native American Tribes who perform law enforcement functions as determined by the Secretary of the Interior. Otherwise, a unit of local government may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes.

Eligible applicants may also be private non-profit associations or non-profit neighborhood or community-based organizations (PNPs) submitting applications that qualify for one of the scenarios below:

- Criminal justice projects that would benefit the entire state;
- A criminal justice project that will benefit a local jurisdiction; or
- A private non-profit (PNP) that is in partnership with a local law enforcement agency to provide criminal justice services to designated units of local government.

In order to be eligible to receive awards under this solicitation, these funds must be used for PREA implementation related efforts in accordance with the DOJ National Standards to Prevent, Detect, and Respond to Prison Rape (28 C.F.R. § 115).

#### Contact Information

The Office of Criminal Justice Grants (OCJG) main line is (850) 617-1250. For questions regarding this solicitation, ask to speak with the [grant manager for your jurisdiction](#).

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## Program Description

The State of Florida, Department of Law Enforcement (FDLE) received an award for \$182,336 under the Protecting Inmates and Safeguarding Communities Discretionary Grant Program from DOJ's Office of Justice Programs (OJP) Bureau of Justice Assistance (BJA).

This Notice of Funding Opportunity seeks subrecipient applications for funding Prison Rape Elimination Act (PREA) implementation projects for local criminal justice agencies. This program will be used to assist efforts to establish "zero tolerance" cultures related to sexual abuse and harassment in confinement facilities, including jails, police lockups, prisons, juvenile facilities, and community confinement facilities.

## Program Strategy and Purposes

FDLE's Office of Criminal Justice Grants (OCJG) administers PREA funds under the Justice Assistance Grant (JAG) program for the State of Florida. These funds shall be used to assist states and local governments in carrying out activities that address one or more of the major provisions of the [PREA standards](#), which include:

- Prevention Planning
- Responsive Planning
- Training and Education
- Screening for Risk of Sexual Victimization and Abusiveness
- Reporting
- Official Response Following an Inmate, Detainee, or Resident Report
- Investigations
- Discipline
- Medical and Mental Care
- Data Collection and Review
- Audits and State Compliance
- State Compliance

Competitive, federal PREA programs have outlined a number of allowable uses of funds for site-based strategic implementation plans. These uses are also allowable projects supported by PREA Reallocation funds and include:

- Strategies to promote and institutionalize agency and facility staff buy-in for new policies, procedures, and practices that address sexual abuse.
- Designation of staff positions responsible for PREA implementation.
- Facility-specific staffing plans to reduce the likelihood of sexual abuse that result from examining current staffing levels and patterns, the sizes and compositions of inmate/resident/detainee populations, and the physical layouts of facilities.
- Methods to report sexual abuse when it occurs in confinement facilities.
- Intake, screening, and classification processes designed to identify potential sexual abuse victims and perpetrators, and to make housing, placement, and programming decisions in response.
- Inmate/detainee/resident education programs on topics such as available sexual abuse reporting mechanisms and services available to victims.
- Sexual abuse response protocols which include protections for victims and ensure prompt, thorough, and objective investigations of all allegations.
- Electronic inmate/detainee/resident management systems designed to track abusers and victims effectively.
- Formal partnerships between confinement agencies/facilities and community-based organizations such as rape crisis centers and sexual abuse coalitions, intended to provide services and support to victims.
- Trauma-informed approaches at the agency and/or facility levels designed to serve victims of sexual abuse and to prevent and address secondary trauma among staff.

- Agency/facility staff training on preventing, detecting, and responding to sexual abuse, and building skills necessary to achieve PREA implementation.
- Strategies to increase collaboration between confinement agencies/facilities, and prosecutors and the courts to increase the likelihood that sexual abuse that occurs in confinement is successfully prosecuted.
- Agency-wide plans to collect, analyze, and report data about sexual abuse in confinement facilities covered by the PREA standards.
- Processes that leverage technology to improve efforts to prevent, detect, and respond to sexual abuse (e.g., incident mapping technologies to identify locations within confinement facilities where inmates/residents/detainees and staff members are vulnerable and taking steps to mitigate these vulnerabilities).
- Plans to purchase equipment and/or supplies that are necessary to prevent, detect, or respond to sexual abuse.
- Analyses of confinement facility blueprints to identify vulnerable areas and implement strategies which implement technology such as concealed video, alterations to facility layouts, and data analysis in order to better protect inmates/residents/detainees, and staff.
- Actions related to conducting PREA audits, such as preparing for audits, carrying out mock or practice audits, selecting and entering into contracts/agreements with DOJ-certified PREA auditors,

### **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, juvenile justice, and crime victim services. Programs and practices are considered to be evidence-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, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. 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, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

OJP's [CrimeSolutions.gov](https://www.crimesolutions.gov) website offers applicants information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

## **Eligibility Requirements**

Applicants for PREA 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:

[2 C.F.R. § 200.318-327](#) *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 PREA funds, an organization and its users must be registered in AmpliFund and the organization must be registered with the U.S. Federal Government's System for Award Management (SAM) (2 C.F.R. Part 25).

To create or update your organization's 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.

### **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 (Title VI) of 1964**, as amended, 42 U.S.C. § 2000d, and the DOJ implementing regulation, 28 C.F.R. pt. 42, subpts. C & D (prohibiting discrimination in federally assisted programs based on race, color, and national origin in the delivery of services or benefits).
- **Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968**, as amended, 34 U.S.C. §§ 10228(c) & 10221(a), and the DOJ implementing regulations, 28 C.F.R. pt. 42, subpts. D (prohibiting discrimination in programs funded under the statute, both in employment and in the delivery of services or benefits, based on race, color, national origin, sex, and religion) & E (requiring certain DOJ-funded programs subject to the administrative provisions of the statute to prepare, maintain, and submit an Equal Employment Opportunity Plan (EEO)). Applicants are advised to use the Office for Civil Rights EEO Reporting Tool at (<https://ojp.gov/about/ocr/eeop.htm>).
- **Section 504 of the Rehabilitation Act (Section 504) of 1973**, as amended, 29 U.S.C. § 794, and the DOJ implementing regulation, 28 C.F.R. pt. 42, subpt. G (prohibiting discrimination in federally assisted programs based on disability both in employment and in the delivery of services or benefits).
- **Title IX of the Education Amendments (Title IX) of 1972**, as amended, 20 U.S.C. § 1681, and the DOJ implementing regulations, 28 C.F.R. pt. 42, subpt. D & pt. 54 (prohibiting discrimination in federally assisted education programs based on sex both in employment and in the delivery of services or benefits).
- **Title II of the Americans with Disabilities Act of 1990**, as amended, 42 U.S.C. § 12132, and the implementing regulation at 28 C.F.R. § 35.171(a)(1)(i), (3)(i) (prohibiting discrimination based on disability both in employment and in the delivery of services or benefits).
- **Age Discrimination Act (Age Act) of 1975**, as amended, 42 U.S.C. § 6102, and the DOJ implementing regulation, 28 C.F.R. pt. 42, subpt. I (prohibiting discrimination in federally assisted programs based on age in the delivery of services or benefits).
- **Juvenile Justice and Delinquency Prevention Act (JJDPA) of 1974**, as amended, 34 U.S.C. § 11182(b), and the DOJ implementing regulations, 28 C.F.R. §§ 31.202, .403 & pt.42, subpart. D (prohibiting discrimination in programs funded under the statute, both in employment and in the delivery of services or benefits, based on race, color, national origin, sex, and religion)
- **Victims of Crime Act (VOCA) of 1984**, as amended, 34 U.S.C. § 20110(e) and the regulation implementing the Victim of Crime Act Victim Assistance Program, 28 C.F.R. § 94.114 (prohibiting discrimination in programs funded under the statute, both in employment and in the delivery of services or benefits, based on race, color, national origin, sex, religion, and disability).
- **Executive Order 13,559**, amending Executive Order 13,279, and the DOJ implementing regulation, Partnerships with Faith-Based and Other Neighborhood Organizations, 28 C.F.R. pt. 38 (prohibiting

discrimination in federally assisted social service programs based on religion in the delivery of services or benefits).

- **Equal Employment Opportunity Certification (EEOC):** Applicants must submit an EEO Certification annually within 120 days of the subaward. Failure to submit the required EEO Certification will result in the withholding of grant funds. Applicants are advised to use the Office for Civil Rights EEO Reporting Tool at (<https://ojp.gov/about/ocr/eeop.htm>).
- **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/>.
- **Partnerships with Faith-Based and Other Neighborhood Organizations:** Applicants, must comply with all applicable requirements of [28 C.F.R. Part 38](#), “Partnerships with Faith-Based and Other Neighborhood Organizations”, specifically including the provision for written notice to current or prospective program beneficiaries.

**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 FDLE, its subrecipient, or with the Office for Civil Rights.

Discrimination complaints against the FDLE OCJG or one of its subrecipients may be filed using the OCJG complaint form or by letter and be submitted to FDLE by mail at: FDLE Office of General Counsel, Attention Civil Rights Complaint Coordinator, PO Box 1489, Tallahassee, FL 32302. Alternatively, the complaint may be delivered by facsimile to (850) 410-7699, or via email to the Office of General Counsel via the General Counsel for FDLE or the General Counsel’s designee.

Complaints filed by letter should include the following information:

1. Name, address, telephone number, and email address of the complainant.
2. The victim or other witness of the alleged discrimination, if it is someone other than the complainant, if known.
3. The basis for the complaint, e.g., the complaint alleges (1) discrimination in services or employment based on race, color, national origin, sex, religion, or disability, or discrimination in services based on age, or (2) retaliation for engaging in protected activity. Please include as much detail as possible.
4. The date of the alleged discriminatory or retaliatory conduct.
5. The name and title of the person(s) who is alleged to have engaged in the discriminatory or retaliatory conduct.
6. The complaint must be in writing, dated, and signed by the complainant.

As an alternative, or in addition to filing a complaint with the FDLE or a subrecipient, an individual may file a complaint with an appropriate external federal agency.

If a complaint involves employment discrimination, the complainant may file a complaint with:

U.S. Equal Employment Opportunity Commission  
31 M Street, NE  
Washington, DC 20507  
Phone: 202-663-4900  
TTY: 202-663-4494  
<http://www.eeoc.gov/employees/charge.cfm>

If a service discrimination complaint involves a program receiving federal financial assistance from the USDOJ, the complainant may file a complaint with:

U.S. Department of Justice, Office of Justice Programs  
Office for Civil Rights  
810 7<sup>th</sup> St NW  
Washington, DC 20531  
Phone: 202-207-0690  
TTY: 202-307-2027  
<http://ojp.gov/about/ocr/complaint.htm>

Additional details and information regarding the FDLE's complaint procedures can be found on OCJG's [Civil Rights Training for Grantees](#) webpage.

**Intergovernmental Review:** The FY21 PREA 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

The PREA program does not require matching funds.

## Administrative Costs

Administrative costs/fees are not eligible on PREA subawards.

## Prohibited Uses

PREA funds may not be used for land acquisition, construction projects, or programs involving the use of chemicals.

## Costs Requiring Pre-Approval

### 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 website content, as well as all audio or video materials, including Public Service Announcements. Grant recipients 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 subaward activities shall contain the following statements:

*"This project was supported by Award No. 15PBJA-21-GG-00331-JAGP, 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.

### Sole Source

If a subrecipient requests to procure goods or services by sole source to a single vendor, a sole source justification must be submitted to FDLE for approval prior to the obligation of grant funds. For a sole source procurement over the federal Standard Acquisition Threshold (SAT) of \$250,000, 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. Before submitting a request for a sole source procurement, applicants should carefully review the conditions governing this type of procurement (see [2 C.F.R. § 200.320\(f\)](#)).

### **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.

## **PREA Program and Additional Requirements**

For FY21, 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.

### **Subaward Management Questionnaire**

All applicants are required to complete the [Subaward Management Questionnaire](#), 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 PREA subaward. Additionally, this validation will allow FDLE to expedite the monitoring process and ensure all subrecipients are in compliance with program requirements.

### **Equal Employment Opportunity (EEO) Certifications**

All subrecipients, at any tier, must comply with all applicable requirements of 28 C.F.R. § 42, specifically including any applicable requirements in Subpart E that relate to an equal employment opportunity program. A subrecipient or implementing agency must submit an EEO Certification annually within 120 days of award.

### **Lobbying, Debarment, and Drug Free Workplace Certification**

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 "[Lobbying, Debarment and Drug Free Workplace Certification](#)" 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 "[Subrecipient vs. Contractor Determination Checklist](#)" 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.

#### **Subrecipient Civil Rights Training *\*NEW\****

In compliance with Office of Justice Programs (OJP) requirements, FDLE requires the subrecipients of its grants to complete a two-part Civil Rights Training and maintain copies of the training certificates within their grant file(s) for monitoring. Module 1 of the training provides a basic overview of the Office of Civil Rights (OCR) and discusses the civil rights compliance requirements for recipients (at any tier) of OJP Grant Funding. Module 2 discusses "special" civil rights related compliance requirements in addition to the ones described in Module 1. To complete these trainings, visit the [OCJG Civil Rights Training for Grantees](#) webpage.

#### **Determination of Suitability to Interact with Participating Minors**

Subrecipients, at any tier, who plan to use federal funds to partially or fully carry out activities under this award to benefit a set of individuals under 18 years of age must make determinations of suitability before certain individuals may interact with participating minors. Further information regarding this requirement is located on the OJP website <https://www.ojp.gov/funding/explore/interact-minors>.

1. Any applicant using grant funds to benefit a set of individuals under 18 years of age must complete and submit the "[Suitability to Work and/or Interact with Minors Certification](#)."
2. Subrecipients must maintain and submit the "[Suitability to Work and/or Interact with Minors Tracking Sheet](#)."

#### **Telecommunications and Video Surveillance Services or Equipment**

In compliance with 2 C.F.R. 200.214, subrecipients are prohibited from entering into a contract or using federal funds to procure items from certain parties who are debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs or activities. In addition, a prohibition on certain telecommunication and video surveillance services or equipment went into effect on August 13, 2020. In accordance with these requirements set out in 2 C.F.R. 200.216, subrecipients of FDLE awards are prohibited from obligating or expending grants to:

- A. Procure or obtain;
- B. Extend or renew a contract or procure or obtain;
- C. Enter into a contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, produced by Huawei Technologies Company or ZTE Corporation (or a subsidiary or affiliate of such entities).

Applicants who intend to use grant funds to procure telecommunications, video surveillance services, or equipment must:

1. Complete and submit the "[Telecommunications and Video Surveillance Services or Equipment Certification](#)."
2. Provide documentation the manufacturer and vendor has not been suspended or debarred from receiving federal funds in [SAM.gov](#) prior to the drawdown of funds.

### **State and Federal Transparency**

Subaward agreements and information supplied to the 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**

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 [www.USASpending.gov](http://www.USASpending.gov). FDLE is required to report subaward data to FFATA as well.

## **Length of Award and Distribution of Funds**

### **Length of the Award**

PREA awards will be made for a maximum period of 12 months, beginning 10/1/2022 and ending no later than 9/30/2023.

### **Distribution of Funds**

Grant funds are distributed on a cost reimbursement basis 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 Instructions and Deadline \*NEW\***

**Failure to follow application instructions may result in the incursion of a special condition at the time of award.**

In order to apply, an application must be submitted through FDLE's new electronic grant system (AmpliFund) by **11:59 PM EST on Friday, November 4, 2022**. No extensions of this deadline will be permitted.

## **Standard Conditions**

The standard conditions provide detailed compliance requirements for subrecipients upon signed acceptance of the subaward. It is imperative all persons involved with this subaward read the standard conditions. Failure to comply with the provisions outlined in the Standard Conditions may result in project costs being disallowed.

## **Selection and Review Process**

All applications must be responsive to this solicitation. Applicants are strongly encouraged to review the evaluation criteria OCJG will use to make funding decisions before deciding whether to submit an application for this solicitation. Applications should respond to priorities identified.

OCJG is committed to ensuring a fair and open process for awarding grants. OCJG reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. Applications meeting basic minimum requirements will be evaluated by reviewers using the criteria defined in Appendix B.

# Appendix A

## Application Checklist

### What Each Applicant Should Do – Pre-Application

- ☐ Acquire or renew a Unique Entity Identifier (UEI) Number
- ☐ Acquire or renew registration with SAM.gov
- ☐ Obtain an *EEO Certification* via EEO Reporting Tool
- ☐ Read the DOJ Grants Financial Guide

### Additional Requirements

- ☐ Complete the Subaward Management Questionnaire (all applicants)
- ☐ Complete a Lobbying, Debarment and Drug Free Workplace Certification (all applicants)
- ☐ Complete a Subrecipient vs. Contractor Determination Checklist for each cost element requested in the Contracted Services budget category
- ☐ Complete a Third-Party Contract Compliance Checklist (if applicable)
- ☐ Complete a Third-Party Subaward Compliance Checklist (if applicable)
- ☐ Complete a Sole Source Justification form (if applicable)
- ☐ Complete Suitability to Work and/or Interact with Minors Certifications (if applicable)
- ☐ Complete Suitability to Work and/or Interact with Minors Tracking Sheet (if applicable)
- ☐ Complete Telecommunications and Video Surveillance Services or Equipment Certification (if applicable)

## Appendix B Evaluation Criteria

POSSIBLE POINTS	
<b>PROJECT OVERVIEW</b>	
The reviewer will allocate five points for each response provided which meets the eligibility requirements. Five points will also be given if the timeline provided is appropriate for the proposed activities.	
1. Is the applicant organization a unit of local or state government?	5
2. Does the applicant have an active SAM.gov registration?	5
3. Is the requested project period consistent with the dates provided in the solicitation?	5
4. Does the timeline seem appropriate for the project activities described?	5
<b>PROJECT SUMMARY</b>	
The reviewer will score each narrative response independently based on the rating scale below.	
0 = Fails to meet requirements, irrelevant response, not applicable ("No")	
1 = Partially meets requirements, has vague awareness	
2 = Meets requirement, borderline relevance, demonstrates basic understanding	
3 = Meets requirement, competent descriptions, demonstrates understanding	
4 = Meets requirement, substantial descriptions, advance understanding	
5 = Exceeds requirement, advance/expert descriptions, complete understanding	
5. Does the Problem ID clearly describe an issue to be addressed with funding?	5
6. Does the Problem ID clearly explain why this project is a priority?	5
7. Does the Problem ID clearly explain how the project aligns with each selected PREA Standard?	5
<u>Bonus Points:</u> Does the Problem ID address more than one PREA Standard? (One point for each additional PREA Standard up to five points.)	5
8. Does the Scope of Work clearly describe all major tasks and activities to be performed under the award?	5
9. Does the expected outcome described in the Scope of Work seem relevant to the tasks, activities, and identified problem?	5
10. Does the Scope of Work clearly describe who will benefit from the tasks, activities, and outcomes?	5
11. Does the Scope of Work clearly describe how the performance and completion of each identified task/activity will be verified and what source of documentation will be maintained and provided to OCJG for payment requests?	5
<b>SPENDING PLAN</b>	
The reviewer will allocate five points for each response provided which meets the eligibility requirements.	
12. Are the budgeted items appropriate for the tasks and activities described in the Scope of Work?	5
<b>CERTIFICATIONS &amp; FORMS</b>	
The reviewer will allocate five points for each required form or certification which is correctly completed and uploaded.	
13. Has the Lobbying, Debarment, and Drug Free Workplace Certification been correctly completed and uploaded?	5
14. Has the Subrecipient Management Questionnaire been correctly completed and uploaded with the applicable additional attachments?	5
15. Has an active EEO Certification been completed and uploaded?	5
<u>Bonus Points:</u> Has the Civil Rights Training for Grantees been completed and a training certificate been uploaded? (One point for completing the training and one for uploading a valid training certificate.)	2
16. Are all remaining forms and/or certifications correctly completed and uploaded? (No = 0 points, Yes = 5 points, N/A = 5 points)	5
<b>TOTAL POINTS POSSIBLE</b>	<b>87</b>