



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

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### Federal Fiscal Year 2018 Project Safe Neighborhoods (PSN) Grant United States Attorney's Office, Northern District of Florida Subrecipient Solicitation Applications Due: **August 14, 2019**

The State of Florida, Department of Law Enforcement (FDLE), received a Project Safe Neighborhoods (PSN) award from the United States Department of Justice (DOJ) in the amount of \$241,575. This award is to be used by the United States Attorney's Office (USAO), Northern District of Florida; which includes the following counties: Alachua, Bay, Calhoun, Dixie, Escambia, Franklin, Gadsden, Gilchrist, Gulf, Holmes, Jackson, Jefferson, Lafayette, Leon, Levy, Liberty, Madison, Okaloosa, Santa Rosa, Taylor, Wakulla, Walton, and Washington.

FDLE's Office of Criminal Justice Grants (OCJG) is seeking subrecipient applications for the Project Safe Neighborhoods (PSN) grant program. This program furthers the DOJ mission and violent crime reduction strategy by providing support to state, local, and tribal efforts to reduce violent crime, including but not limited to, felonious firearm crimes and criminal gang violence.

FDLE serves as the State Administering Agency (SAA) for multiple DOJ grant programs, including the Edward Byrne Memorial Justice Assistance Grant and the Residential Substance Abuse Treatment program grant. FDLE is the Fiscal Agent for PSN grants and will be conducting the competitive application process to determine subrecipients for the funds, in line with the priorities and strategies identified by the PSN task force.

### Eligibility

To be eligible to receive a PSN subaward, applicants must:

- 1) have a DUNS number;
- 2) have an active sam.gov registration;
- 3) obtain a properly executed FY 18 PSN "[Local Government](#)" or "[Public Institution of Higher Education](#)" Certification of Compliance with 8 USC; and
- 4) be at least one of the following:
  - a) located within a county identified in this solicitation;
  - b) proposing activities which will occur in the solicitation's identified TEA(s);
  - c) a research partner proposing collection and analysis of data in the identified TEA(s).

### Contact Information

The Office of Criminal Justice Grants (OCJG) main line is (850) 617-1250. For questions regarding this solicitation, ask to speak to grant manager Susan Adams. For technical assistance with the Subgrant Information Management Online (SIMON) system or for issues creating and submitting an application in SIMON, ask for the SIMON Help Desk

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## Program Description

This solicitation seeks subrecipient applications to fund projects or programs relating to PSN Task Force activities, mission, and goals within the USAO Northern District. This solicitation contains information provided by DOJ and FDLE regarding specific areas of national focus and the priorities to help maximize the effectiveness of PSN funding.

The PSN program is designed to create and foster safer neighborhoods through a sustained reduction in violent crime, including but not limited to, addressing criminal gangs and the felonious possession and use of firearms. The program's effectiveness depends on the coordination, cooperation, and partnerships of local, state, tribal and federal law enforcement agencies, and the communities they serve, engaged in a unified approach led by the USAO Northern District of Florida. Acting decisively in a coordinated manner at all levels: federal, state, local and tribal; will help reverse a rise in violent crime and keep American citizens safe. PSN provides the critical funding, resources, and training for law enforcement, prosecutors, and their PSN teams to combat violent crime and make their communities safer through a comprehensive approach to public safety that marries targeted law enforcement efforts with community engagement, prevention, and reentry efforts.

## Program Objectives

The PSN Program's objectives are to:

- Establish and implement effective programs and strategies that enable PSN task forces to effectively prevent, respond to, and reduce violent crime
- Effectively use and integrate intelligence and analysis to identify high crime areas and prolific violent offenders into the strategic and tactical operations of PSN task forces and community agencies
- Foster effective and consistent collaboration with community-based organizations and the diverse communities that law enforcement agencies serve, thereby increasing public safety and the reduction of violent crime
- Create and maintain ongoing coordination among federal, state, local, and tribal law enforcement officials, with an emphasis on prevention, tactical intelligence gathering, more vigorous and strategic prosecutions, and enhanced accountability

## Program Strategy and Purpose

As Fiscal Agent, FDLE administers funds for eligible program activities within the State of Florida for PSN grant awards. The USAO, Northern District is responsible for establishing a collaborative PSN team (task force) of federal, state, local, tribal (where applicable) law enforcement and other community members to implement a Strategic Action Plan (SAP) for investigating, prosecuting, and preventing violent crime. Crime in the Targeted Enforcement Areas (TEAs) will be monitored over time to measure the effectiveness the program related to identified problems.

### Targeted Enforcement Areas

The Northern District has identified Leon County as the targeted enforcement area. Within Leon County, areas that have a disproportionate amount of violent crime have been identified as hot spots. Currently, these hot spot areas include: the Griffin Heights, South City, Bond, and Apalachee Ridge communities. These hot spot areas are subject to change as monthly crime data continues to be monitored and assessed. Street gangs are primarily responsible for violent crimes in the target area and are involved in drug trafficking, robbery, and other gun-related violent crimes.

### Strategic Action Plan Goals

The Fiscal Year (FY) 2018 PSN Northern District grant allocation is earmarked to reduce and prevent

violent crime in the target areas. The objectives of the task force are: (1) to identify violent crimes in the hot spot areas in order to adopt state firearm/armed violent crime cases for prosecution; (2) to implement evidence based best practices to reduce and prevent violent crime; (3) to analyze the effect of implemented strategies on reducing violent crimes and to make modification in strategies where needed; and (4) to improve intelligence gathering, data sharing among the task force partners, and data analysis to help determine if our strategy is working.

## Evidence-based Programs and Practices

The DOJ Office of Justice Programs (OJP) strongly emphasizes 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.

The OJP CrimeSolutions.gov website at <https://www.crimesolutions.gov/> is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

The DOJ has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and subrecipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

## Eligibility Requirements

PSN applicants must comply with all terms and standard 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 PSN applicant must:

- Have an active Data Universal Numbering System (DUNS) number;
- Have an active SAM.gov registration (see below);
- Complete and submit a properly executed “Certificate of Compliance with 8 U.S.C § 1373 by Prospective Subrecipient State subaward to a Local Government” or “Certificate of Compliance with 8 U.S.C. § 1373 by Prospective Subrecipient: Recipient subaward to a ‘Public’ Institution of Higher Education”;
- Be at least one of the following:
  - a) located within a county identified in this solicitation;
  - b) proposing activities which will occur in the solicitation’s identified TEA(s);
  - c) a research partner proposing collection and analysis of data in the identified TEA(s).

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

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

### **DUNS and SAM Registration**

To apply for PSN funds in SIMON, an organization and its users must be registered in SIMON and have a DUNS number. 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.

The organization must also 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 SAM registration, go to SAM.gov. This process can take up to ten 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 OJP receives information indicating that an applicant may be in violation of any applicable federal laws, 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 which include 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.) must carefully review the [Certification of Compliance with 8 U.S.C. § 1373 by Prospective Subrecipient: Recipient State subaward to a Local Government](#) or the [Certificate of Compliance with 8 U.S.C. § 1373 by Prospective Subrecipient: Recipient subaward to a "Public" Institution of Higher Education](#), whichever is applicable.

**FDLE will be unable to approve a subaward without 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, contractors and vendors 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 pertinent requirements in Subpart E that relate to an equal employment opportunity (EEO) program. Applicants are advised to use the Office for Civil Rights EEO Reporting Tool at (<https://ojp.gov/about/ocr/eeop.htm>) to complete the required certification and any applicable EEO program reports.
- **Limited English Proficiency (LEP):** In accordance with DOJ 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 steps to provide meaningful access to 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 (ADA):** Applicants must comply with the requirements of the ADA, Public Law 101-336, which prohibits discrimination on the basis of disability including the provision to provide reasonable accommodations.

**Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)**

Each applicant must respond to the following questions within the Project Summary of the application:

- 1) Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE?
- 2) Is your jurisdiction subject to any laws from a superior political entity (e.g. a state law that binds a city) that meet the description in question 1?
- 3) If yes to either:
  - Please provide a copy of each law or policy.
  - Please describe each practice.
  - Please explain how the law, policy, or practice complies with 8 U.S.C. §1373.

Note: Responses to these questions must be provided by the applicant as part of the PSN application. Further, the requirement to provide this information applies to all tiers of PSN funding and for all subawards made to state or local government entities, including public institutions of higher education. All subrecipient responses must be submitted to FDLE. Responses to these questions are not required from subrecipients that are a tribal government/organization, a nonprofit organization, or a private institution of higher education.

**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 organization, with FDLE, or with 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.

Discrimination complaints may also be submitted to FDLE's Office of the Inspector General, Post Office Box 1489, Tallahassee, Florida 32302-1489, or online at [info@fdle.state.fl.us](mailto:info@fdle.state.fl.us). Any discrimination complaints filed with FDLE's Inspector General are 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.

**Intergovernmental Review**

The fiscal year 2018 PSN program is subject to Executive Order 12372, "Intergovernmental Review of Federal Programs." This Order fosters intergovernmental partnerships and strengthens federalism between state and local governmental entities. As a result, FDLE may provide information regarding subrecipient applications to the state single point of contact to satisfy this requirement.

**Match**

The PSN program does not require matching funds, however, if a subrecipient identifies match on an application approved for award, the match portion will be required.

**Administrative Costs**

Administrative costs/fees are not allowable on PSN subawards.

## Prohibited Uses

PSN 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.

## Costs Requiring Pre-Approval

### Conference/Meeting/Training Costs

OJP policy and guidance encourages minimization of conference, meeting, and training costs; sets cost limits including a general prohibition of all food and beverage costs; and requires prior written approval of most conference, meeting, and training costs. Subawards requesting 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.

### Sole Source Justification

If any proposed costs will be procured via a sole source from a single vendor, a Sole Source Justification form (<http://www.fdle.state.fl.us/Grants/Resources-Forms>) must be submitted to FDLE for approval prior to obligation of funds. For 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 at the time of 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.

### 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. Subrecipients 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. 2018-GP-BX-0021 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, 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 your OCJG grant manager at 850-617-1250 with questions or to clarify pre-approval requirements.

## PSN Program and Additional Requirements

PSN applicants 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 Capabilities and Compliance Questionnaire (SMQ)

All applicants are required to complete the Subaward Management Capabilities and Compliance Questionnaire (found at <http://www.fdle.state.fl.us/Grants/Documents/Forms/OCJG-Subrecipient-Management-and-Compliance-Questi.aspx>). FDLE will use this form to validate eligibility to apply for, receive, and maintain the PSN subaward. Additionally, this validation will allow FDLE to expedite the

monitoring process and ensure all subrecipients are in compliance with program requirements. Applicants must submit an Subaward Management Capabilities and Compliance to FDLE with their application.

#### **Automated Data Processing (ADP) Equipment**

Agencies requesting to purchase ADP equipment must submit an ADP Equipment and Software Approval form (found at [http://www.fdle.state.fl.us/Grants/Documents/JAGC/Standard/OCJG-ADP-Form-\(rev-9-2018\).aspx](http://www.fdle.state.fl.us/Grants/Documents/JAGC/Standard/OCJG-ADP-Form-(rev-9-2018).aspx)) 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 that meet these criteria.

#### **Disclosure of Lobbying Activities**

Each applicant must complete and submit this form. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form found at <https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>. An applicant that does not expend any funds for lobbying activities is to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services"). This form must be submitted to FDLE at the time of application.

#### **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.

Failure to submit the "Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace" (found at <http://www.fdle.state.fl.us/Grants/Documents/Forms/OCJG-Lobbying-Debarment-and-Drug-Free-Certificatio.aspx>) to FDLE may result in a withholding of funds condition on the subaward until this 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.

- 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 listed on the budget, to FDLE along with the application.
- The budget narrative must identify any proposed procurement contracts and must contain detailed information regarding the type of subcontracting and the method of procurement for the subcontract.
- Applicants entering into a subrecipient contracting relationship must request approval in the subgrant application and must be able to adhere to and document compliance with requirements and provisions for pass-through entities in 2 C.F.R. §200.331.
- Applicants entering into a contractor relationship must adhere to its written procurement policies and procedures to the extent that they are consistent with or more stringent than the procurement standards set forth in 2 C.F.R. § 200.318-326.

### **Drug Free Workplace**

Subrecipients must be 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.

## **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:

### **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, [usaspending.gov](http://usaspending.gov). FDLE is also required to report subaward data to FFATA.

### **Florida Accountability and Contract Tracking System (FACTS)**

The grant agreement and all corresponding information/documentation is provided to FACTS in accordance with Chapter 2013-54 and 2013-154, Laws of Florida.

### **Exemption from FACTS**

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

## **Application Access and Deadline**

Applications must be submitted via the FDLE Subgrant Information Management Online grant management system (SIMON) by **August 14, 2019**. When submitting your application in SIMON, please use announcement code **PSNN18**. This is a competitive process; applications will not be accepted after the deadline.

The Office of Criminal Justice Grants has changed its application submission process. Applicants are no longer required to print and mail two copies of the application to the Office of Criminal Justice Grants. Additionally, signature pages will not be submitted at the time of application. OCJG will review the submitted application in SIMON and request signature pages prior to approval of the application.

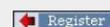
## **How to Apply**

**Failure to follow application instructions may result in missing information that could cause your application to be placed into the rejection pool OR the inclusion of a special condition at the time of award.**

Applications must be submitted via FDLE's online grants management system, SIMON, which can be accessed at <http://simon.fdle.state.fl.us>. For a step-by-

### **Need an account?**

Once your information has been reviewed, verified, and approved by the Office of Criminal Justice Grants, your username and password will be sent to the email address you provide.

 Register

step guide on how to complete an application in SIMON, please review the SIMON Help Manual.

The announcement code to be used for this solicitation is: **PSNN18**

As previously noted, in order to apply in the system, the organization and user(s) must be registered in SIMON. For questions or issues related to organization or user account requests, please contact the SIMON Help Desk at (850) 617-1250 or [criminaljustice@fdle.state.fl.us](mailto:criminaljustice@fdle.state.fl.us).

## **Application Requirements**

Applications submitted under this solicitation must adhere to federal, state and program specific requirements. For information related to properly developing and writing an application to meet many of the state and federal contract requirements, please review the [OCJG Grant Writing Guide 2019](#).

### **Length of the Award**

Fiscal year 2018 PSN subawards may have a project period between 12 and 24 months. The final length of the grant period is to be determined by the selection committee in conjunction with federal award dates.

### **Distribution of Funds**

Grant funds are distributed on a cost reimbursement or advance basis for satisfactory performance of activities set forth in the subaward agreement. Requests for reimbursement can be submitted on a monthly or quarterly calendar basis and should include total expenditures paid for during the reporting period. Reimbursements will be processed in conjunction with the receipt and review of programmatic performance reports and supporting documentation to determine successful completion of deliverables as specified in the subgrant agreement.

### **Problem Identification**

The Problem Identification is part of the Project Overview and should provide the following:

- a synopsis of the violent crime problem;
- data to support the problem description and progress to date if applicable;
- a clear description of the specific crimes and issue(s) within the TEA(s);
- the key drivers and who is affected; and
- a list of key partners responsible for the development of crime reduction strategies to be funded by the grant.

### **Project Summary (Scope of Work)**

As part of the Project Overview, the Project Summary (Scope of Work) should provide the following:

- identify the population and geographical area to be reached;
- a clear understanding of the project design and implementation plan;
- how the problem will be addressed;
- how proposed activities relate to the grant program priorities and the SAP;
- identify each activity, objective, task, and/or responsibility that will be completed or provided;
- identify anticipated project outcomes or impacts resulting from these activities;
- performance or documentation that will be produced or maintained in support of the project;
- identify how data will be collected;
- identify how collected data will be analyzed;
- identify key partners responsible for performance activities;
- identify a research partner if applicable; and
- identify any other federal funding sources.

### **Performance**

When setting up the performance section in the application, choose Federal Purpose area 0001 and State Purpose Area 001. Select the one (1) objective under State Purpose Area 001 and the one (1)

measure under the objective.

Full performance reporting is required and must be completed via a designated form provided by the Grant Manager. Performance reports must be submitted to susanadams@fdle.state.fl.us within fifteen (15) days of the end of the reporting period. Performance reports will be due monthly or quarterly, based on the frequency established in SIMON, and should encompass objectives achieved within the reporting period. Receipt of funds will be contingent on timely performance reporting. Performance reporting will be based on federal PSN program requirements as identified by DOJ and the SAP for the USAO, Northern District of Florida.

## Standard Conditions

The standard conditions detail compliance requirements for subrecipients. It is imperative for all persons involved with this subaward to read the standard conditions. Failure to comply with the provisions outlined in the standard conditions may result in project costs being disallowed.

## Application Review Process

### Selection Committee

Subgrants will be awarded based on a competitive process. A selection committee panel will review each application based on objective eligibility criteria, application requirements, and application review procedures as determined by DOJ and FDLE. This process will determine awards to be recommended to DOJ for implementation.

**If any item listed in the Grant Application section is missing or a section of the grant is incomplete, the application will be placed into the Rejection Pool. In the event that not enough grant applications are received, applications in the Rejection Pool *may* be reconsidered. Please review the PSN SIMON Application Checklist and the FY 2018 PSN Application Score Sheet to ensure all items listed are included in your application.**

## FY18 USAO County Listing for the Northern District of Florida

Eligible entities within the following counties are able to submit applications under this Solicitation. If your county does not appear on this list, please check for other PSN solicitations within your USAO District posted on the OCJG website at <http://www.fdle.state.fl.us/Grants/Current-Funding-Opportunities>.

**Note: Applicants are reminded to review the SAP goals and TEAs outlined on page three and four of this solicitation.**

Alachua County

Bay County

Calhoun County

Dixie County

Escambia County

Franklin County

Gadsden County

Gilchrist County

Gulf County

Holmes County

Jackson County

Jefferson County

Lafayette County

Leon County

Levy County

Liberty County

Madison County

Santa Rosa County

Taylor County

Okaloosa County

Wakulla County

Walton County

Washington County

# FY 2018 PSN SIMON Application Checklist

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## Overall Grant Application

- Applicant has an active DUNS number
- SAM.gov registration is active
- Applicable grant staff has read the standard conditions that apply to PSN subgrants
- Applicant has a properly signed EEO certification and/or EEO plan as applicable to the grant
- Applicant has included any required forms, such as sole source, signature authority, etc.
- All sections of the subgrant application are complete
- Certification of Compliance with 8 U.S.C. § 1373
- Responses to communication with DHS and ICE questions
- All required forms must be submitted to [susanadams@fdle.state.fl.us](mailto:susanadams@fdle.state.fl.us) at the time of application

## Problem Identification

- Provide a clear description of the specific crimes and issue(s) and TEA(s) to be addressed with subgrant funds. Include the problem identification for each TEA to be addressed with subgrant funds, the key drivers and who is affected.
- Provide list of key partners responsible for development of crime reduction strategies to be funded by the subgrant.

## Project Summary (Scope of Work)

- The Scope of Work should provide a comprehensive and clear detail of goals and the strategies that will be used toward achievement
- List key staff, collaboration partners and/or any task forces responsible for performance activities.
- Describe operational activities and logistics required for implementation of each crime prevention and crime reduction strategy to be funded by the subgrant
- Identify how data will be collected
- Identify how collected data will be analyzed
- Identify research partner
- Provide list of key partners responsible for performance activities
- Information for each deliverable that will be received, and the documentation or information that will be maintained to support completion of services

## Financial / Budget

### If the budget contains Personnel (Salaries/Benefits/Overtime):

- The salary rate (hourly, biweekly, annually, etc.) is provided with total hours, weeks, etc.
- If overtime is included, the narrative provides an estimated number of hours with rate of pay
- Benefits are clearly defined and include rate, cost or percentage
- The narrative contains a statement of the percentage the position is paid from subgrant funds
- The narrative contains the percentage of time the position will work on subgrant funded activities
- The narrative contains information for the percentage the subgrant will be charged for each reporting period
- The narrative provides a brief description on how the position(s) being funded from the subgrant will accomplish subgrant activities

### If the budget contains Contractual Services (Service Providers, Consultants, Contractors):

- The budget clearly describes the activities each party will be contracted to perform
- The contractual agreement is within the subgrant period
- Unit costs are clearly defined with supporting information in the Section Questions for Application Section #4: Financial
- Applications that contain contractual services with consultant rates in excess of \$650 per day have included the request (letter) for approval of consultant rates
- The narrative provides a brief description on how the services being procured will be used to

accomplish grant activities

**If the budget contains Expenses (Supplies):**

- The budget lists all items that will be purchased and provides approximate costs for each group or category of expenses
- If the purchase is a bundle, the budget lists the items included in the bundle (i.e. if purchasing a laptop and/or desktop, include docking station and/or peripherals being purchased)
- The narrative provides a brief description on how the purchase of these items will assist the project or be used toward accomplishing grant activities

**If the budget contains Operating Capital Outlay (Equipment, Fixed Capital):**

- The budget lists each item to be purchased and provides the cost per item. If the item(s) purchased are included in a bundle or package, details of what is included in the bundle are provided
- Shipping, handling, warranty, and/or maintenance are included and listed in the budget (if applicable)
- If not already described in the Scope of Work, the narrative provides an explanation on how the item(s) will be used to accomplish project activities
- Grant funds may only cover extended warranty costs that fall within the approved grant period. Costs must be prorated if a warranty covers maintenance for dates extending beyond the approved grant period

**If the budget contains Indirect Costs:**

- The Indirect Cost Plan included is current and approved by the cognizant agency

# FY 2018 PSN APPLICATION SCORE SHEET

Application Number: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Applicant: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_

## Section I: Grant Application- To be completed by OCJG

Items in this section are scored on a "Yes/No" basis. Missing or incomplete items will result in the application being placed in the Rejection Pool.

	Yes	No	N/A		Yes	No	N/A
Active SAM.GOV Registration				Sole Source Justification			
EEO Certification and/or EEO Plan				All sections of the grant application are complete			
Certification of Compliance with 8 U.S.C. § 1373				Responses to questions regarding communication with DHS and ICE are provided			
Applicant is either: 1) an agency located within a county identified in this solicitation; 2) proposing a project or activities which will occur in the solicitation's identified TEA(s); or 3) a research partner proposing collection and analysis of data in the identified TEA(s).							

## Section II: Requirements

Items in this section are scored on a "Yes/No" basis. If the answer is "Yes" assign all points, if the answer is "No" assign 0 points.

	Points	Yes	No	Comments
Proposed project is in one of the identified TEAs	10			
Scope of Work aligns with the SAP goals	10			
The Scope of Work identifies specific project goals	5			
The Scope of Work identifies strategies that will be used toward the achievement of goals	5			
Describes operational activities and logistics required for implementation of each crime prevention and crime reduction strategy to be funded by the subgrant	5			
Identifies how data will be collected	5			
Identifies how collected data will be analyzed	5			
Identifies research partner	5			
Provides list of key partners responsible for performance activities	5			
<b>Total Requirements Section Points</b>	<b>55</b>			
<b>Section III: Priority</b>				
Proposed project is evidence-based	10			
<b>Total Priority Section Points:</b>	<b>10</b>			
<b>TOTAL POSSIBLE POINT</b> Add all points in the "Yes" column	<b>65</b>			