

**Florida Department of Law Enforcement
2018 CJIS Annual Training Symposium**

**Developing a Subgrant
Application**



Agenda

Section I: Byrne/JAG Planning Process

Section II: Content Requirements for Grant Applications

Section I

A background image showing several white chess pieces (king, knight, pawns) on a checkered board. The pieces are arranged in a line, with the king in the center, a knight to its left, and two pawns in front of it. The board is a standard alternating light and dark square pattern.

Byrne/JAG Planning Process

Strategic Planning

What is strategic planning?

- **Systematic way to express vision and develop a road map for activities of the organization**
- **Incorporates collaboration of key stakeholders to accomplish goals and tasks of the plan**

Strategic Planning

Why is it important?

- **Provides a sense of direction and outlines measurable goals**
- **Federal guidance requires JAG recipients conduct strategic planning on the use of funds with the goal of improving the criminal justice system**

Florida's Current Strategic Planning Process

a.k.a. "The 51% Process"

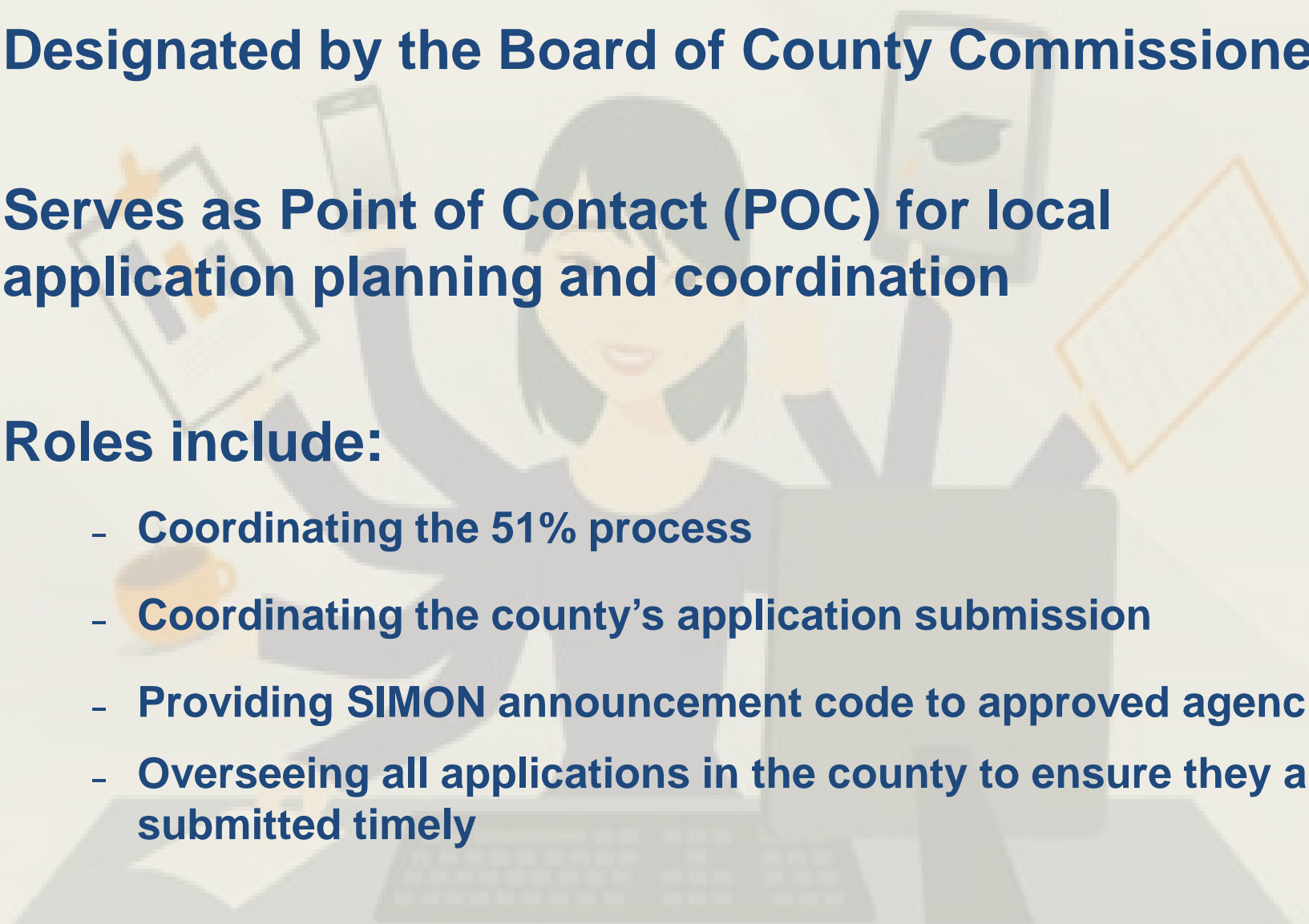
- The process is required by Florida Administrative Code 11D-9.
- Units of government receiving funds must reach a written consensus on the use of those funds.
- If a county government declines to serve as the coordinating unit, FDLE will ask the largest municipality to serve.

Florida's Current Strategic Planning Process

51% Letters must:

- Represent at least 51% of the units of government in the county
- Represent at least 51% of the population of the county
- Be signed by the chief official for the unit of government (i.e. Mayor, Chair, etc.)
- Identify each recipient, amount, and purpose for use of funds
- Include total amount of the county's allocation

County Coordinators

- **Designated by the Board of County Commissioners**
 - **Serves as Point of Contact (POC) for local application planning and coordination**
 - **Roles include:**
 - Coordinating the 51% process
 - Coordinating the county's application submission
 - Providing SIMON announcement code to approved agencies
 - Overseeing all applications in the county to ensure they are submitted timely
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- A stylized illustration of a woman with dark hair and a purple long-sleeved shirt. She has multiple arms, each holding a different object: a smartphone, a tablet, a document, a coffee cup, and a laptop. The background is a light gray with a subtle grid pattern.

Upcoming Changes to the Strategic Planning Process (FY2019)

- **SAA's will be required to develop a statewide comprehensive strategic plan.**
- **The plan will be used to help drive the application process for both JAGC and JAGD programs.**
- **OCJG will be seeking information and input from locals on funding priorities to help develop this statewide strategic plan.**

Section II

Content Requirements for Subgrant Applications



Section II: Application Content

Application Section I: Administration

The background of the slide is a green field with white yard lines. There are two vertical dashed white lines. Various 'x' and 'o' markers are placed on the field. A solid white arrow points from the top right towards the center. A solid white line with a hook at the end points from the right side towards the center. A dashed white arrow points from the bottom left towards the center. A dashed white arrow points from the bottom center towards the right.

Application Section I: Administration

Each individual is required to have their own user account.

SUBRECIPIENT (County, City, State Agency)	IMPLEMENTING AGENCY (Sheriff's Office, Police Dept., Division)
Chief Official	Chief Official
Chief Official Designee*	Project Director
Chief Financial Officer	Performance Contact
Chief Financial Officer Designee*	Financial Contact
Reviewer	Reviewer

***Designees require a signed letter from the official delegating the duties to a specific individual.**

Application Section I: Administration

Personnel changes should be reflected in SIMON...



- **Do you have a new mayor or commission chairperson?**
- **Did your CFO resign?**
- **Did you hire a new project manager?**

Section II: Application Content

Application Section II: Project Overview

The background of the slide features a high-angle, wide-view photograph of the Earth's surface from space. The image shows the curvature of the planet, with a mix of blue oceans and brownish-yellow landmasses. A thin, bright white line representing the atmosphere is visible along the horizon. In the upper right portion of the image, a small, pale crescent moon is visible against the dark background of space.

Problem Identification

The “Why, What, How?”



Why is this project a priority for the agency, county, or state?

What are the primary hazards, risks, capability gaps, issues and/or concerns this funding will address?

What are the impacts or consequences if the request is not funded?

Problem Identification

The “Why, What, How?”



**What
resources
currently
exist to be
used for
service
gaps?**

**How will the
grant funds
be used to
address
those
concerns?**

**How does
this request
align with
federal
priorities?**

Problem ID: Continuation Projects

**What should the
Problem
Identification
section address
for a project that
keeps going?**



Problem Identification

If the project is a continuation project or supports a previously grant funded project, identify:



**Previous
funding source
(amount, grant
program, award
number, project
period)**



**Last
completed
milestone from
the previous
award**



**Prior award
successes
and/or
outcomes**

Scope of Work



Describe how the project addresses the goals and objectives of the federal program



Identify and quantify tasks and activities



Include a short description of the procurement method



Describe minimum performance standards



Identify the financial consequences of non-performance.

Scope of Work

For each activity, the scope should address:



How often will the activity occur?



How will activity completion be documented and verified?



What is the expected outcome?



What is the expected budget cost?



Who will complete the activity?

Scope of Work

For each activity, the scope should address:



Who is the beneficiary of the activity?



Where will the activity be performed?



How will the activity be performed?



How many service units will be received?

OR



How many will be served by the activity?

Scope of Work

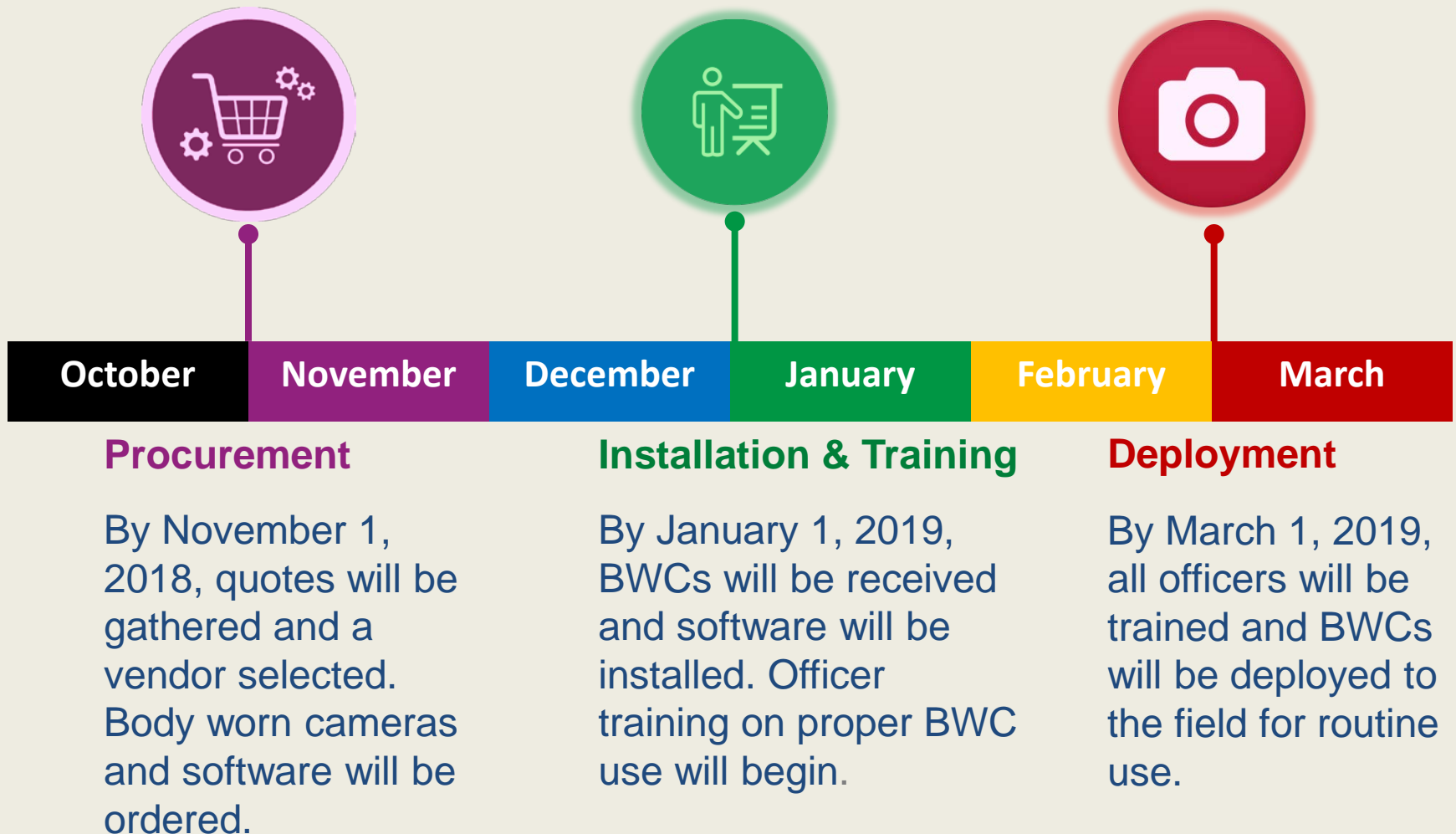
Project Timeline **NEW!**

Each application should include a timeline for each task/activity addressing:

- Targeted start and end date
- Milestones (steps needed to complete the project successfully)
- Name and title of individual responsible for completion

Scope of Work

Sample Timeline



Scope of Work

Subawards or Subcontracts **NEW!**

For any contractual service, the scope should request approval to subaward or subcontract funds and identify:



Name of sub-entity and type (non-profit, for-profit, faith based, etc.)



Nature of the Relationship (subrecipient or contractor)



Description of how both entities will comply with federal requirements

NOTE: There is another session on this topic.

Section II: Application Content

Application Section III: Performance

A speedometer with a red needle pointing to 100% and the word 'Performance' written on the dial.

Performance

Application performance is used to set goals and targets related to the following reporting components:

Project Progress

Objectives related to specified deliverables

State and federal performance objectives

Performance Measurement Tool Data (PMT)

Section II: Application Content

Application Section IV: Financial

Budget Categories

All awards must allocate grant funds in one or more of the following categories:



**Salaries &
Benefits**



**Contractual
Services**



Expenses



**Operating
Capital Outlay**



**Indirect
Costs**

Budget Narrative Requirements

A complete budget narrative must include:



Entity, team, or provider supported or receiving services



Description, quantity and unit cost for each item



Training course information, codes, etc. (if applicable)



Installation, shipping, and warranty costs (if applicable)



Subtotal for each budget category

Budget Narrative Examples

Personnel (Salary & Benefits) Category

EXAMPLE

Salaries and Benefits:

Total for Crime Analyst= \$59,887.93

**Benefits to be charged to the grant include:
SS tax (6.2%), Medicare (1.45%), Life
Insurance (\$2.69), Workers Comp (0.18%),
Health (\$644.79), and Dental (\$33.74)**

**Total Cost allocated to grant: \$28,746.00
(48% of the total personnel costs)**

**The Crime Analyst will work 100% of the time
on the project. The grant will be charged at
100% of the costs until funds are expended.**

BETTER EXAMPLE

Salaries and Benefits for 1 Full-Time Crime Analyst

Total Salary: \$47,923.20

Total Benefits: \$11,964.73

- SS Tax @ 6.2%
- Medicare @ 1.45%
- Life Insurance @ \$2.69 per period
- Workers Comp @ 0.18%
- Health & Dental (Health @ \$644.79/month +
Dental @ \$33.74/month)

Total Personnel Costs: \$59,887.93

Total Cost allocated to Grant: \$ 28,746.00

**The Crime Analyst will work 100% of the time on this
project and the grant will pay 48% of the total
personnel costs. The grant will be charged at 100%
salaries and benefits until all funds budgeted are
expended. The subgrantee will continue to fund this
position through the end of the grant.**

Budget Narrative Examples

Contracted Services Category	
EXAMPLE	BETTER EXAMPLE
<p>Unit Cost= 1 day of classes (5 classes per day) Grant will fund 238.98 units at a cost of \$41.76/unit</p> <p>The program is open 48 weeks per year, 5 days per week. The program will host 240 days of classes annually.</p> <p>Unit cost is determined by dividing total units by total grant budget.</p>	<p>Total Program Budget: \$147,700 Grant funding: \$10,000</p> <p>The subrecipient will cover the difference of \$137,700.</p> <p>Unit= 1 class lesson Unit Cost= \$123 Total Project Units= 1200 Grant Funded Units= approximately 82</p> <p>Unit Cost calculation: 48 weeks x 5 days per week = 240 days 240 days x 5 class lessons per day = 1,200 Units of classes per year.</p> <p>Total Program Budget / Total Program Classes = Unit Cost \$147,700 / 1200 = \$123</p> <p>Unit Cost determined by dividing Program Budget by Total number of lessons.</p>

Budget Narrative Examples

Expense Category	
EXAMPLE	BETTER EXAMPLE
<p>EXPENSES- \$61,600</p> <p>160 Active Shooter Kits = \$61,600</p> <p>Kits include carrier, plates, and bag.</p> <p>Overages will be the responsibility of the subrecipient.</p>	<p>EXPENSES - \$61,600</p> <p>Active Shooter First Responder Kits: \$61,600 160 Units at \$385 each = \$61,600</p> <p>Point Blank Active Shooter Response Kit (Includes MOLLE Plate Carrier with 2 ID Panel, Front 10x12 Shooter's Cut Paraclete 555 Level III+ SA Rifle Plate, Rear 10x12 FULL Size Paraclete 555 Level II+ SA Rifle Plate, and Carry Bag</p> <p>Kits include a 10 year warranty and \$30 shipping fees.</p> <p>Kits will be issued to patrol officers responding to active shooter incidents protecting them from rifle fire as they apprehend active shooter(s) and safeguard civilians.</p> <p>Any overages will be the responsibility of the subrecipient.</p>

Budget Narrative Examples

Operating Capital Outlay (OCO) Category	
EXAMPLE	BETTER EXAMPLE
<p>OCO- \$14,743</p> <p>10 light systems @ \$999.75 each 5 generators @ \$949.10 each</p> <p>Subrecipient will be responsible for any costs over grant amount.</p>	<p>Operating Capital Outlay- \$14,743.00</p> <p>Portable LED Light Systems \$9,997.50 10 at \$999.75 each Ten systems will be purchased to enable each crime scene vans to have two light systems, thereby ensuring equipment is available to each crime scene investigator (CSI). Portable light systems are necessary for adequate lighting to locate and photograph evidence.</p> <p>Portable Generators \$4,745.50 5 at \$949.10 each Generators are needed to provide power to the portable light systems. Five will be purchased so that each crime scene vans will have a generator assigned to it.</p> <p>Subrecipient will be responsible for any costs over grant amount.</p>

Application Section V: Standard Conditions

Edward Byrne Memorial Justice Assistance Grant (JAG) Program

STANDARD CONDITIONS

The State of Florida, Department of Law Enforcement (FDLE or Department) is a recipient of federal JAG funds. FDLE, as the non-federal pass-through entity and State Administering Agency (SAA) for this program, subawards JAG funds to eligible units of government. All subawards made by FDLE to units of government under this program require compliance with the agreement and Standard Conditions upon signed acceptance of the subaward.

The following terms and conditions will become binding upon approval of the application or subaward, and completion of the Certificate of Acceptance by the subrecipient. As a unit of government, the subrecipient will maintain required state and federal registrations and certifications for eligibility under this program. For JAG-Countywide subawards, the designated County Coordinator for local units of government will submit documentation in accordance with Florida Administrative Code 11D-9 supporting the strategic planning for allocation of these funds. The subrecipient agrees to submit required programmatic and financial reports supporting that eligible activities were completed in accordance with the grant and program requirements.

The Department will only reimburse subrecipients for authorized activities. The Department will not reimburse for costs incurred for any purpose other than those specified in the agreement. Failure to comply with provisions of this agreement, or failure to perform grant activities as specified in the agreement, will result in required corrective action up to and including financial consequences. A financial consequence may be imposed for non-compliance in accordance with 2 C.F.R. § 200 and these Standard Conditions, including but not limited to project costs being disallowed, withholding of federal funds and/or termination of the project.

GENERAL REQUIREMENTS

All subrecipients must comply with requirements set forth in the current edition of the U.S. Department of Justice, Office of Justice Programs (OJP) Financial Guide (Financial Guide),


Application Section VI: Signatures

- **Signature pages must be signed by both Chief Officials listed in the Administration Section**
- **Designee signatures require written authorization**
- **Highlights, corrections or alterations will not be accepted**
- **Applicants must submit two originals for each application**

Requirements and Other Considerations

- **Suspension & Debarment**
 - **Lobbying**
 - **Financial Capabilities & Competencies**
 - **Equal Employment Opportunity Certifications**
 - **Sole Source Justification**
 - **Confidential Funds Certification**
 - **IT Point of Contact**
 - **IT Projects for CAD/RMS Systems**
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- A background image showing a hand holding a pen, writing on a document. The document has several checkboxes, some of which are already marked with a checkmark. The image is faded and serves as a background for the text.

Suspension & Debarment

- 
- **Certify policies and procedures exist to ensure federal funds are not provided to a prohibited entity**
 - **Policies should ensure a review of SAM.gov for exclusions**
 - **Verification to be provided at monitoring**

Lobbying

No federal funds will be used to pay for a person for influencing or attempting to influence a specified officer or employee regarding covered federal actions.

- **Certification required for any subaward of \$100,000 or more**
- **Quarterly disclosure required for any changes in status**

Financial Capabilities & Competencies

Collects information regarding the subrecipient's financial management system and established internal controls.



- **Most recent CAFR/Single Audit**
- **Accounting system information**
- **Property and Procurement**
- **Travel**
- **Subrecipient management**
- **High-risk designation**

Equal Employment Opportunity

NEW! DOJ released the EEO Reporting Toolkit in 2017 allowing subrecipients to complete all EEO certification and/or plan requirements in one place.

Certification	Plan	Approval
<ul style="list-style-type: none">▪ All subrecipients▪ Completed annually	<ul style="list-style-type: none">▪ More than 50 employees <u>AND</u> single DOJ award over \$25,000▪ Completed every two years	<ul style="list-style-type: none">▪ More than 50 employees <u>AND</u> single DOJ award over \$500,000▪ Completed every two years

Non-competitive (Sole Source) Procurement

May only be used if:



**Sole
Provider**



**Public
Emergency**



**Inadequate
Competition**

Non-competitive (Sole Source) Procurement

- Applicants must submit the justification form to FDLE for approval, **prior** to purchasing.
- If procurement is more than \$150,000, it **must** be approved by both FDLE and BJA **prior** to issuing the procurement.

Confidential Funds Certification

Applications must be accompanied by a certification of:



**Internal
Management
Procedures**

**Fund
Accounting
Procedures**

**Payee Receipt
Reconciliations**

Confidential Funds Certification

Applications must be accompanied by a certification of:



**Record
Retention
Procedures**

**Informant
File
Management**

**Imprest Fund
Reconciliations**

IT Point of Contact Approval

Projects requesting funds for IT projects, systems, or equipment that will connect to state or federal criminal justice systems or law enforcement networks **must** contain the following language in the subgrant:

“This project requests federal grant funding for a law enforcement or criminal justice technology related project and may be subject to review and approval by the State Information Technology (IT) Point of Contact. By utilizing funds for this project, the subrecipient and implementing agency agree to conform to all state and national standards for technology and information sharing systems that connect to, and/or interface with state and national systems, and/or reside on the state Criminal Justice Network (CJNet). These standards include, but are not limited to, the FBI CJIS Security Policy and any rules, regulations or guidance enacted by the Criminal and Juvenile Justice Information System (CJJIS) Council under F.S. 943.06.”

CAD/RMS System Projects

- Requires submission of draft statements of work to FDLE for review and pre-approval
- Applicants must obtain commitment from vendor that include a no-cost upgrade, maintenance, or services for the implementation of NIBRS specifications

CAD/RMS System Projects

Applications should include justifications that address the following:

- **Description of how system will be used, its capabilities and functions and a list of all agencies it will support;**
- **Explanation of the procurement method and process used to acquire the system; and**
- **A detailed budget and timeline through implementation and deployment**

Contact Information

Office of Criminal Justice Grants
(850)-617-1250

CriminalJustice@fdle.state.fl.us

<http://www.fdle.state.fl.us/Grants/Home.aspx>

