



**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

Edward Byrne Memorial Justice Assistance Grant (JAG) Precipitous Increase in Crime

FY18 Subgrant Solicitation

Submission Deadline: March 21, 2018

The Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants (OCJG) anticipates an award from the Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) for JAG Precipitous Increase in Crime funding (Emergency Funds).

As a result, OCJG is seeking notifications of intent to apply for funds to assist local and state law enforcement agencies in recouping some of the costs incurred as a result of the Marjory Stoneman Douglas High School shooting on February 14, 2018 in Parkland, FL.

Eligibility

Eligible applicants are limited to state criminal justice agencies and units of local government. A unit of local government is: a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state and includes federally recognized Indian tribes that perform law enforcement functions as determined by the Secretary of the Interior.

Additionally, to be eligible for program funds, an organization must have a Data Universal Numbering System ([DUNS](#)) number as required by OJP, and be registered with the U.S. Federal Government's System for Award Management ([SAM.gov](#)).

Contact Information

For questions regarding this solicitation, contact the OCJG Bureau Chief Petrina Herring or JAG Supervisor Rona Kay Credit at (850) 617-1250.

Release date: March 12, 2018

Special Note: Requirements for this program are subject to change based on additional guidance from the Department of Justice in the State's federal award.

JAGE Program Information

Description

FDLE is anticipating an award for \$1,000,000 from the DOJ Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) for Edward Byrne Memorial Justice Assistance Grant (JAG) Precipitous Increase in Crime funding, also referred to as JAG Emergency (JAG-E) Funds.

Submission of the attached form will serve as a letter of intent to apply, with estimated costs for each law enforcement agency that intends to seek reimbursement of costs related to the Marjory Stoneman Douglas High School (MSDHS) shooting on February 14, 2018. The estimates submitted to FDLE will be compiled and used to develop the State of Florida federal grant application for JAG emergency funds.

Eligible Cost Elements

JAG-E funds may be used for state and local law enforcement overtime, capital, and operating costs associated with the following activities, which must be directly attributable to the MSDHS shooting incident:

- Law enforcement tactical and incident response;
- Law enforcement details to secure the crime scene (during and after);
- Law enforcement details for command and communication centers;
- Law enforcement response and details conducted for public safety due to increase of onlookers, parents and media presence;
- Law enforcement overtime/salary expenses for victimization aftermath, including costs to secure deceased/injured victims and their family;
- Law enforcement investigation costs;
- Law enforcement/corrections custody efforts; and
- Forensic examiner and crime scene processing costs.

Personnel costs include overtime salaries and benefits for law enforcement sworn and non-sworn personnel. Overtime is defined as hours worked in excess of a position's contracted number of hours and may include straight pay if the requesting agency is able to demonstrate the hours are in excess of contracted hours. Overtime rates must be in accordance with and commensurate with the requesting agency's written compensation and pay policy.

Fire rescue and/or emergency management services (EMS) are not eligible for reimbursement under this award.

Amount and Length of Award

JAG-E subawards are typically issued for a period of six months, unless approved for an extended period based on sufficient justification. The dates for each subaward will be determined by the incident command activation period, the federal award process, and the individual needs of each agency.

Match

Match is not required for this grant.

Application Deadline and Funding Process

Applications must be submitted using the enclosed template via email to criminaljustice@fdle.state.fl.us by **March 21, 2018**. These forms should provide FDLE with a close estimate of all eligible costs that were, or will be, incurred by the agency in response to this incident.

Once the state's federal application is awarded, FDLE will issue subawards to approved agencies. Upon

acceptance of the subaward, subrecipients will be required to submit detailed, line item expenditure reports of costs eligible for reimbursement.

Standard Conditions

The subaward standard conditions, provided at the time of award, detail the compliance requirements for subrecipients upon signed acceptance of the subaward. It is imperative all persons involved with the subaward review each condition. Failure to comply with provisions of this agreement may result in disallowance of project costs.

Costs Requiring Pre-Approval

Any costs other than law enforcement personnel overtime (salaries and benefits) will require pre-approval from FDLE and/or the Department of Justice. Please contact the Office of Criminal Justice Grants for more information.

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 of 1964** - Applicants must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E that relate to an equal employment opportunity program. Applicants are advised to use the Office for Civil Rights EEO Reporting Tool at (<https://ojp.gov/about/ocr/eeop.htm>).
- **Equal Employment Opportunity Certification (EEOC)** – Applicants must submit an EEO Certification annually within 120 days of the subaward.
- **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 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** - Applicants must comply with the requirements of the Americans with Disabilities Act (ADA), Public Law 101-336, which prohibits discrimination on the basis of disability including provision to provide reasonable accommodations.

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, with FDLE, or with the Office for Civil Rights.

Discrimination complaints may be submitted to FDLE at Office of the Inspector General, Post Office Box 1489, Tallahassee, Florida 32302-1489, or online at info@fdle.state.fl.us. Any discrimination complaints filed with FDLE will be reviewed by FDLE's Inspector General and 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.

Discrimination complaints may also be submitted to 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.

State and Federal Transparency

Subaward agreements and information supplied to the Office of Criminal Justice Grants 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 intent of the Act is to empower every American with the ability to hold the government accountable for each spending decision. 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.

Florida Accountability and Contract Tracking System (FACTS)

This grant agreement, including its corresponding data 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

In the event a subaward 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.

SECTION I: Requesting Agency Information

Agency Name _____
Total Amount Requested _____
Grant Point of Contact (POC) _____
Contact Information for Grant POC (phone) _____
 (email) _____

SECTION II: Budget Narrative and Worksheet

Each category should include a narrative explanation to identify how requested funds apply to the intended purposes of the award. Additionally, each category should provide line item cost detail with calculations for how amounts were derived.

A. PERSONNEL (Salaries and Benefits)

Budget Narrative for Salaries/Benefits Category: Describe the number and functions of the positions being paid for in relation to the deliverables for the project.

Overtime Salaries - List each group of positions by activity and title. Show the overtime hourly rate with the total number of overtime worked on that activity during the eligible period. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the organization.

Description of Activity (SWAT, Motors, Intelligence, etc.)	Title or Employee (Deputy, sergeant, analyst, etc.)	OT Rate of Pay	# of Hours	Total Cost
Subtotal PERSONNEL - Salaries				\$

Overtime Benefits - Fringe benefits should be based on actual known costs or an established formula for the personnel listed in salaries category (above) and only for the percentage of time devoted to the eligible activities. Benefits for overtime are limited to FICA, Worker's Compensation, Unemployment Compensation and a portion of Retirement, if applicable.

Description of Benefits Provided	Computation or Rate	Total Cost per Line Item/Service
		\$
		\$
Subtotal PERSONNEL - Benefits		\$
TOTAL - Personnel		\$

B. CONTRACTED SERVICES / CONSULTANTS

Budget Narrative for Contractual Services Category: Provide a description of the contracted product or service, an estimate of the cost and the procurement method used. Also indicate whether the payment method for the contract is fixed rate or unit cost. For consultants, include the name, if known, service provided, hourly or daily fee, and estimated time on the project.

Name and Title of Vendor/Consultant	Description of Contract or Services Provided	Computation and Method of Payment	Total Cost per Contractor / Service
			\$
			\$
			\$
TOTAL - Contracted Services			\$

C. EXPENSES / SUPPLIES

Budget Narrative for Expense Category: Briefly explain expense/supply purchase and their specific relation to the incident.

Expenses/Supplies - List items by type and include the basis for computation. Supplies include any materials that are expendable or consumed during the course of the response and any equipment under \$5,000 or the agency's documented capital outlay threshold, whichever is lower.

Description of Item or Groups of Items	Computation	Total Cost
		\$
		\$
TOTAL – Expenses/Supplies		\$

D. OPERATING / FIXED CAPITAL OUTLAY

Budget Narrative for OCO Category: Briefly explain capital outlay purchases and their specific relation to the incident.

OCO - List non-expendable items having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit, or in excess of the organization's capitalization threshold.

Item	Computation	Total Cost
		\$
TOTAL – Fixed Capital Outlay		\$

E. OTHER COSTS

Budget Narrative for Other Costs Category:

Other Costs include equipment rental, maintenance and repair, training fees, office rent; utilities; phones;

publication expenses; copier rental; and expenses for printed materials, phone charges, etc. This category also includes costs for off-the-shelf computer software and licenses.

Note: For rent/utilities or similar cost-allocated items charged on a monthly or annual basis, the rates or amounts must describe the unit cost methodology or basis for allocating charges to the grant. Amounts must reflect or correspond to the period of service or activities that occurred during the eligible grant period and the subgrantee must maintain records for how they are charged accordingly.

Description	Calculation	Total Cost
		\$
		\$
		\$
TOTAL - Other Costs		\$

Budget Summary: Transfer the totals for each category to the summary chart below. Compute the total direct costs and the total project costs to indicate the amount of federal funds requested and the amount of non-federal matching funds for the project.

Budget Category	Total
A. Personnel (Salaries and Benefits)	\$0.00
B. Contractual Services/Consultants	\$0.00
C. Expenses/Supplies	\$0.00
D. Operating/Fixed Capital Outlay	\$0.00
E. Other Costs	\$0.00
Total Funding Request	\$0.00