

ATTACHMENT 1



Florida Department of Law Enforcement
Office of Criminal Justice Grants

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Federal Fiscal Year 2019 Edward Byrne Memorial Justice Assistance Grant (JAG) Program JAG-Countywide (JAGC) Solicitation

The Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants (OCJG) is seeking applications for the state's Edward Byrne Memorial Justice Assistance Grant Countywide (JAGC) Program. This program focuses on helping state and local agencies improve the criminal justice system.

Eligibility

Eligible applicants are limited to units of local government. A unit of local government is defined as a city, county, town, township, borough, parish, village, or other general-purpose political subdivision of the state, including Native American Tribes who perform law enforcement functions as determined by the Secretary of the Interior.

The allocations by county for Florida's FY 2019 JAGC program can be found in Appendix C.

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 JAG Unit Supervisor, Cody Menacof or the [grant manager for your jurisdiction](#). 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

The State of Florida, Department of Law Enforcement (FDLE) has received an award from the United States Department of Justice (USDOJ) in the amount of \$10,551,399 for the Edward Byrne Memorial Justice Assistance Grant (JAG). FDLE will distribute JAG-Countywide (JAGC) local share funds in accordance with the JAGC distribution provisions of [Chapter 11D-9, Florida Administrative Code](#).

This Notice of Funding Opportunity seeks subrecipient applications for activities as they relate to criminal justice. Please note this program solicitation contains information provided by the USDOJ regarding specific areas of national focus and the priorities to help maximize the effectiveness of Byrne/JAG funding. Applicants are strongly encouraged to consider these federal priorities when developing their applications.

Local Planning and Approval Process

For JAG–Countywide each county is allocated a portion of the state’s federal award for use by local units of governments within the jurisdiction. FDLE determines each county’s allocation through a funding algorithm based on population and crime statistics. The county is then required to complete a local planning process to determine how the allocation will be distributed and used.

Chapter 11D-9, Florida Administrative Code, requires the unit of government in each county to reach consensus concerning the expenditure of JAG funds allocated to the jurisdiction. Consensus includes agreeing upon the projects to be implemented and the agency or agencies responsible for implementation through the [51% process](#). Each county must document the consensus by submitting letters from at least 51% of the units of government in the county, representing a minimum of 51% of the county’s population.

Coordination is vital to meeting this program requirement, and FDLE requests that the county board of commissioners serve as the coordinating unit for all local governments within the county. The Chairman of the Board of County Commissioners is requested to return a Certificate of Participation indicating the county’s willingness to serve, and designating a primary point of contact (e.g. [County Coordinator](#)) for coordination efforts. In the event the county declines to serve in this capacity, FDLE will request the governing body of each municipality within the county, in descending order of population, serve as the coordinating unit of government.

The JAG program requires applications and amendments to applications, be submitted for governing body review, or to an organization designated by the governing body. The program also stipulates they are made available to citizens and neighborhood or community-based organizations for public comment. The local planning process used by each county (e.g. 51% process) should assure and document compliance with these requirements.

Program Strategy and Purposes

JAG funds may be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice in any one or more of the following purpose areas:

1. Law enforcement programs;
2. Prosecution and court programs;
3. Prevention and education programs;
4. Corrections and community corrections programs;
5. Drug treatment and enforcement programs;
6. Planning, evaluation, and technology improvement programs;
7. Crime victim and witness programs; and
8. Mental health programs and related law enforcement and corrections programs, including

behavioral programs and crisis intervention teams.

Any law enforcement or justice initiative previously eligible for funding under Byrne or LLEBG is eligible for JAG funding.

Priority Areas for Funding

Federal Priorities

BJA issues funding priorities in conjunction with JAG program guidance to ensure recipients and subrecipients are aware of areas of national focus and priority, and maximize the effective use of JAG funds. As a result, Florida passes-through these priority areas to subgrantees in the JAG-Countywide solicitation. The JAG funding priorities for FY19 awards and subawards are as follows:

Evidence-Based Programs or Practices

The Office of Justice Programs (OJP) places a strong emphasis on the use of data and evidence in policy making and program development in criminal justice. Programs and practices are considered to be evidenced-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. 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 will influence the degree to which OJP considers a program or practice to be evidence-based.

The following are resources available to JAG applicants on evidence based programs:

- 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.
- The [Center for Evidence-Based Crime Policy](https://www.cebcipolicy.org) at George Mason University provides information about evidence-based policing programs.
- The National Reentry Resource Center's [What Works in Reentry Clearinghouse](https://www.reentryclearinghouse.org) provides a summary of research-based reentry strategies.
- The Bureau of Justice Assistance's (BJA) [Innovation Suite](https://www.bja.gov/innovation-suite) identifies a number of program models to implement evidence-based strategies in policing, supervision, pre-trial, defense, prosecution, reentry and other fields.

Reducing Violent Crime

Recognizing that crime problems, including felonious possession and use of a firearm and/or gang violence, illegal drug sales and distribution, human trafficking, and other related violent crime, vary from community to community, BJA encourages units of government to tailor their programs to the local crime issues, and to be data-informed in their work. Subrecipients should consider investing JAG funds in programs to combat firearms violence, and to improve the process for ensuring that persons prohibited from purchasing firearms (see, e.g., 18 U.S.C. § 922(g)) are prevented from doing so, by utilizing technology such as eTrace and NIBIN to analyze evidence, as well as by enhancing complete, accurate, and timely reporting to the FBI's NICS. Units of government are also encouraged to coordinate with the United States Attorneys and Project Safe Neighborhood (PSN) grantees in order to leverage funding for violence reduction projects, and to coordinate their law enforcement activities with those of federal law enforcement agencies such as the FBI, the Bureau of Alcohol, Tobacco, Firearms, and Explosives, the Drug Enforcement Administration, and the Department of Homeland Security.

Officer Safety and Wellness

BJA recognizes the need to focus on officer performance and safety. This focus includes both tactical safety concerns and health and wellness initiatives, as both affect officer performance and safety. JAG funds may be used to address these needs by paying tuition and travel expenses to attend training sessions, such as the [VALOR Initiative](https://www.valorinitiative.org), and by funding health and wellness programs for law enforcement officers.

Border Security

JAG funds may be used to reduce and prevent transnational drug-trafficking networks and combat human trafficking networks within the United States. State and local agencies are encouraged to use JAG funds to support law enforcement hiring, training, and technology enhancement in the area of border security.

Responding to the Opioid Crisis

BJA strongly encourages state and local law enforcement to use JAG funds to support law enforcement actions to fight the opioid epidemic such as addressing the supply of both diverted prescription drugs and illegal drugs, and supporting first responders when encountering overdoses. JAG funds can also be used for training and safety measures to prepare for potential encounters with synthetic opioids such as fentanyl. This may include covering the cost of providing naloxone to all officers and the cost of fentanyl detection testing.

State-wide Funding Priorities

In order to comply with the new statewide strategic planning requirements outlined in Section 502 of the Omnibus Crime Control and Safe Streets Act, FDLE reviewed existing strategic plans from Florida's state criminal justice agencies, and conducted a survey to gauge statewide priorities. Responses for this survey were solicited from all sectors of the criminal justice system and identified key priorities within each program area for fiscal year 2019 funding.

Law Enforcement

- Equipment
- Training
- Traffic Enforcement
- Community Policing & Engagement

Prevention and Education

- Anti-drug Programs
- School Violence Prevention
- Domestic Violence Prevention
- Pharmaceutical & Substance Abuse

Drug Treatment and Enforcement

- Surveillance Equipment
- Drug Enforcement – Single Jurisdiction
- Multi-Jurisdictional Task Forces & Pharmaceutical Partnerships
- First responders, Crisis Response, Stabilization, Antagonists/Detox

Crime Victim & Witness

- Behavioral Health Services
- Advocacy Services
- Counseling & Clinical Services
- Children Exposed to Violence, Abuse, & Neglect

Prosecution & Courts

- Pre-trial Diversion
- Recidivism
- Training
- Property & White Collar Crime

Corrections and Community Corrections

- Behavioral Health Services
- Workforce
- Recidivism
- Diversion

Planning, Evaluation & Technology

- Technology Upgrades
- Crime Statistics Reporting
- Investigative & Surveillance Technology
- Grant Management

Mental Health

- Crisis Intervention Team Training & Support
- Evaluation/Assessments
- Suicide Risk Assessment, Response & Protocols
- Outpatient/Community Based Behavioral Health Programs

Subrecipients are strongly encouraged to fund projects addressing at least one of the priorities outlined above. If the subrecipient wishes to fund a project that does not address one of the identified funding priorities, a written justification will need to be submitted to OCJG along with the application.

For more information on FDLE's Byrne/JAG strategic planning process and funding priorities, please visit <http://www.fdle.state.fl.us/Grants/Documents/Funding-Opportunities/JAGC/FY2019-JAGC.aspx>.

Eligibility Requirements

Applicants for JAG 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:

[8 U.S.C §1373](#) *Communication Between Governments and the Immigration and Naturalization Service*

[8 U.S.C §1644](#) *Communication Between State and Local Government Agencies and Immigration and Naturalization Service*

[2 C.F.R. §200.318-326](#) *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 JAG funds in SIMON, an organization and its users must be registered in SIMON and have a Data Universal Numbering System (DUNS) number. The organization must also be registered with the U.S. Federal Government's System for Award Management (SAM) (2 C.F.R. Part 25).

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.

To create or update your annual SAM registration, go to 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 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. Failure to submit the required EEO Certification will result in the withholding of grant funds.
- **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/>.

- **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.

Intergovernmental Review: The FY19 JAG 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

Match is not required for the JAG program. However, if a subrecipient identifies match on an application that is approved for award, the match portion will be required.

Administrative Costs

Administrative costs/fees are not eligible on JAG subawards.

Prohibited Uses & Expenditures

JAG 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. (See the [JAG FAQs](#) for examples of supplanting).

Trinkets such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc., may not be purchased as giveaways with grant funds.

Additionally, there are other prohibited expenditures defined in JAG Program statute as set out in 34 U.S.C. § 10152, regulations or executive order.

If an agency wishes to use JAG funds for a prohibited item, the agency must request a waiver to obtain BJA certification prior to purchasing the item. For examples of allowable vehicles that do not require BJA certification, refer to the [JAG FAQs](#).

Costs Requiring Pre-Approval

The following cost elements require prior approval from FDLE and/or BJA:

Methamphetamine Mitigation Plans

Any program that funds any portion of methamphetamine laboratory operations or clean-up must complete a Meth Mitigation Plan that includes the nine protective measures or components required by BJA. If an agency's application requests funding related to meth lab mitigation, review the BJA website related to [NEPA compliance](#) (including information regarding meth labs) and contact FDLE's Office of Criminal Justice Grants for further assistance.

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. Grantees 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. 2019-MU-BX-0036 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 or grant-making component."

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.

NEPA

Any improvement, building or construction project will require pre-approval to ensure compliance with the National Environmental Policy Act (NEPA). This may include relatively minor activities such as installing fence posts, security or surveillance cameras, or anchoring any item to the ground. If the grant will fund any activities that may fall under this requirement, review the subaward standard condition related to NEPA and the section of the BJA web site related to [NEPA compliance](#) and contact FDLE's grant's office for assistance.

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.

JAG Program and Additional Requirements

For FY19, 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 Capabilities and Compliance 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 JAG subaward. Additionally, this validation will allow FDLE to expedite the monitoring process and ensure all subrecipients are in compliance with program requirements.

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 a subrecipient or 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](#).

Body Armor

Body armor purchased with JAG funds may be purchased at any threat level, make or model from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice (NIJ) ballistic or stab standards and the body armor purchased must be made in the United States. The latest NIJ standards information can be found at: <https://www.nij.gov/topics/technology/body-armor/Pages/standards.aspx>.

Body armor or armor vests purchased with FY 2019 JAG funds must also be “uniquely fitted vests” (see 34 U.S.C. § 10202(c)(1)(A)) requiring that grantees using JAG funds to purchase armor vests or body armor comply with requirements established for Bulletproof Vest Program (BVP) grants. For these purposes, “uniquely fitted vests” means protective (ballistic or stab-resistant) armor vests that conform to the individual wearer to provide the best possible fit and coverage, through a combination of: (1) correctly sized panels and carrier, determined through appropriate measurement, and (2) properly adjusted straps, harnesses, fasteners, flaps, or other adjustable features. The requirement that body armor be “uniquely fitted” does not require body armor that is individually manufactured based on the measurements of an individual wearer. In support of OJP’s efforts to improve officer safety, the American Society for Testing and Materials (ASTM) International has made available the Standard Practice for Body Armor Wearer Measurement and Fitting of Armor ([Active Standard ASTM E3003](#)) available at no cost.

Prior to the use of JAG funds for the purchase of body armor, the agency must certify a written mandatory wear policy is in effect, and applicable to all uniformed officers. Guidance and FAQs for the mandatory wear policy and certification can be found at: <https://www.bja.gov/Funding/JAGFAQ.pdf>.

Body Worn Camera (BWC) Purchases

JAG funds may be used to purchase equipment or to implement and/or enhance BWC programs. Subrecipients using JAG funds for BWC programs must certify the law enforcement agency receiving funds has policies and procedures in place relating to equipment use, data storage, privacy, victims, access, disclosure and training.

Any subrecipient intending to use grant funds for BWC-related expenses that does not have policies and procedures in place will have funds withheld until a certification is submitted by OCJG and DOJ Bureau of Justice Assistance. Information regarding BWC policies, resources and best practices can be found at: <https://www.bja.gov/bwc>.

Law Enforcement Agency Training Information

Any law enforcement agency receiving funds under a JAG subaward must submit performance accountability metrics data for the **2019 calendar year** related to training on: use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public. These metrics will be collected via questionnaire from FDLE’s grants office and reported to BJA’s Performance Management Tool (PMT).

DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database

If JAG funds will be used for DNA testing of evidentiary materials, any resulting eligible profiles must be uploaded to the Combined DNA Index System (CODIS) by a government DNA lab with access to CODIS. No profiles generated with JAG funding may be entered into any other non-governmental DNA database without prior written approval from FDLE’s grants office and BJA.

Interoperable Communications

Subrecipients utilizing FY19 JAG funds to support emergency communications activities should review the most recent [SAFECOM Guidance](#). This includes the purchase of interoperable communications equipment and technology such as voice-over-internet-protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission (FCC) waiver order.

Additionally, to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, subrecipients are required to comply with DOJ’s [Global Justice Information Sharing Initiative](#) guidelines and recommendations. All subrecipients shall document planned approaches to information sharing and describe their compliance, or provide detailed justification for why an alternative approach is recommended.

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 their 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 section 1373.

Note: Responses to these questions must be provided by the applicant as part of the JAG application. Further, the requirement to provide this information applies to all tiers of JAG 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.

NEW Requirements for Fiscal Year 2019

The following new requirements may require specific action on the subrecipient's part:

Death in Custody Reporting

Beginning in FY 2019, OCJG will begin collecting data regarding in-custody deaths, in accordance with the Death in Custody Reporting Act (DCRA), which requires states and federal law enforcement agencies to report certain information to the Attorney General regarding the death of any person during interactions with law enforcement officers or while in custody. For the purposes of this requirement, a reportable death is **any** death -including deaths attributed to suicide, accident, or natural causes- that occurred during interactions with law enforcement personnel or while the decedent was in custody, under supervision or under the jurisdiction of a state or local law enforcement or correctional agency, such as a jail or prison.

OCJG will collect this information as a requirement of the state's Edward Byrne Memorial Justice Assistance Grant (JAG) award, and will report this data quarterly to the Bureau of Justice Assistance (BJA) via the BJA Performance Management Tool (PMT). Each quarter, state and local law enforcement or correctional agencies will need to identify all reportable deaths that occurred in their jurisdictions during the reporting period and provide the following information about the circumstances of the death:

- The decedent's first, middle, and last name, gender, race, ethnicity, and year of birth
- The date, time, and location of the death
- Type of facility in which the death occurred
- Date of facility admission/arrest
- The law enforcement or correctional agency involved
- Manner of death
- Brief description of circumstances of death

We recognize that all of the requested information may not be available at the time of reporting. Please provide as much information as possible for each reported death.

The form to report this information can be found on the department's [website](#) and must be submitted no later than 15 days after the end of the reporting period to criminaljustice@fdle.state.fl.us.

Employment Eligibility Verification

Subrecipients must ensure that as part of the hiring process for any position that is or will be funded (in whole or in part) with award funds, the employment eligibility of the individual being hired is properly verified in accordance with the provisions of 8 U.S.C. 1324a(a)(1) and (2). The subrecipient may choose to participate in, and use E-Verify (www.e-verify.gov), provided an appropriate person authorized to act

on behalf of the subrecipient entity uses E-Verify to confirm employment eligibility for each position funded through this award.

Determination of Suitability to Interact with Minors

Any subrecipient indicating that a purpose of some or all of the activities to be carried out under the subaward is to benefit a set of individuals under 18 years of age, must make determinations of suitability before certain individuals may interact with participating minors. The requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP website at <https://ojp.gov/funding/Explore/Interact-Minors.htm>.

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.

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

The SIMON grant management system allows for partial or complete contract exemption from FACTS for those agreements containing information exempt from public records. 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 USASpending.gov. FDLE is required to report subaward data to FFATA as well.

Length of Award and Distribution of Funds

Length of the Award

JAG-Countywide awards will be approved for a six (6) to eighteen (18) month project period between October 1, 2019 and September 30, 2021.

Distribution of Funds

Grant funds are distributed on a cost reimbursement basis, with the ability to advance, 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 Deadline

Applications should be submitted via the FDLE Subgrant Information Management Online ([SIMON](#)) grant management system by **May 15, 2020**.

Please see **Appendix A: Application Timeline** for other important dates.

NOTE: Our application process has changed. Signature pages and mailed copies are NOT required at the time of application submission. The OCJG grant manager will request signature pages after a complete review of the application and prior to approval.

How to Apply

Failure to follow application instructions may result in the incursion 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>.

Access codes are required to begin an application in SIMON. The SIMON announcement code for FY19 JAG subawards are provided to each County Coordinator designated and approved by the County to facilitate the application process for each jurisdiction. OCJG updates the contact information for designated county coordinators on the website. Applicants are encouraged to contact their County Coordinators to obtain the necessary information required to apply.

For a step-by-step guide on how to complete an application in SIMON, please review the [SIMON User Manual](#).

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 accounts, please contact the SIMON Help Desk at (850) 617-1250 or criminaljustice@fdle.state.fl.us.

Application Requirements

Applications submitted under this solicitation must adhere to federal, state and program specific requirements. For more 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](#).

Problem Identification

This section contains a general summary of the criminal justice activity, problem or issue that will be addressed with grant funds. In addition, the Problem Identification should include data to support the problem description; and what has been done to date to address the specific problem.

Project Summary / Scope of Work

The scope of work (SOW) should describe how the problem above will be addressed and how proposed activities relate to the grant program priorities. This section should identify each activity, objective, task, and/or responsibility that will be completed or provided. Additionally, it should identify who will provide/receive services, standards or levels of service to be delivered, anticipated project outcomes or impacts resulting from these activities, and any performance or documentation that will be produced or maintained in support of the project.

In addition, the SOW should provide a clear understanding of the project design and implementation plan, a general timeline for completion of project tasks/activities, the capabilities and competencies of the applicant, and the plan for collecting data for performance reporting.

Project Director Assignment

A Project Director must be assigned by selecting the "Assign Role" button on the Subgrantee Contacts menu.

The assigned Project Director should be a person who is aware of all facets of the program –

programmatic and financial – or have the ability to easily communicate with individuals responsible for various project activities. The Office of Criminal Justice Grants will use the assigned Project Director as the primary Point-of-Contact for grant related correspondence.

Performance

FDLE requires subrecipients to report performance either monthly or quarterly through the SIMON system. The objectives and measures will be based on federal JAG program requirements as identified by DOJ. Please note that performance reporting is a federal program requirement; failure to provide performance data by the deadline will result in withholding of funds.

Financial / Budget

The financial/budget section should provide a detailed computation for each cost element for which funding is requested. The budget should list each item with the total cost and show how it was calculated, be mathematically sound, and correspond with the information and figures provided. The budget narrative should thoroughly and clearly describe every category of expense. Proposed budgets should be complete, cost effective, and allowable. Applicants should demonstrate how costs will be maximized for effectiveness in relation to potential alternatives and the goals of the project.

If funds are requested for the contracted services budget category, applicants must indicate whether requested costs are for procurement contracts or subawards. Each cost element in the contracted services budget category will be required to have a completed subrecipient/contractor determination checklist submitted in conjunction with the application.

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.

Appendix A Application Timeline

| | |
|------------------|--|
| April 24, 2019 | Florida received notice of final state JAG appropriation from U.S. Department of Justice. |
| August 22, 2018 | FDLE Office of Criminal Justice Grants (OCJG) submitted the State of Florida application for FY19 Byrne JAG funding. |
| October 25, 2019 | Florida accepted the state's FY19 federal JAG award. |
| March 6, 2020 | OCJG released JAGC subgrant solicitation on the department's website; Notification emails sent to chief officials. |
| April 6, 2020 | Deadline for BOCCs to respond to OCJG with Certification of Participation and designation of County Coordinator. |
| Ongoing | Upon receipt of BOCC COP and County Coordinator designation; OCJG provides County Coordinator with application information and SIMON announcement code to distribute to all application managers in their respective counties. |
| May 15, 2020 | Deadline for County Coordinators to submit required 51% letters to OCJG advising of applications that will be submitted from agencies within their respective counties. |
| May 15, 2020 | Deadline to submit applications in FDLE's electronic grants management system (SIMON). |

Appendix B Application Checklist

What Each County Should Do - Pre-Application

- Submit a signed *Certificate of Participation* designating a County Coordinator
- Assure all 51% letters for the county have been completed and submitted to OCJG

What Each Applicant Should Do – Pre-Application

- Acquire a DUNS Number
- Acquire or renew registration with SAM.gov
- For new users, request SIMON account
- For existing users, verify SIMON username/password and contact information
- Obtain an *EEO Certification* via EEO Reporting Tool
- Read the FDLE subaward Special Conditions and DOJ Grants Financial Guide

Additional Requirements

- Complete the Subaward Management Capabilities and Compliance Questionnaire
- Complete a Lobbying, Debarment and Drug Free Workplace Certification (for state agencies and local units of government, if applicable)
- Complete a Subrecipient or Contractor checklist for each cost element requested in the Contracted Services budget category
- Complete a Body Armor Mandatory Wear Policy Certification (if applicable)
- Complete a Confidential Funds Certification (if applicable)
- Complete a Sole Source Justification form (if applicable)

Appendix C
FY19 JAGC County Allocation

| County | County Allocation | County | County Allocation |
|---------------|--------------------------|---------------|--------------------------|
| Alachua | \$84,369 | Lake | \$87,350 |
| Baker | \$32,157 | Lee | \$184,284 |
| Bay | \$91,029 | Leon | \$101,800 |
| Bradford | \$43,429 | Levy | \$35,415 |
| Brevard | \$145,587 | Liberty | \$19,441 |
| Broward | \$395,109 | Madison | \$51,390 |
| Calhoun | \$21,802 | Manatee | \$117,694 |
| Charlotte | \$66,748 | Marion | \$94,003 |
| Citrus | \$44,201 | Martin | \$61,645 |
| Clay | \$54,076 | Monroe | \$64,248 |
| Collier | \$93,181 | Nassau | \$44,988 |
| Columbia | \$45,234 | Okaloosa | \$73,373 |
| Dade | \$624,197 | Okeechobee | \$61,098 |
| Desoto | \$35,743 | Orange | \$320,718 |
| Dixie | \$26,294 | Osceola | \$93,965 |
| Duval | \$256,788 | Palm Beach | \$312,028 |
| Escambia | \$115,566 | Pasco | \$120,025 |
| Flagler | \$38,526 | Pinellas | \$268,112 |
| Franklin | \$41,760 | Polk | \$185,837 |
| Gadsden | \$28,497 | Putnam | \$61,756 |
| Gilchrist | \$25,561 | Santa Rosa | \$48,626 |
| Glades | \$15,342 | Sarasota | \$104,418 |
| Gulf | \$43,128 | Seminole | \$125,400 |
| Hamilton | \$54,128 | St. Johns | \$60,144 |
| Hardee | \$40,638 | St. Lucie | \$92,153 |
| Hendry | \$74,153 | Sumter | \$46,717 |
| Hernando | \$54,382 | Suwannee | \$36,701 |
| Highlands | \$59,341 | Taylor | \$37,072 |
| Hillsborough | \$325,653 | Union | \$17,147 |
| Holmes | \$24,959 | Volusia | \$144,648 |
| Indian River | \$57,294 | Wakulla | \$23,284 |
| Jackson | \$27,876 | Walton | \$32,662 |
| Jefferson | \$33,281 | Washington | \$31,545 |
| Lafayette | \$20,249 | | |
| | | Total | \$6,299,965 |