



Florida Department of
Law Enforcement

Richard L. Swearingen
Commissioner

**Business Support
Office of Criminal Justice Grants**
Post Office Box 1489
Tallahassee, FL 32302-1489
(850) 617-1250
www.fdle.state.fl.us

Ron DeSantis, *Governor*
Ashley Moody, *Attorney General*
Jimmy Patronis, *Chief Financial Officer*
Nikki Fried, *Commissioner of Agriculture*

May 1, 2020

Dear Prospective Applicant:

The Florida Department of Law Enforcement received a Coronavirus Emergency Supplemental Funding (CESF) award from the U.S. Department of Justice (DOJ) to be used to prepare for, prevent, and respond to the coronavirus pandemic. FDLE is passing through a portion of this funding as subawards to units of local government.

In order to facilitate the subaward process, the Office of Criminal Justice Grants (OCJG) will require prospective applicants to submit application information **outside of** OCJG's electronic grant management system, SIMON. Applicants interested in applying for funding must complete the following steps:

- Review the subaward solicitation in its entirety
- Ensure the applicant entity is listed on OCJG's Local or State CESF allocation list
- Complete the application narrative questionnaire enclosed
- Complete the subgrant budget detail worksheet enclosed
- Ensure the applicant entity's SAM.gov registration is active

Using the information provided, the assigned OCJG grant manager will prepare a draft of the subgrant agreement in the SIMON system. The OCJG grant manager will notify the applicant's Application Manager when the application draft is complete and ready for review and submission in the system. SIMON will be used for subsequent management of subawards. Additional documentation of items required by federal grant management guidelines may be required.

Please note: To be approved for funding, all proposed activities **must** specifically and clearly tie to preparation, prevention, and response efforts related to the coronavirus pandemic. Proposed activities without a clear link to one of the eligible purposes will not be approved.

If you have any questions, please feel free to call our office at (850) 617-1250 or send an email to criminaljustice@fdle.state.fl.us.

Sincerely,

Rona Kay Cradit
Bureau Chief

RKC/tr

Enclosures

FY2020 Coronavirus Emergency Supplemental Funding (CESF) Application

Instructions: Prospective applicants should review the program solicitation in its entirety prior to beginning their application. Only applicant entities provided on the FDLE Local CESF Allocation list will be approved for funding under the solicitation. In order to receive funding, eligible applicants must complete and submit this questionnaire and the budget detail worksheet to criminaljustice@fdle.state.fl.us.

Part I: Overview

Unit of Local Government Name (Subgrantee): City of North Port

Implementing Agency Name (if applicable): Not applicable

Desired Project Period: 07/15/2020 to 01/31/2022 (see page 7 of the solicitation)

Allocation Amount: \$ 182,229.00

Part II: Problem Identification

Briefly describe how the coronavirus has impacted your jurisdiction.

Please see the attached addendum 1.

Briefly describe how the coronavirus has impacted your agency's operations.

Please see the attached addendum 2.

Part III: Scope of Work

Explanations provided below must relate directly to prevention, preparation, and/or response efforts connected to the coronavirus. The explanations should be generic and explain the activity's correlation to coronavirus. Specific line items will be detailed on the budget worksheet.

Does your agency intend to use funds for:

a) Salary and benefits for of hiring personnel? Yes No

Amount Allocated: \$ 0.00

If yes, explain correlation to preventing, preparing for, or responding to coronavirus pandemic.

b) Overtime for personnel? Yes No

Amount Allocated: \$ 0.00

If yes, explain correlation to preventing, preparing for, or responding to coronavirus pandemic.

c) Equipment? Yes No

Amount Allocated: 100,000

If yes, explain correlation to preventing, preparing for, or responding to coronavirus pandemic.

Please see attached addendum 3.

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d) Supplies?

Yes **No**

Amount Allocated:

If yes, explain correlation to preventing, preparing for, or responding to coronavirus pandemic.

Gas Masks: The North Port Police Department seeks to purchase gas masks for the sworn members of the department to assist with the response to and prevention of the spread of coronavirus through increased protection of the respiratory system.

(PPE): The City of North Port Police Department seeks to purchase PPE to assist in the response to and prevention of the coronavirus. PPE that we seek to purchase includes but is not limited to face masks, face shields, gloves, Tyvek sleeves, and eye protection.



e) Training?

Yes **No**

Amount Allocated: \$

If yes, explain correlation to preventing, preparing for, or responding to coronavirus pandemic.

f) Travel?

Yes **No**

Amount Allocated: \$

If yes, explain correlation to preventing, preparing for, or responding to coronavirus pandemic.

g) Other?

Yes **No**

Amount Allocated: \$

If yes, explain correlation to preventing, preparing for, or responding to coronavirus pandemic.

Part IV: Performance

As a recipient of CESF funding, subgrantees must report specific data to FDLE on a monthly or quarterly basis as indicated in the final subgrant agreement. Performance reporting will be completed through OCJG's electronic grant management system, SIMON. **Failure to submit the performance report by the deadline will result in a withholding of funds on the subaward.** Data to be collected may include, but not be limited to:

- Amount of funding spent on each activity during the reporting period.
- Number of jobs created or retained as a result of CESF funding (if applicable).
- Number of overtime hours used during the reporting period (if applicable).
- Amount of equipment and/or supplies purchased with CESF funding (if applicable).
- Amount of coronavirus tests purchased with CESF funding (if applicable).
- Number of coronavirus-related trainings conducted (if applicable).

Part V: Grant Contacts and Officials

Applicants for CESF funding must identify key officials in order to approve a subaward in SIMON. Applicants should verify each person listed below has an active SIMON account.

Note: A chief official or chief financial officer may delegate their authority to sign and execute agreements and reports to another individual. However, this action **requires** the submission of a delegation letter signed by chief official or chief financial officer, as applicable, to be emailed to criminaljustice@fdle.state.fl.us.

Unit of Government Chief Official
 Name: Peter D. Lear
 Title: City Manager
 Address: 4790 City Hall Boulevard
North Port, FL 34286
 Phone: (941) 429-7100
 Email: plear@cityofnorthport.com

Implementing Agency Chief Official
 Name: Todd Garrison
 Title: Police Chief
 Address: 4980 City Hall Boulevard
North Port, FL 34286
 Phone: (941) 429-7306
 Email: tgarrison@cityofnorthport.com

Unit of Government Chief Financial Officer
 Name: Kimberly Ferrell
 Title: Finance Director
 Address: 4970 City Hall Boulevard
North Port, FL 34286
 Phone: (941) 429-7118
 Email: kferrell@cityofnorthport.com

Project Director
 Name: Joseph Fussell
 Title: Commander
 Address: 4980 City Hall Boulevard
North Port, FL 34286
 Phone: 9414297345
 Email: jfussell@northportpd.com

Application Manager (Point of Contact)
 Name: Joseph Fussell
 Title: Commander
 Address: 4980 City Hall Boulevard
North Port, FL 34286
 Phone: (941) 429-7345
 Email: jfussell@northportpd.com

Part VI: Additional Information and Forms

1. What is the agency’s operating capital outlay threshold?
2. With what frequency will the agency report performance and claim reimbursement?

Monthly
 Quarterly

The following lists outline certifications and forms required to be submitted with the application. Please review all descriptions carefully. If a form is required and included in the application packet, mark the “completed” box. If the form is not applicable to your proposed activities, mark the “not applicable” box. Failure to provide a required form will result in a hold on funds until the form is received.

Pre-Award Certifications	Completed?	Not Applicable?
Subrecipient Management Capabilities and Compliance Questionnaire (SMQ) : Applicants who have not provided an SMQ form to OCJG in the past six months must complete this form.	<input checked="" type="checkbox"/>	(required)
Certification Regarding Lobbying, Debarment and Suspension, and Drug Free Workplace : Applicants are required to complete this certification with each application.	<input checked="" type="checkbox"/>	(required)
Non-Discrimination Requirements	Completed?	Not Applicable?
EEO Certification : This certification provides information to aid in ensuring compliance with federal EEO regulations. All applicants must complete this form.	<input type="checkbox"/>	(required)
EEO Plan (Utilization Report) : Subrecipients with 50+ employees that receive a single award of \$25,001-\$499,999 under any U.S. Department of Justice (DOJ) program must provide a copy of this report every two years.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EEO Office of Civil Rights Approval Letter : Subrecipients with 50+ employees that receive a single award of \$500,000 or more under any U.S. Department of Justice (DOJ) program must provide a copy of this report every two years.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Personnel	Completed?	Not Applicable?
Personnel Tracking Form : Applicants using funds to create new positions, or sustain positions that would otherwise be terminated, must complete the Personnel Tracking form. <u>Note</u> : This does not apply to applicants using funds for overtime only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Procurements	Completed?	Not Applicable?
<p><u>Agency Procurement Policy:</u> Applicants using funds to purchased equipment and/or supplies should submit a copy of the procurement policy used to purchase the grant items.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><u>Sole Source Justification Form:</u> Applicants proposing to use the sole source method of procurement should submit a justification form to OCJG for approval.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><u>Procurement of a Single Item Over \$500,000:</u> Applicants proposing to purchase a single item over \$500,000 must submit a written justification on agency letterhead justifying the need for the item. These justifications require approval from DOJ prior to purchasing.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><u>Procurement of UAS Systems:</u> Applicants proposing to use funds for the purchase of UAS system must complete the UAS Requirements Checklist. The purchase of UAS systems require approval from DOJ prior to purchase.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Third Party Agreements (Contractual Services)	Completed?	Not Applicable?
<p><u>Subrecipient v. Contractor Determination Checklist:</u> Applicants allocating funds in the contractual services budget category must complete a determination checklist for each vendor.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



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Florida Department of Law Enforcement
Office of Criminal Justice Grants
Post Office Box 1489
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RE: FY2020 Coronavirus Emergency Supplemental Funding Application
June 26, 2020

Addendum 1

Part II: Problem Identification (page 2 of 7):

Briefly describe how the coronavirus has impacted your jurisdiction.

The City of North Port is located in southwest Florida and is the largest city in population and land area within Sarasota County. North Port has over 104 square miles of land, over 900 miles of roadway, and with a population of 72,248. The COVID-19 virus has greatly impacted the City of North Port. On March 17, 2020, the City of North Port declared a State of Emergency and started to close all gyms, city parks, government buildings, activity centers and the aquatic center. Furthermore, in support of the Florida Governors declaration, all nonessential businesses located within the City of North Port closed for business during this pandemic.

The City of North Port has 151 COVID cases as of June 25, 2020. There have been 95 COVID-19 related deaths reported in Sarasota County to date.

As of June 25, 2020, Sarasota county area hospitals are reporting 56% of intensive care unit (ICU) beds occupied and 65% of all available beds occupied. The highest occupied bed occupancy was at 79% on May 15, 2020.

The Sarasota Department of Health, and the Florida Department of Health facilitated COVID-19 testing 6 times in the City of North Port during this crisis. The COVID-19 test site is being conducted in the parking lot of Heron Creek Middle School through for residents who may have been symptomatic. North Port Police Officers are assigned to assist with crowd control and traffic control at each testing date.

Due to the COVID-19 pandemic, The City of North Port changed its operations and increased protections to keep the employees and community safe. Police and Fire Departments altered call-handling and PPE donning, and all nonessential employees worked from home. Increased protections were also implemented to provide essential employees with the resources needed to reduce the potential of exposure, such as conducting health screenings on all first responders at the start of their workday.



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In summation, the COVID-19 crisis has greatly impacted every aspect of our jurisdiction. City leadership constantly assesses our level of service to ensure the proper tools and resources are provided to people who are or could be exposed to COVID-19.



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Addendum 2

Part II: Problem Identification (page 2 of 7):

Briefly describe how the coronavirus has impacted your agency's operations.

The coronavirus has drastically impacted the North Port Police Department. This pandemic created new challenges that law enforcement officials have never had to consider before. Following the declaration of the State of Emergency, the City of North Port Police Department implemented changes to reduce the chances of exposure to the virus to its employees as well as to the members within the community. The department implemented a directive requiring all staff to wear personal protective equipment (PPE) when social distancing is not possible. The police department initially restricted access to all community members, and these restrictions were recently lifted during Phase 2 of the Governor's reopening strategy. All but one entry point to the police department was restricted so there was a single point of entry, and everyone entering the department participated in a health screening process that supported the CDC guidelines. Anyone who was symptomatic of the coronavirus was restricted from entering the department, and they were immediately provided with direction on how to receive treatment. Furthermore, the department purchased medical fogging equipment to sanitize common areas within the building as well as to sanitize police cars after transporting any individual. A satellite Telecommunication Center was established, and staff work hours were altered to ensure we were achieving the proper social distancing within the workplace. The police department volunteer program was suspended, and the department requested all department members to monitor their health while off-duty.

During the coronavirus pandemic our staff have been subjected to high risk situations of increased potential to exposure to the virus. Actual examples of these incidents include times when officers performed CPR on an individual who was believed to be exposed to the coronavirus; when taking combative subjects into custody; when conducting death investigations where the decedent reportedly had symptoms of the coronavirus; and even when an officer was battered and spit on. The North Port Police Department assigned personnel to research and supply the department with the proper PPE to protect the staff and to protect members within the community. PPE became difficult to find and inventories dwindled. This challenge required staff to research other opportunities to ensure the level of safety did not diminish.



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Also, criminals discovered new opportunities to victimize members of society during the coronavirus pandemic. This directly impacted the manner in which police services were provided. Staffing levels increased as Officers increased patrols on all closed retail establishments to ensure the property was safe. Furthermore, officers were frequently called to locations of large gatherings where social distancing rules were being violated. If an officer was suspected to be exposed to the coronavirus, the officer was prohibited from contacting other department members as well as members of the public until it was confirmed they were no longer symptomatic. And, at least one member of the police department was confirmed to have the coronavirus.

In addition to all of the challenges listed above, the North Port Police Department – Homeless Outreach Team continued to monitor and offer assistance to all homeless individuals. The pandemic presented challenges with assisting the homeless due to business closures.

During the coronavirus pandemic city and department leadership continually participated in Sarasota County Health Department meetings to ensure the continuity of service and protection was being provided to the community. The Sarasota Department of Health, and the Florida Department of Health facilitated COVID-19 testing 6 times in the City of North Port during this crisis. The COVID-19 test site is being conducted in the parking lot of Heron Creek Middle School through for residents who may have been symptomatic. North Port Police Officers are assigned to assist with crowd control and traffic control at each testing date. Officers were also requested to assist another law enforcement agency with civil unrest incidents. Officers could not assist due to not having the proper respiratory safety equipment to keep them safe during these incidents.

The coronavirus pandemic has far-reaching effects on law enforcement strategies. The City of North Port Police Department is dedicated to keeping the members of the community and all the staff safe during the pandemic. To do this, additional tools and resources are needed to maintain the level of service that is expected by the community.



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Addendum 3

Part III: Scope of Work (page 3 of 7):

C:) Equipment?

The North Port Police Department seeks to purchase message boards, light towers, and drones to assist with preventing, preparing for, and responding to the coronavirus pandemic. We plan on deploying these tools as follows:

Message Boards: Message boards are crucial in the response to, and preparation of the coronavirus by notifying the public of COVID-19 testing sites. While employing all media platforms to notify the public that a COVID-19 testing site is active, the message boards provide the best direction to community members who seek direction on where to go to be tested. By purchasing additional message boards, they will be placed on arterial roadways that notify the motoring public of this event. Furthermore, message boards will be used to notify the public that public buildings and facilities are closed due to the pandemic.

Light Towers: Currently the City of North Port has two light towers which would not provide the proper light to testing sites after sunset. To prepare for and respond to the coronavirus pandemic it is critical to provide the needed safety equipment at the testing sites; therefore, additional light towers are required. The COVID-19 testing sites are multi-laned and they involve changes in traffic patterns. Light towers are critical to ensure the safety at COVID-19 testing sites after normal business hours.

Drones: The North Port Police Department seeks to purchase drones to assist with preventing and responding to the coronavirus. The City of North Port is larger than 104 square miles, much of which is undeveloped land. We received residential complaints of large gatherings in the undeveloped areas during the pandemic. Deploying drones with the appropriate equipment will assist law enforcement respond to and prevent these large gatherings to ensure compliance with the Florida Governor's order. Furthermore, we intend to deploy drones to wooded areas to monitor our homeless population during the pandemic. We anticipate a change in behavior during this pandemic during business closures; therefore, a drone program will assist with monitoring the population in response to and preventing of the pandemic to determine if a member of this population is in need of emergency services.



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