

**Federal Fiscal Year 2018**  
**Edward Byrne Memorial Justice Assistance Grant (JAG) Program**  
**JAG-Direct (JAGD) Solicitation**

Revised June 4, 2019

The Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants (OCJG) revised this subaward solicitation to include an updated timeline and extend the application deadline until Wednesday, July 31, 2019.

Please contact our office at (850) 617-1250, or [criminaljustice@fdle.state.fl.us](mailto:criminaljustice@fdle.state.fl.us), if you have any questions.



## 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](mailto:criminaljustice@fdle.state.fl.us)

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### Federal Fiscal Year 2018 Edward Byrne Memorial Justice Assistance Grant (JAG) Program JAG-Direct (JAGD) 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 (JAGD) 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.

Eligibility requires each unit of local government receiving funds from this award to complete and submit a properly executed "Certification of Compliance with 8 U.S.C. §§ 1373 & 1644" and a "Certification of Compliance with 8 U.S.C. §§ 1226(a) & (c), 1231(a)(4), 1324(a), 1357(a), & 1366(1) & (3)".

The allocations by county for Florida's FY 2018 JAGD 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 \$10,709,491 for the Edward Byrne Memorial Justice Assistance Grant (JAG). FDLE will distribute JAG-Direct (JAGD) local share funds in accordance with the JAGD 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.

## **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**

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-Direct solicitation. The JAG funding priorities for FY18 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](#) website offers applicants information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.
- The [Center for Evidence-Based Crime Policy](#) at George Mason University provides information about evidence-based policing programs.
- The National Reentry Resource Center's [What Works in Reentry Clearinghouse](#) provides a summary of research-based reentry strategies.

- The Bureau of Justice Assistance's (BJA) [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](#), 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.

### **Collaborative Prosecution**

BJA strongly encourages state and local law enforcement to foster relationships with prosecutors to adopt new collaborative strategies aimed at combating increases in crime, particularly violent crime. BJA's [Innovative Prosecution Strategies](#) is an effort by OJP aimed at promoting partnerships between prosecutors and researchers to develop and deliver effective, data-driven, evidence-based strategies to solve and fight chronic crime problems.

## **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.

#### **Chief Legal Officer of the Applicant Government Certification of Compliance with Certain Federal Requirements**

The chief legal officer of the applicant government (i.e. City/County attorney, etc.) is to carefully review the "*FY18 Certification of Compliance with 8 U.S.C. § 1373 & 1644*" and the "*FY18 Certification Relating to 8 U.S.C. §§ 1226(a) & (c), 1231(a)(4), 1324(a), 1357(a), & 1366(1) & (3)*". If the chief legal officer determines he or she may execute the certifications, the potential subrecipient is to submit the certifications as a part of the application. **IMPORTANT: FDLE will be unable to approve a subaward for any applicant who fails to submit the certifications.**

#### **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 <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](mailto: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 FY18 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 allowable 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).

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 before 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, and 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. 2018-MU-BX-0292 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 any proposed costs will be procured by sole source to a single vendor, a sole source justification must be submitted to FDLE for approval. For a sole source procurement over the federal Standard Acquisition Threshold (SAT) of \$150,000, written pre-approval must be obtained from both FDLE and DOJ. Subrecipients should submit the completed "Sole Source Justification" form 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\(f\)](#)).

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

Agencies requesting to purchase ADP equipment must submit an "ADP Equipment and Software Approval" form to FDLE along with the subgrant application. Purchases over the federal Standard Acquisition Threshold of \$150,000 must have written pre-approval from both FDLE and DOJ.

ADP equipment and software that will connect to or interface with state or national criminal justice systems will also be required to satisfy award conditions for State Information Technology (IT) Point of Contact (POC) requirements. OCJG will provide a copy of subgrant applications to the IT POC for review prior to award approval.

### **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 FY18, 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 Capability](#) form, 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.

**Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements**

Subrecipients are not permitted to use federal funds, directly or indirectly, in support of any lobbying activity. A subrecipient receiving or requesting an award exceeding \$100,000 must certify compliance with this requirement.

Additionally, a person/agency that is debarred, suspended, declared ineligible or is voluntarily excluded is prohibited from receiving federal funds under this grant program. All subrecipients must certify the subgrantee organization, and any vendor or lower tiered subrecipient, is eligible to receive these funds.

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 "Certification Regarding Debarment, Suspension, and Other Responsibility Matters" 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 the "OJP Checklist to Determine Subrecipient or Contractor Classification" 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 2018 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 in SIMON 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 FY18 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.

## **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](http://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-Direct awards will be approved for a six (6) to eighteen (18) month project period between October 1, 2018 and September 30, 2020.

### **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 **July 31, 2019**.

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. Applicants must use **JAGD2018** for this solicitation.

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](mailto: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.

OCJG may add additional verbiage to satisfy State of Florida grant/contract requirements in F.S. 215.971 "Agreements funded with federal or state assistance."

### **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 in a timely manner may 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 "Checklist to Determine Subrecipient or Contractor Classification" form 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

<b>July 20, 2018</b>	Florida received notice of final state JAG appropriation from U.S. Department of Justice.
<b>August 22, 2018</b>	FDLE Office of Criminal Justice Grants (OCJG) submitted the State of Florida application for FY18 Byrne JAG funding.
<b>November 1, 2018</b>	Florida accepted the state's FY18 federal JAG award.
<b>April 15, 2019</b>	OCJG released JAGD subgrant solicitation on the department's website; Notification emails sent to chief officials.
<b>July 31, 2019</b>	Deadline to submit applications in FDLE's electronic grants management system (SIMON).

## **Appendix B Application Checklist**

### **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 a properly executed “FY18 Certification of Compliance with 8 U.S.C. § 1373 & 1644”
- 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 Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements (for state agencies and local units of government, if applicable)
- Complete an OJP Checklist to Determine Subrecipient or Contractor Classification 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 an Automated Data Processing Certification (if applicable)
- Complete a Sole Source Justification form (if applicable)