



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): Franklin County Board of County Commissioners

Implementing Agency Name (if applicable): Franklin County Sheriff's Department

Desired Project Period: 01/20/2020 to 01/20/2022 (see page 7 of the solicitation)

Allocation Amount: \$ 50,000.00

Part II: Problem Identification

Briefly describe how the coronavirus has impacted your jurisdiction.

Beginning in mid March a series of closures directed by our Governor and County Commission closed public access to our beaches and state parks that lasted for weeks. Rental Homes were also closed to anyone except owners and boat ramps were closed to local residents only. As we slowly open up we are still under some restrictions for the foreseeable future.

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

Our area being a rural and fiscally constrained area made it even more dire to police these restrictions with the lack of hospital beds for the potentially ill. The Franklin County Sheriff's Office had and still has to send out many more deputies to patrol the restricted areas in order to ensure the health and safety of our citizens. As concerned citizens call in to report activity, or as deputies communicate with our dispatch and each other, technology is necessary to ensure rapid and accurate communications all while maintaining an easy an accessible record. Our deputies were not outfitted with the type of remote technology to maintain these types of long distance exchanges with the volume of calls coming in.

FY2020 Coronavirus Emergency Supplemental Funding (CESF) Application

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 hiring personnel?** Yes No

Amount Allocated: _____

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

- b) **Overtime for personnel?** Yes No

Amount Allocated: _____

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

- c) **Equipment?** Yes No

Amount Allocated: \$ 50,000.00

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

24 Toughbook Laptops and 10 printers to allow for remote communication for our deputies to patrol the restricted areas and respond to calls from concerned citizens. The current laptops the deputies have in their cars were donated and do not fare well in the rough environment of a patrol car. More durable laptops are needed in order to work remotely.

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d) Supplies?

Yes No

Amount Allocated: _____

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

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.

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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: Noah Lockley, Jr.
Title: Chairman, Board of County Commission
Address: 33 Market Street, Suite 203
Apalachicola, FL 32320
Phone: (850) 653-9783
Email: noah@franklincountyflorida.com

Implementing Agency Chief Official

Name: AJ Smith
Title: Sheriff
Address: 270 State Road 65
Eastpoint, FL 32328
Phone: (850) 670-8500
Email: _____

Unit of Government Chief Financial Officer

Name: Marcia M. Johnson
Title: Clerk of Courts
Address: 33 Market Street, Suite 203
Apalachicola, FL 32320
Phone: (850) 653-8861
Email: mmjohnson@franklinclerk.com

Project Director

Name: Ginger Coulter
Title: Finance Director, Franklin Co. Sheriff
Address: 270 State Road 65
Eastpoint, FL 32328
Phone: (850) 670-8500
Email: g.coulter@franklinsheriff.com

Application Manager (Point of Contact)

Name: Lindsay Shepard
Title: Grant Manager, Franklin Co. Sheriff
Address: 270 State Road 65
Eastpoint, FL 32328
Phone: (850) 670-8500
Email: l.shepard@franklinsheriff.com

FY2020 Coronavirus Emergency Supplemental Funding (CESF) Application

Part VI: Additional Information and Forms

1. What is the agency's operating capital outlay threshold? \$ 1,000.00
2. With what frequency will the agency report performance and claim reimbursement?
 Monthly Quarterly
3. If allocating funds in the contractual services, expenses, or operating capital outlay category, what methods of procurement will be used?
 Quotes Formal Competition Federal GSA State Contract (#): _____
 Noncompetitive (sole source) Other: _____

The following lists certifications and forms required to be submitted with the application. Please review all descriptions carefully. Failure to provide a required form will result in a hold on funds until the form is received.

Pre-Award Certifications	Completed?	Not Applicable?
<u>Subrecipient Management Capabilities and Compliance Questionnaire (SMQ)</u> : Applicants who have not provided an SMQ form to OCJG in the past six months must complete this form.	<input checked="" type="checkbox"/>	(required)

<u>Certification Regarding Lobbying, Debarment and Suspension, and Drug Free Workplace</u> : Applicants are required to complete this certification with each application.	<input checked="" type="checkbox"/>	(required)
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Non-Discrimination Requirements	Completed?	Not Applicable?
<u>EEO Certification</u> : This certification provides information to aid in ensuring compliance with federal EEO regulations. All applicants must complete this form.	<input checked="" type="checkbox"/>	(required)

<u>EEO Plan (Utilization Report)</u> : 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 checked="" type="checkbox"/>	<input type="checkbox"/>
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<u>EEO Office of Civil Rights Approval Letter</u> : 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"/>
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Personnel	Completed?	Not Applicable?
<u>Personnel Tracking Form</u> : 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"/>

<u>Pay Policy</u> : Applicants using funds to create new positions, or sustain positions that would otherwise be terminated, must provide a copy of their pay policy.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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FY2020 Coronavirus Emergency Supplemental Funding (CESF) Application

Overtime Pay Policy: Applications using funds to cover overtime costs must provide a copy of their overtime pay policy.

Procurements **Completed?** **Not Applicable?**

Agency Procurement Policy: Applicants using funds to purchased equipment and/or supplies should submit a copy of the procurement policy used to purchase the grant items.

Sole Source Justification Form: Applicants proposing to use the sole source method of procurement should submit a justification form to OCJG for approval.

Procurement of a Single Item Over \$500,000: 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 purchase.

Procurement of UAS Systems: 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.

Third Party Agreements (Contractual Services) **Completed?** **Not Applicable?**

Subrecipient v. Contractor Determination Checklist: Applicants allocating funds in the contractual services budget category must complete a determination checklist for each vendor.



Lobbying, Debarment and Drug Free Workplace Certification

Upon completion, mail a copy of this form to:
Florida Department of Law Enforcement
Office of Criminal Justice Grants
P.O. Box 1489
Tallahassee, FL 32302-1489

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspensions (Non-procurement) and Government-wide Requirements for Drug Free Workplace (Grants)". The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Office of Criminal Justice Grants determines to award the covered transaction, grant, or cooperative agreement.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- (b) If any funds other than federal appropriated funds have been paid or will be paid to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL – "Disclosure of Lobbying Activities", in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67 -

- (a) The applicant certifies that it and its principals:
 - (i) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any federal department or agency;
 - (ii) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (iii) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (a)(ii) of this certification; and
 - (iv) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default.
- (b) Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug Free Workplace

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, as defined at 28 CFR Part 67 Sections 67.615 and 67.620 -

- (a) The applicant certifies that it will or will continue to provide a drug-free workplace by:
 - (i) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the subgrantee's workplace and specifying the actions that will



Lobbying, Debarment and Drug Free Workplace Certification

Upon completion, mail a copy of this form to:
 Florida Department of Law Enforcement
 Office of Criminal Justice Grants
 P.O. Box 1489
 Tallahassee, FL 32302-1489

be taken against employees for violation of such prohibition;

- (ii) Establishing an on-going drug-free awareness program to inform employees about –
 - (1) The dangers of drug abuse in the workplace;
 - (2) The subgrantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - (iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);
 - (iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will –
 - (1) Abide by the terms of this statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of criminal drug statute occurring in the workplace no later than five (5) calendar days after the conviction.
 - (v) Notifying the agency, in writing, within ten (10) calendar days after receiving notice under subparagraph (iv)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice including position title to: Florida Department of Law Enforcement, Office of Criminal Justice Grants, P.O. Box 1489, Tallahassee, FL 32302-1489. Notice shall include the identification number(s) of each affected grant.
 - (vi) Taking one of the following actions within thirty (30) calendar days of receiving notice under subparagraph (iv)(2), with respect to any employee who is convicted –
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
 - (vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i) through (vi).
- (b) The subgrantee may insert in the space provided below the site(s) for the performance or work done in connection with

As the duly authorized representative of the applicant, I hereby certify that applicant will comply with the following certifications:

- Certification Regarding Lobbying (required for applications over \$100,000)
- Certification Regarding Debarment, Suspension and Other Responsibility Matters (required for all applicants)
- Certification Regarding Drug-Free Workplace (required for state agency applications)

Subrecipient: Franklin County Board of County Comm.

Printed Name: Noah Lockley, Jr.

Signature: _____

Title: Chairman

Date: _____