



**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

**Federal Fiscal Year 2016
Edward Byrne Memorial Justice Assistance Grant (JAG) Program**

**JAG-E
Precipitous (Emergency) Funding**

Application Instructions

JAG-E Program Announcement

Introduction

This announcement is to notify eligible applicants of program requirements.

The State of Florida, Department of Law Enforcement (FDLE) received an award from the United States Department of Justice (USDOJ) for \$1,000,000 under the Edward Byrne Memorial Justice Assistance Grant (JAG) precipitous funding. FDLE will distribute JAG-Emergency (JAG-E) funds to eligible subrecipients meeting the requirements outlined in this guidance.

The Florida Department of Law Enforcement will use funds to reimburse local and state agencies involved with the response, subsequent investigations and law enforcement activities required as a result of the mass shooting incident that occurred at the Pulse Nightclub in Orlando, Florida on June 12, 2016.

FDLE, as the State Administering Agency (SAA), will subaward funds for the purposes of reimbursing units of government and law enforcement agencies for personnel and overtime costs related to the criminal activity experienced by the city, county and state as a result of this incident.

Subrecipients will be eligible for reimbursement for activities conducted by sworn and non-sworn law enforcement personnel required for incident response, securing the crime scene, targeted enforcement, security details, protective services and investigative activities related to or peripheral to this event necessary for public safety and to safeguard local, state and federal personnel and representatives, as well as citizens and those directly affected.

Eligible Applicants

Units of local government are eligible to receive subawards from FDLE. "Units of local government" means any city, county, town, township, borough, parish, village, or other general-purpose political subdivision of a State and includes Native American Tribes that perform law enforcement functions as determined by the Secretary of the Interior.

The requesting law enforcement agency for the unit of government should be listed as the "Implementing Agency" on the subaward application.

Eligible Cost Elements

JAG-E funds may be used for to reimburse state and local agencies for personnel overtime costs associated with the following activities directly attributable to The Pulse incident:

- Law enforcement tactical response
- Law enforcement details to secure the crime scene (during and after)
- Law enforcement details to secure peripheral areas and secondary command and communication centers
- Law enforcement response and details conducted for public safety due to increase of onlookers and media presence
- Victimization aftermath costs, including costs for law enforcement to secure deceased, injured victims and their family members*
- Forensic examiner costs
- Law enforcement investigation costs

* Victimization aftermath costs should be limited to law enforcement overtime/salary expenses.

Length of Award

JAG-E awards will be issued for a period not to exceed seven months beginning on June 1, 2016 and ending on December 31, 2016

Distribution of Funds

Grant funds are distributed on a cost reimbursement basis for eligible activities. Requests for reimbursement can be submitted on a monthly or quarterly basis and should include total expenditures for the period reflected. Reimbursements will be processed in conjunction with receipt of programmatic performance reports to determine successful completion of deliverables as specified in the agreement.

Application Access and Deadline

Applications must be submitted via the FDLE Subgrant Information Management Online grant management system (SIMON) by **August 31, 2016**. In addition, please mail two hard copies of the application with original signature pages to FDLE by **September 15, 2016**.

Registration Requirements

To apply for JAG funds in SIMON, an organization and its users must be registered in SIMON, have a Data Universal Numbering System (DUNS) number as required by OJP, and be registered with the U.S. Federal Government's System for Award Management (SAM.gov).

JAG Requirements

Applicants for JAG subawards are required to certify compliance with all applicable federal laws at the time of application. In that regard, Members of Congress have asked the Department of Justice to examine whether jurisdictions with "sanctuary policies," (meaning those that either prevent law enforcement from releasing persons without lawful immigration status into federal custody for deportation, or that prevent state or local law enforcement from sharing certain information with the Department of Homeland Security (DHS) officials), are in violation of 8 U.S.C. section 1373.

All applicants should understand that if DOJ Office of Justice Programs receives information that indicates an applicant may be in violation of any applicable federal law, that 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 funds or suspension and debarment.

Creating the Application

Failure to follow these instructions and submit all required information will result in the application being returned in SIMON for inclusion of the missing information OR the attachment of a withholding of funds special condition at the time of award.

Applications will be submitted via FDLE's online grants management system, SIMON, which can be accessed at <http://simon.fdle.state.fl.us>. This website includes a Help section containing a detailed user manual and frequently asked questions for some of the SIMON related tasks. Please read this manual before beginning the application process in SIMON.

Due to the time involved in processing and approving user accounts and organization(s) requests, it is imperative that applicants complete the following steps as soon as possible. (If the agency already has a user account and the organizations subrecipient and implementing agency already exist in SIMON, please disregard Steps 1 and 2).

Step 1: USERNAMES

Any member of a subaward agency working on the grant who does not already have a SIMON user account should create one by clicking "Register" on the front page of SIMON and completing the associated request form. Users will then receive an email containing their SIMON username and password. These are computer generated, and only the person whose email address appears in the request will receive the username and password.

Step 2: ORGANIZATION

If your subrecipient and your implementing agency organizations are not already in the system, they must now be entered. Please note that a Data Universal Numbering System (DUNS) number is required to complete this step. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. To obtain a free DUNS number call Dun and Bradstreet at (866) 705-5711 or apply online at <http://fedgov.dnb.com/webform/displayHomePage.do>.

The subrecipient must also have an active registration with the U.S. Federal Government's System for Award Management (SAM), formerly known as the Central Contractor Registration (CCR) System. Please visit <https://www.sam.gov> to register or update/reactivate the organization's information. The application will not be awarded until this step has been completed.

Step 3: CREATING THE APPLICATION

The person who creates the application is automatically assigned the Application Manager role and can modify/submit most tasks in SIMON regarding this application. Please review the roles and permissions for SIMON on the spreadsheet on Page 19 of user manual.

Only the Application Manager, Project Director, and Chief Official can make changes to the application. When a user opens a transaction, they will need to click the "Lock Transaction for Editing" button before making changes or submitting.

The application consists of four main components: Administration, Project Overview, Performance, and Financial. The on-line user manual provides detailed instructions for completing the application. The following information will provide additional guidance to troubleshoot some of the most frequent problems.

****When entering data into SIMON, remember to SAVE the information on EACH screen****

Failure to submit required Program information will result in an application being returned in SIMON for inclusion of the missing information OR the attachment of a withholding of funds special condition at the time of award.

Project Overview

General Project Information

1. Project Title. Enter a short, descriptive project title. The initial project title will remain the same throughout the subaward period.
2. Subaward Period. The typical subaward has a start date of June 1 and is for a period not to exceed seven (7) months.

Problem Identification

The problem identification is a brief description of purpose of the need for funds. Since the JAG-E program was awarded for a specific purpose, this can be a brief description or statement.

Project Summary (Scope of Work)

The Project Summary is a brief description of your agency's efforts and activities provided in response to the incident. Be aware that this text entry area is limited to approximately 7,000 characters and does not allow special formatting; therefore, we recommend information first be entered into a word processing program and then copied into SIMON.

Administration

Officials/Contact

The Chief Officials and Chief Financial Officers are filled automatically based on organization data. To modify these individuals, please consult the user manual, Chapter 7. A Project Director must be assigned by selecting the "Assign Role" button. If the decision is made to divide tasks, select the "Assign Role" button and assign other contact positions. If an individual is assigned as the subrecipient or implementing agency chief official designee, written documentation of signature authority for that person must be on file and available for review at monitoring.

Financial

General Financial Info

Financial reports may be submitted monthly or quarterly and are due within **30 days** after the end of the reporting period. **Receipt of funds will be contingent on timely reporting.**

Project Budget, Budget Status

1. When entering information under Financial, Project Budget, the CALCULATE button and the SAVE button must be clicked for the changes to be permanent; clicking the SAVE button without first calculating will not save the changes.
2. Please show all funds budgeted to the next highest dollar; do not include cents. (Example, show \$4,505.25 as \$4,506.) **Since match dollars are not required, please leave the match amounts at zero.**
3. The amounts in the Budget Categories must match the amounts in the Budget Narrative.

Project Budget, Budget Narrative

1. General Instructions
 - a. You must briefly describe the budget categories requested. Be aware that this text entry area is limited to approximately 9,000 characters.
 - b. If the budget includes services based on unit costs, in the space provided under Financial Section Questions, be sure to provide a definition and cost for each service and to describe the basis for unit costs and to state when the basis was established or updated.

- c. If actual project costs will exceed the available grant funding, make a statement that the subrecipient will cover all costs in excess of the amount available.

Performance

Please review the following performance questions carefully. Performance reports will be due within **15 days** after the end of the reporting period. **Receipt of funds will be contingent on timely reporting.**

The following performance questions will be required for each JAG-E subrecipient:

1. What activities were completed during the reporting period?
2. Provide the date(s) your agency was activated as a result of this incident.
3. Provide the total number of overtime hours worked on project related activities during the activation.
4. What is the total number of agency personnel that responded directly to the incident and/or original scene on June 12, 2016.
5. What is the total number of agency personnel deployed at any time during the activation, with each individual counted only once.
6. Were there any problems or barriers encountered during the completion of these activities?
7. If yes to above, is there any assistance FDLE or BJA can provide to address the problems/barriers identified?
8. Is the subaward on track to expend allocated funds as outlined in the subaward? If no, please explain.
9. Do you anticipate additional activities, costs or expenditures not currently identified in the subaward within the next 6 months? If yes, please explain.

Standard Conditions

The standard conditions are the conditions of agreement requiring compliance by units of local government (subrecipients), implementing agencies and state agencies upon signed acceptance of the subaward. It is imperative that all persons involved with or having administrative responsibility for this subaward read the Standard Conditions. Copies of this section of the application must be returned as part of the completed application. Failure to comply with provisions of this agreement may result in project costs being disallowed.

Step 4: SUBMITTING THE APPLICATION

Please reference the attached application checklist and timeline.

Before you submit your application in SIMON, print out a copy of your application, signature pages, Standard Conditions, and any required certifications. The application must be submitted on-line **no later than August 26, 2016, at 5:00 PM, EDT.**

REMINDER: When copying information into SIMON from another program or document, some characters may convert to symbols. It is important to review the information placed into each section for accuracy prior to submitting the application.

While FDLE is striving to create a paperless grants management system, for the time being hard copies are still required. The following documentation should be submitted to FDLE **no later than September 15th.**

Failure to submit required documentation will delay award or result in the attachment of a withholding of

funds special condition at the time of award.

Contact Information

Our office is available for any assistance needed Monday through Friday, 8:00 a.m. – 5:00 p.m. EDT by calling (850) 617-1250 and ask to speak with your county's grant manager.

For issues relating to SIMON, please ask for the SIMON Help Desk; otherwise, contact your grant manager or Senior Management Analyst Supervisor Randy Smyth.