



TO: MELISSA ALEXANDER, PAYROLL SPECIALIST, POLICE DEPARTMENT, ADMINISTRATIVE BUREAU

FROM: FELICIA HOLLOMAN, ASSISTANT CITY ATTORNEY **FH**

THROUGH: SARA HEDGES, CITY ATTORNEY *SH*

RE: REVIEW OF AWARD AGREEMENT FROM THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT

CAO RLS FILE: 26-67

DATE: FEBRUARY 26, 2026

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I have reviewed the above Request for Legal Services (RLS) related to the FDLE JAG grant. This grant has been awarded several years in a row with review by this Office. From pages 8 through 28, there is a list of requirements for this grant to which your Department will be responsible for complying with. ***Please read these requirements, as several requirements are different than the most recent award:***

1. The SAM.gov registration must be renewed before March 3, 2026 to prevent payment delays.
2. Prior to funds being provided, a copy of the executed agreement between the Recipient and the vendor must be submitted to Criminal Justice Grants.
3. Internal controls, to safeguard personally identifiable information and law enforcement sensitive data, must come into compliance with the DOJ Grants Financial Guide and OMB.
4. The EEO plan must be provided to the Office of Criminal Justice Grants Monitoring.
5. Documentation that the vendor and manufacturer of telecommunications equipment purchased are not on the Excluded Parties List must be provided in SAM.gov.
6. The grant period began on 10/1/2025. The award requires submittal of all quarterly performance reports due since the October start date.
7. Documentation of written procedures to report and investigate grant funded property loss, theft, or damage must be submitted Office of Criminal Justice Grants Monitoring.

With the above understanding, the Agreement is approved as to form and correctness.

If you have any questions, please do not hesitate to contact this Office via phone or e-mail.

Thank you.