



**Florida Department of Law Enforcement**  
**Office of Criminal Justice Grants**

P.O. 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 2020**  
**Coronavirus Emergency Supplemental Funding (CESF) Program**  
**Residual Funding Opportunity – Local Jurisdictions**

**Application Questionnaire**

The Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants (OCJG) is seeking applications for residual funding under the Coronavirus Emergency Supplemental Funding (CESF) Program. This program focuses on providing funding to eligible state and local units of government, and tribes for the prevention, preparation and response to the coronavirus.

**Eligibility**

Eligible applicants are limited to units of local government identified in the initial funding solicitation. 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.

A list of eligible applicants for this funding opportunity can be found in Appendix C of the solicitation.

**Contact Information**

The Office of Criminal Justice Grants (OCJG) phone number is (850) 617-1250. For questions regarding this solicitation, ask to speak with the Compliance and Performance Reporting (CPR) Unit Supervisor, Tennille Robinette, or a CPR unit grant manager.

**Instructions:** Prospective applicants should review the program solicitation in its entirety prior to beginning their application. Only applicant entities provided on the eligible jurisdictions list will be approved for funding under the solicitation. In order to be considered for funding, eligible applicants must complete and submit this questionnaire and the budget detail worksheet to [criminaljustice@fdle.state.fl.us](mailto:criminaljustice@fdle.state.fl.us).

## Part I: Overview

Unit of Local Government Name (Subgrantee):

**Implementing Agency Name (if applicable):**

**Desired Project Period:** \_\_\_\_\_ to \_\_\_\_\_ (see page 7 of the solicitation)

Requested Amount: (cannot exceed \$50,000)

## Part II: Problem Identification

**Briefly describe how the coronavirus has impacted your jurisdiction.**

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

**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:

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

**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.

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

<p><b>Unit of Government Chief Official</b></p> <p>Name:</p> <p>Title:</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p>	<p><b>Implementing Agency Chief Official</b></p> <p>Name:</p> <p>Title:</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p>
<p><b>Unit of Government Chief Financial Officer</b></p> <p>Name:</p> <p>Title:</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p>	<p><b>Project Director</b></p> <p>Name:</p> <p>Title:</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p>
<p><b>Application Manager (Point of Contact)</b></p> <p>Name:</p> <p>Title:</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p>	

**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

3. If allocating funds in the contractual services, expenses, or operating capital outlay category, what method(s) of procurement will be used?

Quotes

Formal Competition

Federal GSA

State Contract (#):

Noncompetitive (sole source)

Other:

The following lists outline 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?
<a href="#">Subrecipient Management Capabilities and Compliance Questionnaire (SMQ)</a> : Applicants who have not provided an SMQ form to OCJG in the past six months must complete this form.		(required)
<a href="#">Certification Regarding Lobbying, Debarment and Suspension, and Drug Free Workplace</a> : Applicants are required to complete this certification with each application.		(required)
Non-Discrimination Requirements	Completed?	Not Applicable?
<a href="#">EEO Certification</a> : This certification provides information to aid in ensuring compliance with federal EEO regulations. All applicants must complete this form.		(required)
<a href="#">EEO Plan (Utilization Report)</a> : 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.		
<a href="#">EEO Office of Civil Rights Approval Letter</a> : 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.		

## FY2020 Coronavirus Emergency Supplemental Funding (CESF) Residual Application

Personnel	Completed?	Not Applicable?
<p><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.</p>		
<p><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.</p>		
<p><u>Overtime Pay Policy:</u> Applications using funds to cover overtime costs must provide a copy of their overtime pay policy.</p>		
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>		
<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>		
<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 purchase.</p>		
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>		