



2021 Drug Eradication and Special Response Team

Prepared by Nassau County Board of County Commissioners
for Florida Department of Law Enforcement JAG21 - Countywide

Primary Contact: Carol Gilchrist



Opportunity Details

Opportunity Information

Title

JAG21 - Countywide

Description

This opportunity is available to select state agencies who receive annual appropriations under Florida's Justice Assistance Grant (JAG) Program.

Awarding Agency Name

U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance

Agency Contact Name

Agency Contact Phone

850-617-1250

Agency Contact Email

criminaljustice@fdle.state.fl.us

Fund Activity Categories

Category Explanation

Departments

Subjects

Opportunity Manager

Krista Sanders

Opportunity Posted Date

7/18/2022

Opportunity Archive Date

Announcement Type

Initial Announcement

Funding Opportunity Number

Agency Opportunity Number

Assistance Listings Number

16.738

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/e250c72e-d859-4196-a860-8e8cbd085d88>

Is Published

Yes

Funding Information

Total Program Funding



\$6,595,246.00

Funding Sources

Federal Or Federal Pass Through

Funding Source Description

This funding is available under Florida's FY2021 Justice Assistance Grant award (15PBJA-21-GG-00241-MUMU). Additional information regarding this funding opportunity can be found on the FY2021 JAG - Countywide (JAGC) funding page: <http://www.fdle.state.fl.us/Grants/Documents/Funding-Opportunities/JAGC/FY2021.aspx>

Award Information

Award Period

10/01/2021 - 09/30/2024

Award Type

Non Competitive

Capital Grant

No

Indirect Costs Allowed

Yes

Restrictions on Indirect Costs

Yes

Matching Requirement

No

Submission Information

Submission Window

07/18/2022 12:00 AM - 10/19/2022 11:59 PM

Submission Timeline Type

One Time

Allow Multiple Applications

Yes

Technical Assistance Session

Technical Assistance Session

No

Eligibility Information

Eligibility Type

Private

Eligible Applicants

- County Governments
- City or township governments
- Native American tribal governments (Federally recognized)
- State Governments



Additional Eligibility Information

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.

Additional Information

Additional Information URL

<https://www.fdle.state.fl.us/Grants/Home.aspx>

Additional Information URL Description

This site contains information regarding the various programs, funding opportunities, and forms managed by the Office of Criminal Justice Grants. Contact information and additional resources can also be found on this site.



Project Information

Application Information

Application Name

2021 Drug Eradication and Special Response Team

Award Requested

\$49,100.00

Total Award Budget

\$49,100.00

Primary Contact Information

Name

Carol Gilchrist

Email Address

cgilchrist@nassaucountyfl.com

Address

96135 Nassau Place, Suite 2
Yulee, FL 32097

Phone Number

(904) 530-6020



Project Description

JAG Program - Project Overview

Eligible Recipient for JAG Funds

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. The eligible recipient cannot be a police department, sheriff's office, or other division of a unit of local government.

For the purposes of this opportunity, please provide the name of the eligible recipient below:

Eligible Recipient Name:

Nassau County Board of County Commissioners

In which county is the Eligible Recipient located?

Nassau

What is the Eligible Recipient's SAM Unique ID number?

UKSATC3UMPA5

What is the Eligible Recipient's FEID or FLAIR account number?

59-1863042

Please select your desired reporting frequency for submitting payment requests AND performance reporting.

- ☐ Monthly
☒ Quarterly

Project Timeline

Desired Start Date of the Project

10/1/2022

Desired End Date of the Project

9/30/2023

Key Activities Timeline

	Estimated Completion Date	Description of Key Activity
QTR 1	12/31/2022	Meet to review purchasing policy requirements
QTR 2	3/31/2023	Begin soliciting quotes for equipment purchase
QTR 3	6/30/2023	Select vendor and issue PO
QTR 4	9/30/2023	Order and receive items
QTR 5 (if applicable)		
QTR 6 (if applicable)		
QTR 7 (if applicable)		
QTR 8 (if applicable)		

JAG Program - Project Summary

Problem Identification (PID)

Instructions: The Problem Identification is a key element of any grant application. Responses in this section should describe the problem(s) to be addressed or solved with the funding in a clear, concise manner. Applicants may wish to consider and include relevant data (quantitative or qualitative) to support the issue identified. Applicants are strongly encouraged to use evidence-based practices in solving their identified problems. To search for evidence-based programs and practices, search <https://crimesolutions.ojp.gov/>.

PID1: Describe all hazards, risks, or concerns the funding will address.

Nassau County has seen a recent influx in Fentanyl laced heroin and methamphetamine being trafficked into the county. An increased demand has struck all geographical areas of the county due to prices of the narcotics and an increase in population within the last 12 months. Overdoses have increased in the recent years due to these types of narcotics circulation within our community.

From October 1, 2021 through September 30th, 2022, the K9 Drug Unit had 198 narcotic deployments, 28 tracking deployments and 568 training exercises. The Narcotics Unit was involved in 454 new cases, 409 closed cases, 352 arrests. A total of \$181,317 of assets were seized during this period.

PID2: Describe why this project is a priority for the agency, county, and/or state.

Nassau County is surrounded by deep water on the north and west borders, the Atlantic Ocean on the eastern border and Duval County on the southern border. Interstate 95 and US Highway 1 extend north and south through the entire county. Nassau County serves as a retreat for tourist and transient populations interested in North Florida, areas within the Jacksonville Metropolitan Statistical Area, South Georgia and Kings Bay Naval Submarine Base just over the county line.

Illegal drug activity adversely affects every community within Nassau County, with a direct link to property crimes, as suspects steal items to trade or pawn for cash to obtain illegal narcotics. Nassau County is home to approximately 94,189 residents according to the US Census Bureau. The east side of the county embraces the historic and coastal attributes and serves as a haven to approximately 500,000 tourists and transients each year, along with 200,000 day visitors each year. The illegal narcotics industry thrives on both the permanent and temporary residents of the county. The west side of Nassau County is rural in nature with methamphetamine, fentanyl and cultivation of marijuana being an issue. The portability and ease in manufacturing and transporting methamphetamine has added to the progression of illicit drugs into the east side of Nassau County with the major highways that transgress throughout the county. The various modes of transportation that surround and/or encircle Nassau County provide the routing for drugs and illegal activities. Drug Unit operations that are investigative, covert, and direct in nature are ongoing and therefore funding for the Sheriff's Office Drug Unit is necessary.

PID3: Describe any existing resources or actions being used to address the problem(s). If it is a new problem, please identify how you plan to address the issue.

The K9 Drug Unit is used for the detection of illegal narcotics to include MDMA, Crack Cocaine and Methamphetamine. The K9's assist patrol deputies on traffic stops to detect illegal narcotics and are used to aide narcotics detectives in search warrants of known drug offender residences. This is an expedient and safe manner, with the goal being enhanced prosecution and evidence collection on felony cases.

Review the program area definitions attached below:

JAG Program Area definitions.pdf

PID4: Select the appropriate program area for this project.

- ☒ 01 - Law Enforcement
- ☐ 02 - Crime Lab/Forensics
- ☐ 03 - Crime Prevention
- ☐ 04 - Prosecution
- ☐ 05 - Public Defense
- ☐ 06 - Courts
- ☐ 07 - Corrections
- ☐ 08 - Community Corrections



- ☐ 09 - Reentry Services
- ☐ 10 - Behavioral Health
- ☐ 11 - Assessment/Evaluation
- ☐ 12 - Crime Victim/Witness

PID5: Describe how the project aligns with the selected program area.

Narcotics detectives and deputies rely greatly on the use of specialty information technology (IT) equipment and K9's when conducting operations involving search warrants, traffic stops and service of high risk arrest warrants in narcotics cases. IT equipment is also used by sworn law enforcement to research and gather intelligence on felony cases. These resources will also aid in undercover operations by detectives having the ability to access confidential databases as well as other felony investigations linked to illegal narcotics.

Federal/State Priorities

Federal priorities are identified in the program solicitation, and Florida's JAG strategic plan can be accessed below:

[JAG Strategic Plan](#)

PID6: Does the project align with a federal priority, or a priority identified in Florida's JAG strategic plan?

- ☒ Yes
- ☐ No

If yes, state which priority and briefly explain how this project addresses the identified priority.

Drug Enforcement Single Jurisdiction - the funds will be used by Nassau County Sheriff's Office personnel to combat the trade of illegal narcotics within our community. The narcotics unit is staffed with deputies/detectives whose primary goal is intercepting narcotics that affect our community.

PID7: Is the proposed project a continuation from the previous year?

- ☐ Yes
- ☒ No

Scope of Work (SOW)

Instructions: The Scope of Work provides important details on the tasks and activities to be completed under the grant award. Applicants are strongly encouraged to review the [OCJG Grant Writing Guide](#) for more information related to the Scope of Work and project deliverables.

NOTE: Information in this section will be used by OCJG's assigned grant manager to write the contract deliverables to satisfy state contracting requirements identified in [Section 215.971, Florida Statutes](#). It is important to provide clear responses to the questions below.

SOW1: Describe all major tasks and activities to be performed under the award.

- Carry out undercover operation
- Conduct felony criminal investigation
- Intercept illicit narcotics, weapons and other illegal items/substances
- Conduct high risk search warrants
- Conduct traffic interdiction/checkpoint details

SOW2: Describe the expected outcome as a result of the tasks/activities identified in SOW1.

The anticipated outcome of this project is to see an increase in narcotics, violent crimes and property crime, related arrests, as well as, an increase in seizures of illegal narcotics, stolen property and a decrease in the instances of officer/innocent civilian injuries. With a proactive approach, drug related deaths in the county are projected to drop. Information obtained during these investigations will be passed along to other divisions within the Sheriff's Office along with our partners within the community to continue to combat these issues within our borders.

SOW3: Describe who will benefit from the tasks, activities, and outcomes identified above.

The citizens of Nassau County will benefit from these tasks by having less illegal narcotics moving through the county and being distributed by drug dealers. Deputies and detectives will have enhanced IT capabilities for intelligence purposes to gather information on suspects backgrounds, criminal acquaintances, etc., on suspects who deal illegal narcotics. This will promote a safer law enforcement working environment.

SOW4: Describe the entity (or entities) responsible for completing activities under this project.

The Nassau County Sheriff's Office Narcotics Unit/Investigations Division that includes the K9 Drug Unit/Special Response Team will be responsible for completing the activities described in this project.

SOW5: Describe and/or provide the location of where project activities will be performed.

The Nassau County Sheriff's Office serves as the chief law enforcement authority for all unincorporated Nassau County, and for the towns of Hilliard, Callahan and Fernandina Beach.

SOW6: Describe how the performance and completion of EACH identified task/activity will be verified.

The performance of these goals will be monitored by supervisors with the Narcotics Unit chain of command. These supervisors will track the number of arrests, seizures and the intelligence gained from each case.

SOW7: Describe what source documentation will be maintained and provided to OCJG for payment requests for EACH activity identified above.

The deliverables will be completed in accordance with the contractual agreement between the subrecipient and their vendor/provider. Minimum performance required for drawdown of funds includes the completion of at least one activity described above as attested to on the financial expenditure report.

Documentation of deliverables will be maintained by the subrecipient and implementing agency and made available for monitoring. Example documentation for the purchase of items and services include but are not limited to procurement records, purchase orders, packing slips, delivery/receivable documents, invoices and proof of payment, etc.



JAG Program - Certifications & Forms

Required Forms/Certifications for All Applicants

Lobbying, Debarment, and Drug Free Workplace

All applicants are required to complete and submit the [Lobbying, Debarment, and Drug Free Workplace](#) Certification with each application submission.

Upload the completed certification below.

Subrecipient Management Questionnaire

All applicants are required to complete and submit the [Subrecipient Management Questionnaire \(SMQ\)](#) form with their application. This form is used to help evaluate the applicant organization's existing internal controls related to the management of federal grant funds. FDLE will utilize this form as a "risk assessment" to determine the appropriate level of monitoring (desk or onsite) for the subaward.

Upload the completed SMQ form below.

Upload additional attachments to accompany your completed SMQ.

Equal Employment Opportunity (EEO)

Civil Rights Training (*NEW*)

As a condition of the federal JAG award, FDLE requires applicants (and subrecipients) to complete a two part Civil Rights Training and provide copies of the training certificates upon request. To access the training, please visit our [Civil Rights Training for Grantees](#) webpage. At a minimum, the applicant grant manager must complete the training.

Have you completed the Civil Rights Training for Grantees modules?

- ☐ Yes
☒ No (a condition will be added to award)

EEO Certification (EEOC)

All applicants are required to submit an EEO Certification (EEOC) annually.

FDLE strongly recommends the use of the OJP Office for Civil Rights, [EEO Reporting Tool](#) to complete this certification, especially for applicants who are required to prepare an EEO Plan (EEOP), or Utilization Report. However, in absence of using the EEO Reporting Tool, you may choose to submit the [PDF certification](#) with your application.

Upload completed EEO Certification below.

EEO Plan (EEOP)

Applicants with more than 50 employees who also receive a single award of \$25,000 or more in funding from the U.S. Department of Justice (regardless of if it is passed through FDLE), must complete and submit their EEO Plan (EEOP), also known as a Utilization Report, to OJP's Office for Civil Rights.

This process must be completed using the [EEO Reporting Tool](#). OJP's Office for Civil Rights has published an [assistance tool](#) to assist applicants with this process.

Does your organization have 50 employees or more?

- ☒ Yes
☐ No

Does your organization receive a single award of \$25,000 or more from any U.S. Department of Justice grant program?

- ☒ Yes
☐ No

Has your agency completed an EEO Plan within the past two years?

- ☒ Yes
☐ No (a condition will be added to the award)

Upload your EEO Plan below.

EEOP Approval

Applicants with more than 50 employees who also receive a single award \$500,000 or more in funding from the U.S. Department of Justice (regardless of if it is passed through FDLE), must obtain an EEO Plan (EEOP) approval letter from OJP's Office for Civil Rights.

This process must be completed using the [EEO Reporting Tool](#). OJP's Office for Civil Rights has published an [assistance tool](#) to assist applicants with this process.

Does your organization receive a single award of \$500,000 or more from any U.S. Department of Justice grant program?

- ☒ Yes
☐ No

Has your agency received an EEO Plan Approval Letter dated within the past two years?

- ☒ Yes
☐ No (a condition will be added to the award)

Upload your EEOP Approval Letter below.

Project Specific Certifications

Ballistic Vest Certification

Applicants proposing to use grant funds to procure ballistic vests must ensure the vests are American-made, ordered to fit the user, and are compliant with [NIJ Ballistic/Stab Standards](#). In addition, applicants purchasing routine-duty body armor must complete the [Ballistic Vests \(Mandatory Wear\) Certification](#) with their application.

Is this application proposing to use grant funds for ballistic vests?

- ☐ Yes
☒ No

Body Worn Camera Certification

Applicants proposing to use grant funds to procure body worn camera equipment and supplies must complete the [Body Worn Camera Policy Certification](#) with their application.

NOTE: Grant funds can only support licensing, storage, and warranties during the grant period. If these costs extend past the grant period they will be pro-rated from the date of purchase.

Is this application proposing to use grant funds for body cameras?



- ☐ Yes
☒ No

Confidential Funds Certification

Applicants proposing to use their grant to support confidential fund activities must complete the [Confidential Funds Certification](#) with their application. Additionally, applicants must have written policies and procedures to ensure confidential funds are managed in accordance with federal guidelines. Agencies who do not have a written policy may consider formalizing and adopting policies based off of our [example policy](#) provided on our website.

Is the applicant proposing to use the grant to support confidential fund activities?

- ☐ Yes
☒ No

Suitability to Work With Minors

Applicants proposing to use grant funds that involve interacting with minors must make a written determination of each individual's suitability to work with minors. For more information on this requirement, please review our [Suitability to Work with Minors](#) training slides.

In order to facilitate compliance with this requirement, FDLE has two forms that must be completed for any program involving interactions with minors:

- [Suitability to Work and/or Interact with Minors Certification \(SWIMC\)](#)
- [Suitability to Work and/or Interact with Minors Tracking \(SWIMT\)](#)

Is the applicant proposing to use grant funds for activities that directly involve working with or interacting with minors?

- ☐ Yes
☒ No

Telecommunications and Video Surveillance Services and/or Equipment

Applicants proposing to use grant funds to procure telecommunications and/or video surveillance equipment and/or services must complete a [TVS certification](#) with their application. For more information on this requirement, please review the [FAQs](#) and the [training](#) posted to our webpage.

Is the applicant proposing to use grant funds for telecommunications or video surveillance equipment/services?

- ☒ Yes
☐ No

Upload completed TVS Certification below.

Task Force Activities

Applicants proposing to use funds to support any task force activities (personnel, overtime, equipment, supplies, service agreements, etc.) must provide a task force personnel roster at the time of application. In addition, the applicant is responsible for ensuring all task force members complete the required [BJA Center for Task Force Integrity and Leadership online training](#) once every four years. The completion certificates for each member on the roster must be provided to OCJG.

Note: For any task force members who have not completed the training or have expired training certificates, a withholding of funds condition will be placed on the award until valid certificates are provided for each member on the task force roster.

Is the applicant proposing to use grant funds to support task force activities?

- ☐ Yes
☒ No

NEPA

Applicants proposing to use funds for "minor renovations", mounting items to the exterior of an existing building/structure (i.e. surveillance cameras), meth lab clean up activities, and some forensic processing requires approval from BJA's National Environmental Policy Act (NEPA) coordinator. Any applicants proposing projects that meet the criteria for NEPA approval are required to complete the [BJA CATEX Checklist form](#) and upload it with their grant.

Note: Applicants should not expend any grant funds until NEPA approval is obtained. If BJA denies the approval, you will not be reimbursed for the NEPA related expenses.

Is the applicant proposing to use grant funds for any NEPA related activities?

- ☐ Yes
☒ No

JAG Pre-Approvals

JAG funds may not be used to pay for any of the following items unless pre-approved by the BJA Director:

1. Vehicles, vessels, and aircraft (excluding police cruisers, police boats, and police helicopters). Note: Pick-up trucks require BJA approval;
2. Luxury items;
3. Real estate;
4. Construction projects (other than correctional institutions); and/or
5. UAS/UAV/US systems and equipment.

See [BJA's JAG FAQs](#) for more information on the approval process. OCJG grant managers will review the application and seek more information for any items that may require BJA pre-approval.



JAG Program - Grant Contact Information

Recipient Grant Manager Contact Information

This individual serves as a primary point-of-contact and is responsible for:

- ensuring the project is progressing on time and promptly notifying their FDLE grant manager of any delays;
- overseeing all programmatic and financial reporting; and
- ensuring overall compliance with the grant agreement.

GM Name (First Last)

Carol Gilchrist

GM Title

Grants Specialist

GM Address 1

96135 Nassau Place

GM Address 2

Suite 2

GM City

Yulee

GM State

FL

GM Zip Code+4 (XXXXX-XXXX)

32097-8635

GM Phone Number (XXX-XXX-XXXX)

904-530-6020

GM Email Address

cgilchrist@nassaucountyfl.com

Chief Official Contact Information

This individual is the agency head for the eligible recipient.

The eligible recipient for the JAG program is a state agency or unit of local government. Examples of Chief Officials may include: Chairperson, Mayor, Executive Director, Secretary, Commissioner, etc.

CO Name (First Last)

Jeff

CO Title

Gray

CO Address 1

96135 Nassau Place

CO Address 2

Suite 1



CO City

Yulee

CO State

FL

CO Zip Code+4 (XXXXXX-XXXX)

32097-8635

CO Phone Number (XXX-XXX-XXXX)

904-530-6010

CO Email Address

BOCCChairman@nassaucountyfl.com

Will the Chief Official be designating another individual to execute agreements on their behalf?

☐ Yes

☒ No

Chief Financial Officer (CFO) Contact Information

This individual is responsible for the recipient's accounting system, financial management, and certifying claim reports submitted for payment.

CFO Name (First Last)

John Crawford

CFO Title

Chief Financial Officer

CFO Address 1

76347 Veterans Way

CFO Address 2

Suite 4000

CFO City

Yulee

CFO State

FL

CFO Zip Code+4 (XXXXXX-XXXX)

32097-5404

CFO Phone Number (XXX-XXX-XXXX)

904-548-4500

CFO Email Address

clerk@nassauclerk.com

Additional Grant Contact

Is there an additional grant point-of-contact (POC) you wish to add to the grant file?

☒ Yes

☐ No

POC Name (First Last)

Chris Lacambra



POC Title

Director, Office of Management & Budget

POC Phone Number (XXX-XXX-XXXX)

9045306010

POC Email Address

clacambra@nassaucountyfl.com

JAG Program - Spending Plan

Personnel

This category includes paying costs for salaries and overtime. This section should not include any fringe benefits.

Will you be using funds to support personnel costs?

- ☐ Yes
☒ No

Fringe Benefits

This category includes costs associated with paying the fringe benefits associated with salaries and overtime costs above. This may include: FICA, Medicare, Retirement, Health Insurance, Life Insurance, Worker's Comp, etc.

Travel

This category includes costs associated with travel. NOTE: Registration fees do not go in the Travel Category; they should be reflected in the "Other Cost" category.

Will you be using grant funds to support travel costs?

- ☐ Yes
☒ No

Equipment

This category includes costs for non-consumable items in excess of the organization's capital outlay threshold, or in the absence of an established threshold \$5,000, that has a useful life of more than one year. This may include equipment that does not meet the preceding criteria but is inventoried by the recipient organization.

Will you be using grant funds to purchase equipment?

- ☒ Yes
☐ No

If yes, how much grant funding is being allocated to equipment costs?

\$13,359.00

Briefly describe how each equipment item listed in the budget is necessary for the success of the project.

10 ipads and accessories = \$11,359 for the narcotics division for undercover drug operations. The web based services with most applications is based outside the US and the Sheriff's Office firewall prevents use of these services.

16 Trail surveillance cameras =\$2,000 for the narcotics division to capture photos of people, vehicles, and narcotic crimes and other illegal activities.

Briefly describe the procurement method that will be used for each type of equipment listed in the budget.

3 verbal quotes for purchases less than \$5,000

3 written quotes for purchases more than \$5,000

Does your organization have a written inventory policy/procedure?

- ☒ Yes
☐ No (a condition may be applied to the award)

Upload your organization's inventory policy.

Supplies

This category includes costs for small, consumable project supplies. These typically are below the organization's capital outlay threshold, have a useful life of less than a year, and/or are not inventoried on a regular schedule.

Will you be using grant funds to purchase supplies?

- ☒ Yes
☐ No

If yes, how much funding is being allocated to purchasing supplies?

\$427.00

Briefly describe how the supplies are necessary for the success of the project.

Office Supplies - pads, pens, post it notes, files, copy paper, etc

Briefly describe the procurement method that will be used for each type of supply item listed in the budget.

Purchases less than \$1,000 does not require quotes, but the best possible price is obtained when possible.

Contractual Services

This category includes third-party agreements with a vendor, provider, consultant, etc. to assist in accomplishing the goals and objectives of the project.

There are two types of contractual relationships recognized under federal awards. For a visual flowchart of the two types and what is required for each, please see our "[Understanding Contractual Services under Federal Awards](#)" resource.

Will you be using funds to support third-party agreements (contractual services)?

- ☐ Yes
☒ No

Other Costs

This category includes costs that do not fall into any other category. These items may include things such as rental agreements, utilities, subscriptions, training registrations, etc.

Will you be using grant funds to support other costs?

- ☒ Yes
☐ No

If yes, how much funding is being allocated to other costs?

\$936.00

Describe the other costs that will be charged and their importance to the project.

K9 Tracking Software for 12 months \$636

National Police Canine Association 5 Handlers @ \$60 = \$300

Indirect Costs

Federal recipients may elect to use a portion of funding for indirect costs.

Will you be using grant funds to support indirect costs?

- ☐ Yes
☒ No



JAG Program - Program Income and Budget Review

Program Income (PGI)

Grant-funded activities may generate revenues for the recipient organization. Examples of program income activities include but are not limited to: asset seizures/forfeitures, registration/tuition fees, interest earned on grant funds, membership fees, court-ordered attorney's fees, and fees/fines for failed drug tests. All program income must be accounted for, reported, and expended in accordance with [Section 3.4 of the DOJ Grants Financial Guide](#).

Will any proposed grant activities generate Program Income?

- ☒ Yes
☐ No

If yes, please explain.

Yes, asset seizures/forfeitures, fees/fines and interest earned on grant funds.

Budget/Procurement Review

Sole Source

The use of noncompetitive procurement methods (i.e. sole source) for grant funded purchases and procurement contracts is strongly discouraged. However, there are three scenarios in which sole source is allowable:

1. The item or service is only available from one source. This does not mean a particular brand name of a product justifies a sole source, it is the item itself. For example, procuring electronic control devices cannot be a sole source because these less-lethal devices are available to purchase from Taser International and various other vendors.
2. A public emergency exists that will result in harmful delays if formal competition is required. This requires official written declaration of the public emergency by an authorized official (i.e. President, Governor, Mayor, etc.). The ability to purchase non-competitively under a declaration of public emergency expires when the written declaration expires.
3. Inadequate competition was noted after soliciting a number of sources. Documentation of the solicitations from each source must be maintained to support the noncompetitive procurement.

Applicants expecting to purchase grant-funded items non-competitively must complete the [OCJG Sole Source Justification Approval](#) form. If the total procurement, regardless of how much is grant funded, exceeds the federal simplified acquisition threshold (currently \$250,000), the OCJG grant manager must coordinate federal sole source approval, which may require additional information.

Are any items in the budget being procured noncompetitively?

- ☐ Yes
☒ No

State-Term or Alternate Source Contracts

Federal procurement regulations allow for grant-funded items to be piggybacked off of other existing contracts with other entities. This is often referred to as alternate source contracting and is often used by OCJG recipients when procuring off of a State-Term Contract. Applicants proposing to use this method of procurement are required to describe and provide the contract number they are using for the alternate source procurement.

Are any items in the budget being procured from an existing Florida State-Term Contract?

- ☐ Yes
☒ No



Are any items in the budget being procured from any other Alternate Source Contract?

- ☐ Yes
- ☒ No



Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
D. Equipment		
ipads	\$11,359.00	\$11,359.00
Surveillance Trail Cameras	\$2,000.00	\$2,000.00
Subtotal	\$13,359.00	\$13,359.00
E. Supplies		
Office Supplies	\$427.00	\$427.00
Subtotal	\$427.00	\$427.00
H. Other Costs		
Cell Phone Service	\$22,900.00	\$22,900.00
Feeding Supplies, collars, leashes, training gear	\$2,723.00	\$2,723.00
Grooming	\$1,000.00	\$1,000.00
Internet Service for Cameras	\$1,075.00	\$1,075.00
Internet Service for ipads	\$4,680.00	\$4,680.00
K9 Tracking Software Annual Renewal	\$636.00	\$636.00
NPCA	\$300.00	\$300.00
Vet Services for K9	\$2,000.00	\$2,000.00
Subtotal	\$35,314.00	\$35,314.00
Total Proposed Cost	\$49,100.00	\$49,100.00

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	\$49,100.00	\$49,100.00
Subtotal	\$49,100.00	\$49,100.00
Total Proposed Revenue	\$49,100.00	\$49,100.00

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

D. Equipment

List each NON-EXPENDABLE item to be purchased. Expendable items should be included in the supplies category. Each line item description MUST detail the calculation (unit price and quantity) used to arrive at the funded amount. EXAMPLE: 3 PC/Tablets @ \$1,500 each (including associated peripherals such as case, keyboard, docking station, etc.) = \$4,500.

Ipads

10 ipads with pen, case, keyboard @\$1,135.90 each for the narcotics division for use with undercover devices for drug operations.

Surveillance Trail Cameras

4 Trail Camera Bundles @ \$500 each = \$2,000 Cameras can capture photos of people, vehicles and narcotic crimes being committed and other illegal activities

E. Supplies

List items by type (office supplies, postage, training materials, copy paper, books, etc.) with short description of what is included in the type. Each line item description MUST detail the calculation used to arrive the funded amount. NOTE: subscriptions, rent, utilities, etc. should be in the "Other Costs" category. EXAMPLE: office supplies (paper, pens, tape, files, sticky notes, etc.) average \$50/month x 12 months = \$600.

Office Supplies

Pens, paper, pads, post it notes, folders etc used by the narcotic division.

H. Other Costs

List items by type (i.e. rent, utilities, janitorial or security services, maintenance agreements, software subscriptions, training registrations, etc.). Each line item description MUST detail the calculation used to arrive the funded amount.

Cell Phone Service

Cell phone service for the narcotics division approximately \$1,908 per month

Internet Service for ipads

Service for 10 ipads @ \$39 per month = \$4,680

Internet Service for Cameras

Service for 16 cameras @ \$5.60 per month = \$1,075.

Vet Services for K9

Veterinarian services for K9 Drug Unit

Grooming

Grooming for K9 Drug Unit

Feeding Supplies, collars, leashes, training gear



Feeding supplies, collars, leashes, training gear/harnesses for K9 Drug Unit

K9 Tracking Software Annual Renewal

Annual renewal of K9 tracking software that tracks training and deployments.

NPCA

NPCA dues for 5 handlers @ \$60 each = \$300