

# Application for Funding Assistance

Florida Department of Law Enforcement

JAGC

## Section 1: Administration

### Subgrant Recipient

**Organization Name:** City of Fort Lauderdale

**County:** Broward

### Chief Official

**Name:** Jack Seiler

**Title:** Mayor

**Address:** 100 North Andrews Avenue

**City:** Fort Lauderdale

**State:** FL **Zip:** 33301-1016

**Phone:** 954-828-5314 **Ext:**

**Fax:**

**Email:** Jack.Seiler@fortlauderdale.gov

### Chief Financial Officer

**Name:** Kirk Buffington

**Title:** Director of Finance

**Address:** 100 North Andrews Avenue

**City:** Fort Lauderdale

**State:** FL **Zip:** 33301-1016

**Phone:** 954-828-5145 **Ext:**

**Fax:**

**Email:** kbuffington@fortlauderdale.gov

# Application for Funding Assistance

Florida Department of Law Enforcement  
Justice Assistance Grant - County-wide

## Section 1: Administration

### Implementing Agency

**Organization Name:** Fort Lauderdale Police Department

**County:** Broward

### Chief Official

**Name:** Franklin Adderley  
**Title:** Chief of Police  
**Address:** 1300 West Broward Boulevard  
**City:** Fort Lauderdale  
**State:** FL **Zip:** 33312-1643  
**Phone:** 954-828-5590 **Ext:**  
**Fax:** 954-828-3030  
**Email:** FAdderley@fortlauderdale.gov

### Project Director

**Name:** Dayna Bhaggan  
**Title:** Public Safety Grants Manager  
**Address:** 1300 West Broward Boulevard  
**City:** Fort Lauderdale  
**State:** FL **Zip:** 33312-1643  
**Phone:** 954-828-5284 **Ext:**  
**Fax:** 954-828-6001  
**Email:** dbhaggan@fortlauderdale.gov

# Application for Funding Assistance

Florida Department of Law Enforcement  
Justice Assistance Grant - County-wide

## Section 2: Project Overview

### General Project Information

**Project Title:** SUBSTANCE ABUSE PREVENTION PROGRAM - URBAN LEAGUE OF BROWARD COUNTY(ULBC)  
**Subgrant Recipient:** City of Fort Lauderdale  
**Implementing Agency:** Fort Lauderdale Police Department  
**Project Start Date:** 10/1/2014      **End Date:** 9/30/2015

### Problem Identification

Substance abuse is a pervasive problem among youth in the United States, with over 10 million youth engaging in alcohol and drug usage (SAMHSA, 2011). Heavy alcohol and drug dependence or abuse causes serious mental, physical and emotional damage and often results in numerous accidental deaths among youth per year (SAMSHA, 2013). In Broward County, alcohol, cigarettes, inhalants and marijuana are the drugs of choice for most middle school aged students. Approximately 28% of middle school aged students reported having used alcohol in a lifetime; 9.4% inhalants; 7.8% cigarettes, and 7.1% marijuana or hashish. (Florida Youth Substance Abuse Survey and Youth Risk Behavior Survey, 2012). Of all students surveyed across the State, almost half (47.3%) have used alcohol in their lifetime. Among middle school, almost half (48.3%) of females and 44.7% of males admit to using alcohol; 21.6% of females and 24.9% admit to using marijuana. Marijuana far outnumbered alcohol in the numbers of juvenile criminal drug charges and addiction treatment admissions for the most recent Broward County reporting periods. (Broward Briefings, Volume V Issue 6, January 2012).

A majority of the schools, neighborhoods and communities served by the Urban League are located in areas that are characterized by the highest number and percentage of youth at risk, incidence of child abuse and neglect, gang activity, substance abuse and overall referrals to the Juvenile Justice system. Forty percent (40%) of the children in the urban pocket we serve live in poverty; 47% are single parent households; and 53% of the population receives public assistance (U.S. Census Bureau, 2012). According to the United Way of Broward County Commission on Substance Abuse S-Pat for Children and Youth (2013), the delayed onset of drug and alcohol use by youth will decrease the possibility of risky behavior and alcohol, tobacco and other drug (ATOD) usage in adulthood. Early intervention with risk factors (e.g., deviant attitudes and behaviors; poor self-control) often has a greater impact than later intervention by changing a child's life path (trajectory) away from problems and toward positive behaviors (National Institute on Drug Abuse, 2014). As serious lifelong consequences are linked to alcohol use by our children and youth, the proposed continuation of the Substance Abuse Prevention (SAP) program is designed to decrease risk factors and increase protective factors through the combination of activities that foster character building while teaching the importance of remaining drug free.

In an effort to change attitudes towards alcohol, tobacco and other drugs, the current year Substance Abuse Prevention (SAP) program has provided Botvin Life Skills to over 200 middle school youth. While all post testing has not been completed for the year, to date the program has produced the following outcomes: 74.1% of youth receiving a 7 to 9 week session of Botvin Life Skills curriculum have maintained or increased their disapproval of alcohol, tobacco and other drugs (ATOD); 76.2% of youth receiving a 7 to 9 week session of Botvin Life Skills curriculum have maintained or increased their ability to manage peer pressure associated with the use of ATOD; and, 71.4% have either improved their grades, reduced the number of suspensions and/or increased their

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## Section 2: Project Overview

school attendance.

The Urban League currently provides Project SAP to 6th, 7th and 8th graders at William Dandy School, Sunrise, Lauderdale Lakes, and Deerfield Beach Middle Schools utilizing one Program Team Lead and dedicated Youth Contractors, during both in (primarily) and out of school time. Our involvement in the current schools has heightened our awareness of the need to continue life skills and prevention education, and more importantly, to offer services at an earlier age. Prevention education programs prove most effective when youth are old enough to understand necessary consequences of their choices, but before they have delved too deeply into negative activities such as the drug culture. According to UWBCCSA strategic prevention framework logic model-2010 FYSAS release 7,751 (or 14.8%) of Broward County middle school students report current alcohol use. It is clear that education must begin before middle school if we intend to reduce the usage rate for youth.

The ULBC is very clear that the need for prevention education is paramount to successful student performance in and out of school. It is our desire to offer a continuum of services for students throughout the school day, as well as field trips and summer camp opportunities. The Evidence Based Botvin Life Skills curriculum used in the SAP program is designed to serve both elementary and middle school youth as a way to help students make good decisions and build confidence when faced with substance abuse or other risky situations. As a part of this application, ULBC has selected two elementary schools, Rock Island and Walker Elementary schools that feed into William Dandy and Sunrise Middle respectively as a way to offer services at a younger age but also to provide a continuum of care for youth and families. ULBC will continue to utilize and build upon the Hawkins and Catalano risk and protective factors social development model for all youth engaged in the SAP Program.

### Project Summary (Scope of Work)

SAP is an evidence-based, in and out of school, substance abuse prevention/education program. This program promotes healthy alternatives to risky behavior through life skills activities designed to equip a minimum of 125 elementary (ages 8-12) and middle (ages 12-15) school age youth with the necessary skills to resist negative behaviors, develop greater self-esteem, confidence and enable students to effectively make good decisions. The Urban League will serve both male and female youth who attend elementary/middle school in the City of Fort Lauderdale. By virtue of partnering school locations and demographics, the program will engage mostly African-American students, but is open to all students regardless of racial and ethnic background.

SAP participants will attain the following outcomes:

80% of youth will increase their knowledge concerning the risk of ATOD usage.

80% of youth will maintain or increase their disapproval of alcohol, tobacco and other drugs.

The ULBC proposes to serve elementary and middle school students, ages 8-15, attending William Dandy Middle, Sunrise Middle, Rock Island Elementary or Walker Elementary School. The selected schools are located in the 33311 and 33304 zip code areas. Both areas demonstrate high levels of poverty, crime and substance abuse issues. The target population is low to moderate income, racial and ethnic minorities, and foreign born populations. The SAP Program directly responds to the conditions that youth are exposed to in their neighborhoods by specifically addressing risk factors and increasing protective factors.

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While income is not a program eligibility requirement, the ULBC chooses to conduct services within Title 1 schools where a high number of students are on the free and/or reduced lunch program. The ULBC chooses these schools/students as we understand, through observation and data, that children eligible for such programs are increasingly exposed to risky behaviors and have the greatest need for life skills education. The ULBC will use the Hawkins and Catalano Social Development Framework to address the following risk factors: availability of alcohol and other drugs, community laws and norms favorable to drug usage and crime, lack of commitment to school, academic failure beginning in late elementary school, early and persistent anti-social behavior, friends who engage in problem behavior, and early initiation of problem behavior. The SAP Program will respond to such risks by creating bonding and attachment opportunities to school, opportunities for pro-social involvement, bonding to peers with healthy beliefs and clear standards, and increase social skills through the Botvin Life Skills curriculum and by working with engaged staff and contractors.

The ULBC will reach over 125 unduplicated youth during the program year with the intent to increase positive behaviors. Each school will identify youth participants, which traditionally has been done by classroom. Each participating school will integrate the SAP program as an elective or special class that is conducted during the school day.

SAP will provide the following services:

Substance Abuse Prevention Groups Sessions: Conducted by youth educators (contractors with a Bachelor's Degree, Teaching Certificate preferred) or ULBC staff with students during the school day utilizing the Botvin Life Skills Curriculum. Each cohort will meet twice a week for One hour sessions. Elementary school youth receive 8 sessions; 6th & 7th grade youth, 18 sessions; and, 8th grade youth, 12 sessions. The sessions will address substance abuse prevention by teaching life skills and drug refusal techniques, problem solving, self-esteem and other issues in areas that improve protective factors for youth. Group sessions may also be conducted during ULBC's summer enrichment camp.

Youth Alternative Drug Free Events: Pro-social activities conducted in collaboration with the schools that are promoted as drug-free events. One 2 to 3 hour event for each of the 4 schools will be planned. School dances or parties will be conducted with the schools on early release days or during the school day. In addition, ULBC will work with selected students to engage them in at least 1 community wide ATOD event such as the 'Above the Influence' march.

Field Trips: 1 for middle school and 1 for elementary school students, each lasting about 3 hours, including visits to either a local treatment center and/or colleges to expose youth to the impact of good and poor decision making to support what has been taught in the classroom environment

Anti-Drug Presentations: one-hour presentations once a month for 10 months. ULBC staff will present one-time anti-drug presentations for youth participants in the City of Fort Lauderdale working with City parks, other schools and /or other Urban League programs.

Tracking: ULBC data integrity and research staff will track programmatic activities using excel and Efforts to Outcomes data system. In addition, they will analyze collected pre and post test data to determine programmatic impact.

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The Urban League of Broward County utilizes fidelity checklist to ensure proper implementation of the Botvin Life Skills curriculum. Checklists are available for all group sessions on both the elementary and middle school level. In addition to the checklist, Youth Educators (contractors) are responsible for completing group summary sessions. Both the fidelity checklists and group summaries are completed by the Youth Educator (contractor) at the conclusion of each module and submitted to the Data and Billing Integrity Coordinator for data entry at the beginning of each week. The ULBC's Research and Evaluation Manager reviews/analyzes both tools for quality assurance and fidelity purposes.

Records supporting each service provided will be kept to document reimbursement requests and progress towards outcome attainment. Quarterly Performance Reports and Outcome & Financial Reports will be submitted.

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## Section 2: Project Overview

### Section Questions:

Question: Does the Subgrantee receive a single grant in the amount of \$500,000 or more from the U.S. Department of Justice?

Answer: Yes

Question: Does the Implementing Agency receive a single grant in the amount of \$500,000 or more from the U.S. Department of Justice?

Answer: Yes

Question: Part 1: In your business or organization's preceding completed fiscal year, did your business or organization (the subgrantee) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? If yes, answer "yes" or "no" to Part 2, below.

Answer: No

Question: Part 2: Does the public have access to information about the compensation of the executives in your business or organization (the subgrantee) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? If answer to Part 1, above, was "no," answer N/A.

Answer: N/A

Question: Do the Subrecipient and Implementing agencies understand that this is a cost-reimbursement agreement for satisfactory performance of eligible activities? Requests for reimbursement may be submitted quarterly or monthly as designated in the Financial Section of the agreement. Requests for reimbursement will be processed in conjunction with receipt and review of programmatic performance reports to determine successful completion of minimum performance for deliverables as specified in the agreement.

Answer: Yes

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## Section 3: Performance

### General Performance Info:

**Performance Reporting Frequency:** Quarterly

**Federal Purpose Area:** 003 - Prevention and Education Programs

**State Purpose Area:** A - Accomplishments: Includes any accomplishments during the reporting period.

### Activity Description

**Activity:** Life Skills Training

**Target Group:** Children

**Geographic Area:** Urban

**Location Type:** School, Middle

**Address(es) :**

**Sunrise MiddleSchool**

1750 NE 14th Street  
Fort Lauderdale , FL 33311

**Urban League of Broward County**

560 NW 27th Avenue  
Fort Lauderdale , FL 33311

**William Dandy middle**

2400 NW 26th Street  
Fort Lauderdale , FL 33311

### Activity Description

**Activity:** Drug Prevention Education

**Target Group:** Children

**Geographic Area:** Urban

**Location Type:** School, Middle

**Address(es) :**

**Sunrise MiddleSchool**

1750 NE 14th Street  
Fort Lauderdale , FL 33311



# Application for Funding Assistance

Florida Department of Law Enforcement  
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## Section #3 Performance

### Urban League of Broward County

560 NW 27th Avenue  
Fort Lauderdale , FL 33311

### William Dandy middle

2400 NW 26th Street  
Fort Lauderdale , FL 33311

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### Activity Description

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**Activity:** Mentoring  
**Target Group:** Children  
**Geographic Area:** Urban  
**Location Type:** School, Middle

**Address(es) :**

**Sunrise MiddleSchool**

1750 NE 14th Street  
Fort Lauderdale , FL 33311

**Urban League of Broward County**

560 NW 27th Avenue  
Fort Lauderdale , FL 33311

**William Dandy middle**

2400 NW 26th Street  
Fort Lauderdale , FL 33311

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### Activity Description

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**Activity:** Drug Free Events  
**Target Group:** Children  
**Geographic Area:** Urban  
**Location Type:** School, Middle

**Address(es) :**

**Sunrise MiddleSchool**

1750 NE 14th Street  
Fort Lauderdale , FL 33311

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## Section #3: Performance

### Urban League of Broward County

560 NW 27th Avenue  
Fort Lauderdale , FL 33311

### William Dandy middle

2400 NW 26th Street  
Fort Lauderdale , FL 33311

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### Activity Description

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**Activity:** Life Skills Training  
**Target Group:** Children  
**Geographic Area:** Urban  
**Location Type:** School, Elementary

**Address(es) :**

#### Rock Island Elementary School

2350 NW 19th Street  
Fort Lauderdale , FL 33311

#### Urban League of Broward County

560 NW 27th Avenue  
Fort Lauderdale , FL 33311

#### Walker Elementary School

1001 NW 4th Street  
Fort Lauderdale , FL 33311

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### Activity Description

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**Activity:** Drug Prevention Education  
**Target Group:** Children  
**Geographic Area:** Urban  
**Location Type:** School, Elementary

**Address(es) :**

#### Rock Island Elementary School

2350 NW 19th Street  
Fort Lauderdale , FL 33311

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## Section 3: Performance

### Urban League of Broward County

560 NW 27th Avenue  
Fort Lauderdale , FL 33311

### Walker Elementary School

1001 NW 4th Street  
Fort Lauderdale , FL 33311

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### Activity Description

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**Activity:** Mentoring  
**Target Group:** Children  
**Geographic Area:** Urban  
**Location Type:** School, Elementary

**Address(es) :**

#### Rock Island Elementary School

2350 NW 19th Street  
Fort Lauderdale , FL 33311

#### Urban League of Broward County

560 NW 27th Avenue  
Fort Lauderdale , FL 33311

#### Walker Elementary School

1001 NW 4th Street  
Fort Lauderdale , FL 33311

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### Activity Description

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**Activity:** Drug Free Events  
**Target Group:** Children  
**Geographic Area:** Urban  
**Location Type:** School, Elementary

**Address(es) :**

#### Rock Island Elementary School

2350 NW 19th Street  
Fort Lauderdale , FL 33311

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## Section 3 Performance

### Urban League of Broward County

560 NW 27th Avenue  
Fort Lauderdale , FL 33311

### Walker Elementary School

1001 NW 4th Street  
Fort Lauderdale , FL 33311

## Objectives and Measures

**Objective:** A1 - Report on program accomplishments

**Measure:** Part 1

Please briefly describe what your program's accomplishments will be. Please include any benefits or changes to be observed as a result of JAG-funded activities, such as program completion, or changes in attitudes, skills, knowledge, or conditions. [500-character limit]

**Goal:** 80% of youth will increase their knowledge concerning the risk of ATOD usage, as measured by the United Way Assessment Survey Pre and Post tests.  
80% of youth will maintain or increase their disapproval of alcohol, tobacco and other drugs, as measured by the United Way Assessment Survey Pre and Post tests.

**Objective:** A2 - Report on usage of crimesolutions.gov Website

**Measure:** Part 1

Will you be using the crimesolutions.gov website?

**Goal:** No

**Objective:** A3 - Report on subgrants from grantees other than FDLE

**Measure:** Part 2

If yes, enter grantee organization or agency name.

**Goal:** N/A

**Measure:** Part 1

Are you a subrecipient of a JAG award from another JAG grantee (other than FDLE)? An agency can be a primary recipient of a JAG award from BJA and a subrecipient of a JAG award from another JAG award primary recipient. Do not consider awards that you receive directly from USDOJ.

**Goal:** No

**State Purpose Area:** PE - Prevention and Education: Includes activities where individuals are served, directly or indirectly. Activities may

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## Section 6: Performance

include one-time events, services, or events and services that occur on a continual basis.

### Activity Description

**Activity:** Prevention and Education  
**Target Group:** Prevention and Education  
**Geographic Area:** Urban  
**Location Type:** School, Elementary

### Activity Description

**Activity:** Prevention and Education  
**Target Group:** Prevention and Education  
**Geographic Area:** Urban  
**Location Type:** School, Middle

**Address(es) :**

**Rock Island Elementary School**

2350 NW 19th Street  
Fort Lauderdale , FL 33311

**Sunrise MiddleSchool**

1750 NE 14th Street  
Fort Lauderdale , FL 33311

**Urban League of Broward County**

560 NW 27th Avenue  
Fort Lauderdale , FL 33311

**Walker Elementary School**

1001 NW 4th Street  
Fort Lauderdale , FL 33311

**William Dandy middle**

2400 NW 26th Street  
Fort Lauderdale , FL 33311

### Activity Description

**Activity:** Prevention and Education  
**Target Group:** Prevention and Education  
**Geographic Area:** Urban  
**Location Type:** Community-based organization

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## Section 3: Performance

### Address(es) :

**Urban League of Broward County**  
560 NW 27th Avenue  
Fort Lauderdale , FL 33311

### Objectives and Measures

**Objective:** PE1 - Report on JAG funding allocated for prevention and education

Measure: Part 1

How much JAG funding has been allocated for Prevention and Education? Please report in dollars (\$).

Goal: \$72,557.00

**Objective:** PE2 - Provide prevention or education programs

Measure: Part 1

How many prevention or education programs will you implement?

Goal: 1

Measure: Part 2

Of the prevention or education programs to be implemented, how many will be substance abuse prevention or education programs?

Goal: 1

Measure: Part 3

What types of prevention or education programs will you provide? In your response, please list all that apply from the following choices: Anti-gang, Anti-drug, Cognitive, Crime Prevention, Drug Prevention, Educational, Employment, Gang Resistance, GED, Housing, Job Skills, Mental Health, Mentoring, Pro-social, Substance Abuse, Truancy, Vocational, Other. Do not select other if your item fits into any of the categories above. If other, state "other" and specify.

Goal: Anti-gang, Anti-drug, Drug Prevention, Gang resistance, Substance Abuse.

**Objective:** PE3 - Serve participants in ongoing programs

Measure: Part 1

How many participants will the program serve? Please report the number of participants for ongoing programs and not one-time events.

Goal: 125

Measure: Part 2

# Application for Funding Assistance

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## Section 3: Performance

Of those participants to be served, how many will be NEW participants?  
Goal: 125

**Objective:** PE4 - Develop prevention or education program materials

Measure: Part 1

How many types of prevention or education program materials will be developed? Please report the number of distinct types of materials developed. In your response, please list all that apply and the number of each from the following choices:  
Brochures, Pamphlets, and Posters;  
Presentations;  
E-mails;  
Webinars;  
Websites;  
Web-based presentations;  
Other. Do not select other if your item fits into any of the categories above. If other, state "other" and specify.

Goal: 0

Measure: Part 2

Of the prevention or education program materials to be developed, how many types will be related to substance abuse? Please report the number of distinct types of materials to be developed. In your response, please list all that apply and the number of each from the following choices:  
How many types of prevention or education program materials have been developed during the reporting period? Please report the number of distinct types of materials developed. In your response, please list all that apply and the number of each from the following choices:  
Brochures, Pamphlets, and Posters;  
Presentations;  
E-mails;  
Webinars;  
Websites;  
Web-based presentations;  
Other. Do not select other if your item fits into any of the categories above. If other, state "other" and specify.

Goal: N/A

Measure: Part 3

How many educational activities and materials will be disseminated? Please report the total number of materials to be distributed (not the number of copies), such as brochures, pamphlets, and posters.

Goal: 0

Measure: Part 4

Where will the materials be disseminated? In your response, please list all that apply from the following choices:

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## Section 3: Performance

Events Targeting Youth and Teens,  
Government Agencies,  
Schools,  
Youth Groups,

Other. Do not select other if your item fits into any of the categories above. If other, state "other" and specify.

Goal: N/A

Measure: Part 5

What other prevention-related or educational media will be used to disseminate prevention and education information? In your response, please list all that apply from the following choices:

Listserv,

Radio (Advertisements or Program Specials),

Social Media (e.g., Facebook, Twitter),

Television Advertisement (Commercial, Public Service Announcement [PSA], or Special),

Webinars,

Other. Do not select other if your item fits into any of the categories. If other, state "other" and specify.

Goal: N/A



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## Section 3: Performance

### Section Questions:

Question: If "other" was selected for the geographic area, please describe.

Answer: N/A

Question: If "other" was selected for location type, please describe.

Answer: N/A

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## Section 4: Financial

### General Financial Info:

**Note: All financial remittances will be sent to the Chief Financial Officer of the Subgrantee Organization.**

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000319

### Budget:

Budget Category	Federal	Match	Total
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$72,557.00	\$0.00	\$72,557.00
Expenses	\$0.00	\$0.00	\$0.00
Operating Capital Outlay	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
<b>-- Totals --</b>	<b>\$72,557.00</b>	<b>\$0.00</b>	<b>\$72,557.00</b>
<b>Percentage</b>	<b>100.0</b>	<b>0.0</b>	<b>100.0</b>

### Project Generated Income:

Will the project earn project generated income (PGI) ? No

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Section 4 Financial (Cont.)

## **Budget Narrative:**

### CONTRACTUAL SERVICES

#### Group Sessions:

5 groups of 5 students 2 times per week at 4 schools for 30 weeks = 1,200 sessions. 6 groups per day 4 days per week for 8 weeks of summer = 192 sessions  
 $\$50.00/\text{hour} \times 1,392 \text{ units/hours} = \$69,600.00$

#### Youth Alternative Drug Free Events:

5 events of 3 hours each = 15  
 $\$60.00/\text{hour} \times 15 \text{ units/hours} = \$900$

#### Field Trips:

2 trips of 3 hours each = 6  
 $\$70.00/\text{hour} \times 6 \text{ units/hours} = \$420$

#### Anti-drug Presentations:

1 presentation each of 10 months = 10  
 $\$85.00/\text{hour} \times 10 \text{ units/hours} = \$850.00$

#### Tracking:

3.28 hours x 12 months = 39.35  
 $\$20.00/\text{hour} \times 39.35 = \$787.00$

**TOTAL BUDGET = \$72,557.00**

The services are described in the UWBCCSA Unit Cost Manual, as revised February 2014. The services provided are based on a contractual agreement between the City of Fort Lauderdale and the Urban League of Broward County.

The sub-grantee understands that the Florida Department of Law Enforcement (FDLE) will only reimburse up to the approved budget amount.

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## Section 4 Financial

### Section Questions:

Question: If salaries and benefits are included in the budget as actual costs for staff in the implementing agency, is there a net personnel increase, or a continued net personnel increase from the previous Byrne program?

Answer: N/A

Question: If benefits are to be included, are they reflected in the budget narrative?

Answer: N/A

Question: Indicate the Operating Capital Outlay threshold established by the subgrantee or implementing agency, if it is the sheriff's office.

Answer: N/A

Question: If indirect cost is included in the budget, indicate the basis for the plan (e.g. percent of salaries and benefits), and provide documentation of the appropriate approval of this plan.

Answer: N/A

Question: If the budget includes services based on unit costs, provide a definition and cost for each service as part of the budget narrative for contractual services. Include the basis for the unit costs and how recently the basis was established or updated.

Answer: The United Way of Broward County Commission on Substance Abuse established a Unit Cost Manual including definitions and costs for each unit of service. The Unit Cost Manual was last updated in February 2014.



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

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**Edward Byrne Memorial Justice Assistance Grant (JAG) Program**

**STANDARD CONDITIONS**

Conditions of agreement requiring compliance by units of local government (subgrant recipients), implementing agencies, and state agencies upon signed acceptance of the subgrant award appear in this section. Upon approval of this subgrant, the approved application and the following terms of conditions will become binding. Failure to comply with provisions of this agreement will result in required corrective action up to and including project costs being disallowed and termination of the project, as specified in item 19 of this section.

1. **All Subgrant Recipients must comply with the financial and administrative requirements set forth in the current edition of the U.S. Department of Justice, Office of Justice Programs (OJP) Financial Guide (Financial Guide) ([www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm)) and the Edward Byrne Memorial Justice Assistance Grant (JAG) program guidance ([www.bja.gov/ProgramDetails.aspx?ProgramID=59](http://www.bja.gov/ProgramDetails.aspx?ProgramID=59)) as well as Federal statutes, regulations, policies, guidelines and requirements and Florida laws and regulations including but not limited to:**
  - Florida Administrative Code, Chapter 11D-9, "Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program": [www.flrules.org/](http://www.flrules.org/)
  - Office of Management and Budget (OMB) Circulars: [www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars)
    - A-21 (2 CFR 220), "Cost Principles for Educational Institutions"
    - A-87 (2 CFR 225), "Cost Principles for State, Local and Indian Tribal Governments"
    - A-102, "Grants and Cooperative Agreements with State and Local Governments"
    - A-110 (2 CFR 215), "Uniform Administrative Requirements for Grants and Cooperative Agreements"
    - A-122 (2 CFR 230), "Cost Principles for Non-Profit Organizations"
    - A-133, "Audits of States, Local Governments, and Non-Profit Organizations"
  - Code of Federal Regulations: [www.gpo.gov/fdsys/](http://www.gpo.gov/fdsys/)
    - 2 CFR 175.15(b), "Award Term for Trafficking in Persons"
    - 28 CFR 38, "Equal Treatment for Faith-Based Organizations"
    - 28 CFR 66, "U.S. Department of Justice Common Rule for State And Local Governments" (Common Rule)
    - 28 CFR 83, "Government-Wide Requirements for Drug-Free Workplace (Grants)"
    - 28 CFR 18, 22, 23, 30, 35, 42, 61, and 63
  - Public Law 109-162, Title XI—Department of Justice Reauthorization, Subtitle B—Improving the Department of Justice's Grant Programs, Chapter 1—Assisting Law Enforcement and Criminal Justice Agencies, Sec. 1111. Merger of Byrne Grant Program and Local Law Enforcement Block Grant Program:  
[www.bja.gov/ProgramDetails.aspx?ProgramID=59](http://www.bja.gov/ProgramDetails.aspx?ProgramID=59).
  - United States Code: [www.gpo.gov/fdsys/](http://www.gpo.gov/fdsys/)
    - 42 U.S.C. 3711 et seq., "Omnibus Crime Control and Safe Streets Act of 1968"
  - State of Florida General Records Schedule GS1-SL for State and Local Government Agencies:<http://dlis.dos.state.fl.us/barm/genschedules/GS2-2008-Rev2010.pdf>
  - State of Florida Statutes 215.971 (Agreements funded with federal or state assistance) and 215.985 (Transparency in government spending)

## 2. Requirements for Contractors of Subgrant Recipients

The subgrant recipient assures the compliance of all contractors with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. 3711 et seq. at [www.gpo.gov/fdsys/](http://www.gpo.gov/fdsys/)); the provisions of the current edition of the Office of Justice Programs Financial Guide ([www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm)); and all other applicable federal and state laws, orders, circulars, or regulations.

- (f) The report must be electronically signed by the subgrant recipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

(2) Financial Closeout Audit

- (a) The Financial Closeout Audit shall be submitted to the Department within forty-five (45) days of the subgrant expiration date.
- (b) The Financial Closeout Audit must be electronically signed by the subgrant recipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

(3) Project Generated Income (PGI)

- (a) If applicable, the subgrant recipient shall submit Quarterly PGI Earnings and Expenditures Reports to the Department within thirty (30) days after the end of the reporting period covering subgrant project generated income and expenditures during the previous quarter. If any PGI remains unspent after the subgrant ends, the subgrant recipient must continue submitting quarterly PGI reports until all funds are expended. (See Item 11, Program Income.)
- (b) PGI Earnings and Expenditures reports must be electronically signed by the subgrant recipient or implementing agency's chief financial officer or the chief financial officer's designee.

c. Other Reports

The subgrant recipient shall report to the Uniform Crime Report and other reports as may be reasonably required by the Department.

**5. Fiscal Control and Fund Accounting Procedures**

- a. All expenditures and cost accounting of funds shall conform to the Office of Justice Programs Financial Guide, the Common Rule, and OMB Circulars A-21, A-87, and A-110, or A-102 as applicable, in their entirety.
- b. The subgrant recipient is required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. As a subgrant recipient, you must have a financial management system in place that is able to record and report on the receipt, obligation, and expenditure of grant funds. An adequate accounting system for a subgrant recipient must be able to accommodate a fund and account structure to separately track receipts, expenditures, assets, and liabilities for awards, programs, and subgrant recipients.
- c. All funds spent on this project shall be disbursed according to provisions of the project budget as approved by the Department.
- d. All funds not spent in accordance with this agreement shall be subject to repayment by the subgrant recipient.

**6. Payment Contingent on Appropriation and Available Funds**

The State of Florida's performance and obligation to pay under this agreement is contingent upon an annual appropriation by the Florida Legislature. Furthermore, the obligation of the State of Florida to reimburse subgrant recipients for incurred costs is subject to available federal funds.

**7. Obligation of Subgrant Recipient Funds**

Subgrant funds shall not under any circumstances be obligated prior to the effective date, or subsequent to the termination date, of the subgrant award period. Only project costs incurred on or after the effective date, and on or prior to the termination date of the subgrant recipient's

- b. The subgrant recipient shall establish and administer a system to protect, preserve, use, maintain and dispose of any property furnished to it by the Department or purchased pursuant to this agreement according to federal property management standards set forth in the Office of Justice Programs Financial Guide, U.S. Department of Justice Common Rule for State and Local Governments or the federal OMB Circular A-110 or A-102, as applicable. This obligation continues as long as the subgrant recipient retains the property, notwithstanding expiration of this agreement.

#### **14. Ownership of Data and Creative Material**

Ownership of material, discoveries, inventions, and results developed, produced, or discovered subordinate to this agreement is governed by the terms of the Office of Justice Programs Financial Guide (as amended), and the U.S. Department of Justice Common Rule for State and Local Governments, or the federal OMB Circular A-110 or A-102, as applicable.

#### **15. Copyright**

The awarding agency reserves a royalty-free non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for federal government purposes:

- a. The copyright in any work developed under an award or subaward, and
- b. Any rights of copyright to which a subgrant recipient or subrecipient purchases ownership with support funded under this grant agreement.

#### **16. Patents**

If any program produces patentable items, patent rights, processes, or inventions, in the course of work sponsored by the federal award or subaward funds, such facts must be promptly and fully reported to the awarding agency.

- a. Unless there is a prior agreement between the subgrant recipient and the Department on disposition of such items, the Department may determine whether protection on the invention or discovery will be sought.
- b. The Department will also determine how rights in the invention or discovery (including rights under any patents issued) will be allocated and administered in order to protect the public interest consistent with "Government Patent Policy" ("President's Memorandum for Heads of Executive Departments and Agencies," dated August 23, 1971, and statement of Government patent policy, as printed in 36 Federal Register 16839).
- c. Government regulations have been issued in Title 37 CFR Part 401 by the U.S. Department of Commerce.

#### **17. Publication or Printing of Reports**

The subgrant recipient shall submit for review and approval one copy of any curricula, training materials, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) days prior to the targeted dissemination date. The subgrantee understands and agrees that any training materials developed or delivered with grant funding must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees available at [www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm](http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm)

All materials publicizing or resulting from award activities shall contain the following statements:

"This project was supported by Award No. \_\_\_\_\_ awarded by the Bureau of Justice Assistance, Office of Justice Programs. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the authors and do not necessarily reflect the views of the Department of Justice".



## 20. Commencement of Project

- a. If a project is not operational within 60 days of the original start date of the award period, the subgrant recipient must report by letter to the Department the steps taken to initiate the project, the reasons for delay, and the expected start date.
- b. If a project is not operational within 90 days of the original start date of the award period, the subgrant recipient must submit a second statement to the Department explaining the implementation delay.
- c. Upon receipt of the ninety (90) day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, unilaterally terminate this agreement and re-obligate subgrant funds to other Department approved projects. The Department, where warranted by extenuating circumstances, may extend the starting date of the project past the ninety (90) day period, but only by formal written adjustment to this agreement.

## 21. Excusable Delays

- a. Except with respect to defaults of consultants, the subgrant recipient shall not be in default by reason of any failure in performance of this agreement according to its terms (including any failure by the subgrant recipient to make progress in the execution of work hereunder which endangers such performance) if such failure arises out of causes beyond the control and without the fault or negligence of the subgrant recipient. Such causes include, but are not limited to, acts of God or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case, the failure to perform shall be beyond the control and without the fault or negligence of the subgrant recipient.
- b. If failure to perform is caused by failure of a consultant to perform or make progress, and if such failure arises out of causes beyond the control of subgrant recipient and consultant, and without fault or negligence of either of them, the subgrant recipient shall not be deemed in default, unless:
  - (1) Supplies or services to be furnished by the consultant were obtainable from other sources,
  - (2) The Department ordered the subgrant recipient in writing to procure such supplies or services from other sources, and
  - (3) The subgrant recipient failed to reasonably comply with such order.
- c. Upon request of the subgrant recipient, the Department shall ascertain the facts and the extent of such failure, and if the Department determines that any failure to perform was occasioned by one or more said causes, the delivery schedule shall be revised accordingly.

## 22. Grant Adjustments

- a. Subgrant recipients must submit a grant adjustment through SIMON for major substantive changes such as changes in project activities or scope of the project, target populations, service providers, implementation schedules, project director, and designs or research plans set forth in the approved agreement and for any budget changes that affect a cost category that was not included in the original budget. Adjustments are also required when there will be a transfer of 10% or more of the total budget between budget categories, or there is an indirect cost rate category change.
- b. Subgrant recipients may transfer up to 10% of the total budget between current, approved budget categories without prior approval as long as the funds are transferred to an existing line item.
- c. Under no circumstances can transfers of funds increase the total budgeted award.

- a. All positions in programs providing care to children, the developmentally disabled, or vulnerable adults for 15 hours or more per week; all permanent and temporary employee positions of the central abuse hotline; and all persons working under contract who have access to abuse records are deemed to be persons and positions of special trust or responsibility and require employment screening pursuant to § 435, Fla. Stat., using the level 2 standards set forth in that chapter.
- b. All employees in positions designated by law as positions of trust or responsibility shall be required to undergo security background investigations as a condition of employment and continued employment. For the purposes of the subsection, security background investigations shall include, but not be limited to, employment history checks, fingerprinting for all purposes and checks in this subsection, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and federal criminal records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies.
  - (1) Any person who is required to undergo such a security background investigation and who refuses to cooperate in such investigation or refuses to submit fingerprints shall be disqualified for employment in such position or, if employed, shall be dismissed.
  - (2) Such background investigations shall be conducted at the expense of the employing agency or employee. When fingerprinting is required, the fingerprints of the employee or applicant for employment shall be taken by the employing agency or by an authorized law enforcement officer and submitted to the Department of Law Enforcement for processing and forwarding, when requested by the employing agency, to the United States Department of Justice for processing. The employing agency shall reimburse the Department of Law Enforcement for any costs incurred by it in the processing of the fingerprints.

#### **29. Drug Court Projects**

A Drug Court Project must comply with § 397.334, Fla. Stat., "Treatment-Based Drug Court Programs."

#### **30. Overtime for Law Enforcement Personnel**

Prior to obligating funds from this award to support overtime by law enforcement officers, the U.S. Department of Justice encourages consultation with all allied components of the criminal justice system in the affected jurisdiction. The purpose of this consultation is to anticipate and plan for systemic impacts such as increased court dockets and the need for detention space.

#### **31. Criminal Intelligence System**

- a. The subgrant recipient agrees that any information technology system funded or supported by the Office of Justice Programs funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if the Office of Justice Programs determines this regulation to be applicable. Should the Office of Justice Programs determine 28 C.F.R. Part 23 to be applicable, the Office of Justice Programs may, at its discretion, perform audits of the system, as per 28 C.F.R. 23.20(g). Should any violation of 28 C.F.R. Part 23 occur, the subgrant recipient may be fined as per 42 U.S.C. 3789g(c)-(d). The subgrant recipient may not satisfy such a fine with federal funds.
- b. The subgrantee understands and agrees that no awarded funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. In doing so the subgrantee agrees the these restrictions will not limit the use of awarded funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecutions, or adjudication activities.

- e. In the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to FDLE and to the Office for Civil Rights, Office of Justice Programs.
- f. In accordance with federal civil rights laws, the subgrant recipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.
- g. Subgrant recipients must include comprehensive Civil Rights/Nondiscrimination Provisions in all contracts funded by the subgrant recipient.
- h. If the subgrant recipient or any of its employees, contractors, vendors, or program beneficiaries has a discrimination complaint, they may file a complaint with the subgrant recipient, with FDLE or with the Office for Civil Rights. Discrimination complaints may be submitted to FDLE at Office of the Inspector General, Post Office Box 1489, Tallahassee, Florida 32302-1489 or online at [info@fdle.state.fl.us](mailto:info@fdle.state.fl.us). Discrimination complaints may also be submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7<sup>th</sup> Street, Northwest, Washington, D.C. 20531, or by phone at (202) 307-0690.
- i. The subgrant recipient must have procedures in place for responding to discrimination complaints that employees and clients, customers, and program participants file directly with the subgrant recipient.
- j. The subgrant recipient must have written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the subgrantee/implementing agency with FDLE or the OCR.
- k. Any discrimination complaints filed with FDLE will be reviewed by FDLE's Inspector General and referred to the Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission, based on the nature of the complaint.
- l. **Americans with Disabilities Act**  
Subgrant recipients must comply with the requirements of the Americans with Disabilities Act (ADA), Public Law 101-336, which prohibits discrimination by public and private entities on the basis of disability and requires certain accommodations be made with regard to employment (Title I), state and local government services and transportation (Title II), public accommodations (Title III), and telecommunications (Title IV).
- m. **Rehabilitation Act of 1973 (28 C.F.R. Part 42, Subpart G)**  
If the subgrant recipient has 50 or more employees and receives DOJ funding of \$25,000 or more, the subgrant recipient must take the following actions:
  - (1) Adopt grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Section 504 of the Rehabilitation Act of 1973, found at 28 C.F.R. Part 42, Subpart G, which prohibit discrimination on the basis of a disability in employment practices and the delivery of services.
  - (2) Designate a person to coordinate compliance with the prohibitions against disability discrimination contained in 28 C.F.R. Part 42, Subpart G.
  - (3) Notify participants, beneficiaries, employees, applicants, and others that the subgrantee/implementing agency does not discriminate on the basis of disability.
- n. **Limited English Proficiency (LEP)**  
In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. For more information on the civil rights responsibilities that recipients have in

- (1) New construction
  - (2) Minor renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain; a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
  - (3) A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; and
  - (4) Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments.
  - (5) Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.
- b. The subgrant recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by the Bureau of Justice Assistance. The subgrant recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed by the Department of Justice at [www.bja.gov/Funding/nepa.html](http://www.bja.gov/Funding/nepa.html), for programs relating to methamphetamine laboratory operations.
  - c. For any of a subgrant recipient's existing programs or activities that will be funded by these subgrants, the subgrant recipient, upon specific request from the Department and the U.S. Department of Justice, agrees to cooperate with the Department of Justice in any preparation by Department of Justice of a national or program environmental assessment of that funded program or activity.

**36. Mitigation of Health, Safety and Environmental risks dealing with Clandestine Methamphetamine Laboratories**

If an award is made to support methamphetamine laboratory operations the subgrant recipient must comply with this condition, which provides for individual site environmental assessment/impact statements as required under the National Environmental Policy Act.

- a. **General Requirement:** The subgrant recipient agrees to comply with federal, state, and local environmental, health and safety laws and regulations applicable to the investigation and closure of clandestine methamphetamine laboratories and the removal and disposal of the chemicals, equipment, and wastes used in or resulting from the operation of these laboratories. The subgrant recipient also agrees to complete a Methamphetamine Mitigation Plan (MMP) that includes the nine protective measures or components required by BJA and submit the plan to FDLE's Office of Criminal Justice Grants.
- b. **Specific Requirements:** The subgrant recipient understands and agrees that any program or initiative involving the identification, seizure, or closure of clandestine methamphetamine laboratories can result in adverse health, safety and environmental impacts to (1) the law enforcement and other governmental personnel involved; (2) any residents, occupants, users, and neighbors of the site of a seized clandestine laboratory; (3) the seized laboratory site's immediate and surrounding environment of the site(s) where any remaining chemicals, equipment, and waste from a seized laboratory's operations are placed or come to rest. Therefore, the subgrant recipient further agrees that in order to avoid or mitigate the possible adverse health, safety and environmental impacts from any of clandestine methamphetamine operations funded under this award, it will (1) include the nine, below listed protective measures or components; (2) provide for their adequate funding to include funding, as necessary, beyond that provided by this award; and (3) implement these protective measures directly throughout the life of the subgrant. In so doing, the subgrant

judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under 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;

- c. 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 (1)(b) of this certification; and
- d. 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.

### **38. Federal Restrictions on Lobbying**

- a. Each subgrant recipient agrees to comply with 28 CFR Part 69, "New Restrictions on Lobbying" and shall file the most current edition of the Certification And Disclosure Form, if applicable, with each submission that initiates consideration of such subgrant recipient for award of federal contract, grant, or cooperative agreement of \$100,000 or more.
- b. This certification is a material representation of fact upon which reliance was placed when this agreement was made. Submission of this certification is a prerequisite to entering into this agreement subject to conditions and penalties imposed by 31 USC 1352. Any person who fails to file the required certification is subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure to file.
- c. As required by 31 USC 1352, and implemented at 28 CFR 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR 69, the applicant certifies that:
  - (1) 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;
  - (2) If any funds other than federal appropriated funds have been paid or will be paid 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 this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
  - (3) 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 subgrant recipients shall certify and disclose accordingly.

### **39. State Restrictions on Lobbying**

In addition to the provisions contained in Item 38, above, the expenditure of funds for the purpose of lobbying the legislature or a state agency is prohibited under this contract.

### **40. Additional Restrictions on Lobbying**

The subgrant recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs.

constituent elements, where applicable, as described at: [www.it.ojp.gov/gsp\\_grantcondition](http://www.it.ojp.gov/gsp_grantcondition). Grantee shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

**49. Reporting, Data Collection and Evaluation**

The subgrant recipient agrees to comply with all reporting, data collection and evaluation requirements, as prescribed by the Bureau of Justice Assistance in the program guidance for the Justice Assistance Grant (JAG). Compliance with these requirements will be monitored by FDLE.

**50. Privacy Certification**

The subgrant recipient agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Subgrant recipient further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.

**51. State Information Technology Point of Contact**

The subgrant recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditures period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the subgrant recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to [www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046](http://www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046)

**52. Interstate Connectivity**

To avoid duplicating existing networks or IT systems in any initiatives funded by the Bureau of Justice Assistance for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the subgrant recipient can demonstrate to the satisfaction of the Bureau of Justice Assistance that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

**53. Supplanting**

The subgrant recipient agrees that funds received under this award will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.

**54. Conflict of Interest**

The subgrant recipient and implementing agency will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

**55. Uniform Relocation Assistance and Real Property Acquisitions Act**

The subgrant recipient will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs.

**56. Limitations on Government Employees Financed by Federal Assistance**

The subgrant recipient will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When FDLE award funds to support a task force, the subgrant recipient must compile and maintain a task force personnel roster along with course completion certificates. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)).

**62. Funds to Association of Community Organizations for Reform Now (ACORN) Unallowable**

Subgrant recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

**63. High Risk Subgrant Recipients**

The subgrant recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the U.S. Department of Justice determines that the subgrant recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.

**64. Text Messaging While Driving**

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), and §316.305, F.S., the subgrant recipient is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this subgrant and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

**65. System for Award Management (SAM)**

The subgrant recipient must maintain current information in SAM until it submits the final financial report required under this award or receives the final payment, whichever is later. This requires that the subgrant recipient review and update the information at least annually after the initial registration, and more frequently if required by changes in its information or another award term.

**66. Maximum Allowable Salary**

No portion of these federal grant funds shall be used towards any part of the annual cash compensation of any employee of the subgrant recipient whose total annual cash compensation exceeds 110% of the maximum salary payable to a member of the Federal government's Senior Executive Service at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at <http://www.opm.gov/oca/payrates/index.asp>. A subgrant recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.). This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.

**67. DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database**

If JAG program funds will be used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), by a government DNA lab with access to CODIS. No profiles generated with JAG funding may be entered into any other non-governmental DNA database without prior express written approval from BJA. For more information, refer to the NIJ FY 2012 DNA Backlog Reduction Program, available at <https://www.ncjrs.gov/pdffiles1/nij/sl001062.pdf>

In addition, funds may not be used for purchase of DNA equipment and supplies when the resulting DNA profiles from such technology are not accepted for entry into CODIS (the National DNA Database operated by the FBI).

1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

The subgrant recipient must comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), if any.

**73. Other Federal Funds**

The subgrantee agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this award, and those awards have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this award, the subgrantee will promptly notify, in writing the grant manager for this award, and, if so requested by OCJG seek a budget modification or change of project scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

**74. Monitoring**

The recipient agrees to comply with FDLE's grant monitoring guidelines, protocols, and procedures, and to cooperate with FDLE on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and /or site visits. The recipient agrees to provide FDLE all documentation necessary to complete monitoring of the award. Further, the recipient agrees to abide by reasonable deadlines set by FDLE for providing requested documents. Failure to cooperate with FDLE grant monitoring activities may result in sanctions affecting the recipient's award, including, but not limited to: withholding and/or other restrictions on the recipient's access to funds referral to the Office of the Inspector General for audit review, designation of the recipient as a FDLE High Risk grantee, or termination of an award(s).

**75. Unmanned Aerial Vehicles**

The recipient agrees that awarded funds may not be expended on unmanned aircraft, unmanned aircraft systems, or aerial vehicles (US, UAS, or UAV) unless the BJA Director certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order. Additionally, any funding approved for this purpose would be subject to additional reporting, which would be stipulated by FDLE post award.



# CERTIFICATION FORM

## Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name: City of Fort Lauderdale		DUNS Number: 072219595
Address: 100 North Andrews Avenue, Fort Lauderdale, FL 33301		
Grant Title: Substance Abuse Prevention Program (ULBC)	Grant Number: 2015-JAGC-2590	Award Amount: \$72,557.00
Name and Title of Contact Person: Dayna Bhaggan, Public Safety Grants Manager		
Telephone Number: 954-828-5284	E-Mail Address: dbhaggan@fortlauderdale.gov	

### Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- Recipient has less than fifty employees.
- Recipient is a nonprofit organization.
- Recipient is an Indian tribe.
- Recipient is an educational institution.
- Recipient is a medical institution.
- Recipient is receiving an award less than \$25,000.

I, \_\_\_\_\_ [responsible official],  
certify that \_\_\_\_\_ [recipient] is  
not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.  
I further certify that \_\_\_\_\_ [recipient]  
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of  
services.

Print or Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, \_\_\_\_\_ [responsible official],  
certify that \_\_\_\_\_ [recipient],  
which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:  
\_\_\_\_\_  
[organization],  
\_\_\_\_\_  
[address].

Print or Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

I, John P. "Jack" Seiler \_\_\_\_\_ [responsible official],  
certify that City of Fort Lauderdale \_\_\_\_\_ [recipient],  
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in  
accordance with 28 CFR pt. 42, subpt. E, and sent it for review on December 6, 2012 \_\_\_\_\_ [date] to the  
Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

John P. "Jack" Seiler, Mayor \_\_\_\_\_  
Print or Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date 8/6/14

# Application for Funding Assistance

Florida Department of Law Enforcement  
Justice Assistance Grant - County-wide

*[Redacted]*

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duty authorized officers on the date, month and year set out below.

**Corrections on this page, including Strikeovers, whiteout, etc. are not acceptable.**

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

Signature: *Petrina T. Herring*

Typed Name and Title: Petrina T. Herring, Bureau Chief

Date: 11/29/2014

**Subgrant Recipient  
Authorizing Official of Governmental Unit  
(Commission Chairman, Mayor, or Designated Representative)**

Typed Name of Subgrant Recipient: CITY OF FORT LAUDERDALE

Signature: *[Signature]*

Typed Name and Title: John P. "Jack" Seiler, Mayor

Date: 8/6/14

**Implementing Agency  
Official, Administrator or Designated Representative**

Typed Name of Implementing Agency: FORT LAUDERDALE POLICE DEPARTMENT

Signature: *[Signature]*

Typed Name and Title: Franklin C. Adderley, Chief of Police

Date: 8/6/14