



Edward Byrne Memorial Justice Assistance Grant Countywide Application Announcement

This announcement is to notify eligible applicants that Pinellas County Justice Coordination is now accepting applications for federal funding through the Edward Byrne Memorial Justice Assistance Grant Countywide (JAG-C). Pursuant to Chapter 11-D-9 of the Florida administrative code, the approximate amount of money Pinellas County expects to receive from FDLE is \$270,000 for the Federal Fiscal Year 2020 JAGC.

JAG-C provides financial assistance to local projects that offer a high probability of preventing and controlling crime and improving the criminal justice system. JAG-C is a pass-through grant of federal funds allocated to the Florida Department of Law Enforcement (FDLE) by the Bureau of Justice Assistance. FDLE awards JAG-C funds to units of local government or licensed substance abuse providers that perform law enforcement functions. The funding period for this application is October 1, 2021 - September 30, 2022.

To be eligible for JAG-C funding applicants must be a local unit of government, a political agency, or licensed substance abuse provider that performs law enforcement functions. Projects must also be within at least one of the following federally approved purpose areas:

- 1) Law enforcement programs
- 2) Prosecution, courts, and indigent defense programs
- 3) Prevention and education programs
- 4) Corrections, community corrections, and reentry programs
- 5) Mental health programs
- 6) Planning, evaluation, and technology enhancement programs
- 7) Crime victim and witness programs
- 8) Drug Treatment and Enforcement programs

Pinellas County Justice Coordination is the point of contact for JAG-C administration and will be responsible for preparing application packages, forwarding all applications to the Substance Abuse Advisory Board (SAAB) and completing the FDLE online submission process. FDLE is responsible for the final review of applications and award approval. Please read the application instructions on the following page to assure your application includes all required information.

All applications must be submitted to the Pinellas County online application website by Thursday, April 1, 2021 at 5 pm.

JAG-C Online Application Instructions

Please read application instructions in their entirety before beginning or submitting an application for funding. Organizations and agencies may only submit one project proposal. Submission of multiple project applications by a single organization will not be accepted.

1. Go to https://fs30.formsite.com/Pinellas8/Grant/form_login.html to access the online application.
2. Create a new user or login as a returning user. To begin the applications, organizations are required to create a username and password to access the JAG-C Application. We encourage organizations to use their entity name when creating a username. (If your old username does not work, you will have to create a new one.)

a. Examples

Agency Name	Usernames
City Police Department	CityPD or CityPoliceDepartment
Substance Abuse Counselors, Inc.	SACounselors, SACInc, or SubstanceAbuse
ABC Homeless Shelter	ABCShelter or ABCHomelessShelter

- a. Usernames must be between 4 and 24 Characters
 - b. Passwords must be between 6 and 24 characters
3. Once a Username has been created, you may save the application and return at a later date to edit and submit. Once an application is submitted it cannot be edited or resubmitted. Applications must also be submitted by the deadline or the application will not be accepted, regardless of how complete the application is or when the application was started.
 4. For longer answer sections of the application, we recommend hard enters (or a full line) between paragraphs for readability.
 5. Budget Narrative: Be aware that there are no formatting options in the online applications and the application field will not allow you to copy and paste a table or spreadsheet into the application. To accommodate tables and spreadsheets you may submit a detailed budget as an attachment at the end of the application. *Please also see the explanation of each budget category below.*
 6. Non-Profit Organizations must attach information regarding their non-profit status. Organization's licensed for treatment services should also provide documentation of license.
 7. Be sure to complete all fields and be as thorough as possible. Some sections have detailed instructions to help guide your answers. Please tailor your answers to those instructions.

Application Review Process

A SAAB-appointed review committee will score each application and make funding recommendations to be presented for approval at the next full SAAB meeting. SAAB-recommended awards will not be finalized until approved by the Florida Department of Law Enforcement.

All Grant Award Recipients Must:

- Comply with requirements of Pinellas County and FDLE.
- Maintain an active System for Award Management account (Sam.gov) with no disbarments or suspensions
- Attend the SAAB meetings and present written and oral reports as required.
- Submit quarterly reports and timely submit invoices for reimbursement.
- Submit to monitoring visit(s) by the County and FDLE.
- Agree to request in writing any project changes and obtain approval from the SAAB Chairman for such changes.
- Agree to complete the funded project and expend all awarded funds during the grant funding period.

All applications must be submitted to the Pinellas County online application website by Thursday April 1, 2021 at 5 pm. No late applications will be accepted.

For questions regarding the application or other JAG-C matters, please contact:

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Pinellas County Justice Coordination

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Budget Narrative and Budget Categories

This portion of the application announcement is to inform all applicants of each budget category expendable with JAG-C funding. Most non-profit projects are based on contractual services and should be expressed in cost per unit (see below).

The Budget Narrative may reflect costs in any of these five budget categories: (1) Salaries and Benefits, (2) Contractual Services, (3) Expenses, (4) Operating Capital Outlay, and/or (5) Indirect Costs. A subtotal for each category in the budget narrative must be identified, as well as the total project costs.

Salaries and Benefits. Funds used to support payment of salaries and benefits to government employees dedicated to project activities.

1. Positions created with subaward funds must be in excess of the current number of appropriated positions in the implementing agency.
2. For full and part time positions, list the number and type of positions and the salary for each position. State what percentage of the position's time will be spent on the project and what percentage of the position's salary will be charged to the grant. If the position was grant-funded in a prior year, the percentage of the position's salary funded cannot exceed the percentage paid for the same position in prior years with grant funds.
3. Include the following statement in the budget narrative:
 - a. "This position will work % of the time on project and the grant will pay for % of salary/benefits."
4. List all benefits to be paid by type (such as retirement, health insurance, social security)
5. Project Summary should include a brief description, for all grant-funded positions, that clearly identifies the work related to the project.
6. Pay and benefits cannot be increased because of federal monies. Employees are to be paid their actual regular hourly rate not the estimated amount reflected on the approved budget narrative. Benefits claimed can only be what are normally claimed for position(s) in the approved budget.

Contractual Services. Funds paid to an individual, organization, or other unit of government for specified services provided under terms of the contract between the subrecipient and the contract provider. Briefly describe how these services will be procured.

Describe the services that will be provided with award funds in terms of cost per unit (examples: 1 Hour of Counseling = 1 Unit and Unit Cost = \$100 and/or 1 Presentation = 1 Unit and Unit Cost = \$200). Include all units that will be funded by award funds and the total number of units expected to be expended. Be sure to include a breakdown of salaries and operating expenses that determine the unit cost, if applicable, and the date the unit costs were updated/established.

Project contractual services must comply with the following requirements:

1. **If the applicant is a non-profit organization and being reimbursed by Pinellas County, the budget narrative should reflect unit costs for each service provided, not Salary and Benefits, Expenses, Operating Capital Outlay or Indirect Costs.**
2. Local units of government must use their respective rules and regulations. In the absence of local rules and regulations, or if state regulations are more restrictive, state regulations must be used as a guide.

3. If the relationship with the service provider is contractual, describe the procurement process.
4. Arrangements with individuals must ensure that dual compensation is not involved; the contractual arrangements is written formal, proper and otherwise consistent with awardee's usual practices for obtaining such services; time and services for which payment will be made and rates of compensation will be supported by adequate documentation; and transportation and subsistence costs for travel performed are at an identified rate consistent with the awardee's general travel reimbursement practices.
5. Compensation for consultants employed by state and local governments will only be allowed when units of government will not provide their services without cost. In these cases, the rate will of compensation must not exceed the daily rate paid by the unit of government.
6. Compensation for individual consultant services must be reasonable and consistent with that paid for similar services in the marketplace. Federal regulations provide that the maximum rate for each consultant is \$650 (excluding travel and subsistence costs) for an eight-hour day. A request for compensation for over \$650 a day requires prior approval and additional justification. For consultants hired through competitive bidding process, not sole source, the \$650 threshold does not apply.

Expenses. Funds paid for expenses necessary for project activities.

1. Itemize all expense items for purchase. Any items not specifically listed in the budget will be disallowed. Do not use terms "such as" "etc" or "misc".
2. All expense items must contrive directly to the project requesting funding and not be used for routine agency operations.
3. Allowable expenses include
 - a. Advertising for personnel recruiting and competitive bidding
 - b. Printing and reproduction. Describe items to be printed and/or reproduced
 - c. Rental of staff offices and conference space
 - d. Publicity
 - e. Office supplies
 - f. Postage and shipping fees
 - g. Registration or tuition fees for conferences or training seminars and related travel expenses.
 - h. Travel and training costs (NOT food or beverages for meetings)
 - i. Utility expenses. Itemize by type of service

Operating Capital Outlay (OCO) or Equipment. Funds paid for equipment necessary for project activities.

1. Expenditures should be assigned to Expenses or OCO. OCO includes equipment and other non-consumable, non-expendable items that have a unit cost of \$1,000 or more and/or a useful life of more than one (1) year. Please identify the threshold for OCO items.
2. Itemize all OCO items for purchase and give a cost per item.

Indirect Costs. Costs that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project.

1. If indirect costs are included in the budget please indicate the basis for the plan.