

**RESOLUTION 19-57**

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA; APPROVING THE PURCHASE OF 65 PRO-TECH DELTA BALLISTIC HELMETS AND KITS FROM LOU'S POLICE DISTRIBUTORS, INC. IN THE TOTAL AMOUNT OF \$31,362.50; AUTHORIZING A BUDGET AMENDMENT TO FUND THIS PURCHASE; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

WHEREAS, On January 30, 2019, the City was awarded the Edward Byrne Memorial Justice Assistance Grant in the amount of \$31,362.50 for the project entitled PROJECT PCBPB BALLISTIC HELMETS; and

WHEREAS, a budget amendment is necessary to reflect the total revenue of \$31,362.50 to be received from the grant and the expenditure of a like amount for items requested in the grant agreement.

NOW THEREFORE BE IT RESOLVED by the City of Panama City Beach, Florida that:

1. The appropriate officers of the City are authorized to execute and deliver on behalf of the City that certain Agreement between the City and Lou's Police Distributors, Inc. relating to the purchase of 65 ProTech Delta ballistic helmets and kits in the total amount of Thirty-One Thousand, Three Hundred Sixty-Two Dollars and Fifty Cents (\$31,362.50), on substantially the terms and conditions set forth in the quote attached hereto as Exhibit A and presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager, whose execution of such agreement shall be conclusive evidence of such approval.
2. The following budget amendment #14 is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2018, and ending September 30, 2019, as shown in and in accordance with the attached and incorporated Exhibit B, to reflect the receipt and expenditure for the purposes stated herein.
3. This Resolution shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this 14<sup>th</sup> day of February, 2019.

CITY OF PANAMA CITY BEACH

By   
MIKE THOMAS, MAYOR

ATTEST:

  
MARY JAN BOSSERT, CITY CLERK



**CITY OF PANAMA CITY BEACH  
BUDGET TRANSFER FORM BF-10**

No.      BA # 14

FUND GENERAL ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO 001-2101-521.52-10	Operating Supplies	140,200.00	31,365.00	171,565.00
TO 001-0000-331.20-30	FDLE JAG Ballistic Helmets	0.00	<b>(31,365.00)</b>	<b>(31,365.00)</b>
	Check Adjustment Totals:	140,200.00	0.00	140,200.00

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:

To reflect the award of FDLE Justice Assistance Grant 2019-JAGC-BAY-1-N2-011 and appropriate the expenditure of funds for (65) ballistic helmets

ROUTING FOR APPROVAL

DEPARTMENT HEAD \_\_\_\_\_ DATE \_\_\_\_\_ CITY MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

FINANCE DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

Exhibit B



Florida Department of  
Law Enforcement

Richard L. Swearingen  
*Commissioner*

**Business Support**  
**Office of Criminal Justice Grants**  
Post Office Box 1489  
Tallahassee, FL 32302-1489  
(850) 617-1250  
www.fdle.state.fl.us

Ron DeSantis, *Governor*  
Ashley Moody, *Attorney General*  
Jimmy Patronis, *Chief Financial Officer*  
Nikki Fried, *Commissioner of Agriculture*

February 4, 2019

The Honorable Mike Thomas  
Mayor  
City of Panama City Beach  
110 South Arnold Road  
Panama City Beach, FL 32413-2140

Re: Contract No. 2019-JAGC-BAY-1-N2-011

Dear Mayor Thomas:

The Florida Department of Law Enforcement is pleased to award to the City of Panama City Beach a subgrant in the amount of \$31,362.50 for the project titled BALLISTIC HELMETS. This subgrant is provided under the Edward Byrne Memorial Justice Assistance Grant (JAG) Countywide Program and approved under Florida's state JAG award 2017-MU-BX-0187 from the United States Department of Justice (DOJ). These funds shall be used for the purpose(s) identified in the enclosed subaward agreement.

This subaward is subject to all administrative and financial requirements, including timely submission of all financial and performance reports and compliance with all standard conditions.

In order to meet the requirements of the Transparency Florida Act (215.985, F.S.), this agreement is provided to the Florida Accountability Contract Tracking System (FACTS). If this agreement contains confidential or exempt information not subject to disclosure under Chapter 119, F.S., please contact the Office of Criminal Justice Grants (OCJG) for guidance on requesting an exemption.

The enclosed Certificate of Acceptance is required to be completed and returned within thirty (30) calendar days from the date of award. Completion of the Certificate of Acceptance constitutes official acceptance of the subaward and all associated terms and conditions. The Department is unable to reimburse any project expenditures until this certificate is received.

We look forward to working with you on this project. Please contact your grant manager at (850)617-1250 if you have any questions or if we can be of further assistance.

Sincerely,

Rona Kay Cradit  
Bureau Chief

RKC/ar

Enclosures

Drew R. Whitman  
Chief of Police

# Panama City Beach Police Department

Chad Lindsey  
Deputy Chief of Police

17115 Panama City Beach Parkway  
Panama City Beach, Florida 32413-2128  
(850) 233-5000 Fax (850) 233-5013

[www.beachpolice.org](http://www.beachpolice.org)

## 2017 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Countywide State Solicitation

**Project Title:**

PCBPD Ballistic Helmets

**Project Summary:**

The Panama City Beach Police Department's proposal is to utilize the awarded funds to purchase (65) sixty-five level IIIA ballistic helmets for patrol officers in the amount of \$31,362.50.

**Project Description:**

The level IIIA ballistic helmets are designed to stop 9mm @1400fps, fragmentation & .44 magnum projectiles. The helmets are made from kevlar and other ballistic materials; which include mounting rails for optional lighting, digital recorders, and/or communication devices. The helmets are intended for use in tactical situations requiring extra ballistic protection. The helmets are also equipped with fold-down clear face shields (optional add-on), which would give the officers an added layer of protection during riot or crowd control situations.

Captain Wayne A. Maddox  
Uniform Patrol Division

Captain Robert Clarkson  
Criminal Investigation Division

Captain Richard McClanahan  
Administrative Division

Lt. Jamey Wright  
Risk Mgt.

*"Dedicated to Excellence"*

Drew R. Whitman  
Chief of Police

# Panama City Beach Police Department

Chad Lindsey  
Deputy Chief of Police

17115 Panama City Beach Parkway  
Panama City Beach, Florida 32413-2128  
(850) 233-5000 Fax (850) 233-5013

[www.beachpolice.org](http://www.beachpolice.org)

## *Problem Statement:*

Recently, multiple agencies responded to an active shooter call on Beck Avenue in Panama City to assist. None of the Panama City Beach Police Department officers had any type of ballistic headgear available. The purchase of these helmets will provide our officers with the much needed protection when responding to these dangerous situations. It is very well known that active shooters will intentionally target an officer's head for maximum effectiveness. This type of head-targeting is taught in video games, movies, and on the internet. This type of threat occurs at schools, government functions, and other places where people gather. Having this equipment issued to each officer, accompanying the hard active shooter vests they already have, is crucial to saving lives. The award of this grant money will help mitigate that threat to our officers.

Captain Wayne A. Maddox  
Uniform Patrol Division

Captain Robert Clarkson  
Criminal Investigation Division

Captain Richard McClanahan  
Administrative Division

Lt. Jamey Wright  
Risk Mgt.

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Chad Lindsey  
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Panama City Beach, Florida 32413-2128  
(850) 233-5000 Fax (850)233-5013

[www.beachpolice.org](http://www.beachpolice.org)

## Budget Narrative:

- ProTech Delta 4, full-cut Ballistic helmet, level IIIA, with rail mount kit, and Velcro kit for attaching agency patches = \$482.50 (each helmet)

## Budget Summary:

ProTech Delta 4 ballistic helmets with Team Wendy Epic Air*	\$425.00 X 65 = \$27,625.00
ProTech ballistic Helmet Rail kit*	\$42.50 X 65 = \$2762.50
ProTech Velcro Helmet Kit*	\$15.00 X 65 = \$975.00

**Total Cost: = \$31,362.50**

(\*Pricing is based on a quote from Dana Safety Supply sent on August 01, 2018)

Captain Wayne A. Maddox  
Uniform Patrol Division

Captain Robert Clarkson  
Criminal Investigation Division

Captain Richard McClanahan  
Administrative Division

Lt. Jamey Wright  
Risk Mgt.

*"Dedicated to Excellence"*



SEARCH

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# Delta 4™ Ballistic Helmet

MODEL: | SKU: | PART:

The patriarch of PROTECH® Tactical's line of ballistic helmets, the Delta 4™ is a traditional AGH style helmet known for its durability, performance and overall ballistic protection [NIJ 0106.01 compliant and modified to address higher type IIIA rounds and velocities].

The Delta 4 (bolted) is the most accommodating ballistic helmet offered by PROTECH, as it is compatible with all available retention systems and optional accessories.

★★★★★ 5.0 2 Reviews

2 out of 2 (100%) reviewers recommend this product

WRITE A REVIEW







I. Color [More about colors](#)

[FIND A DEALER](#)

**Features | Retentions | Weights**

\*All Weights are Approximates. Due to manufacturing variables, weights will vary with each helmet and configuration. Chart reflects size Large Finished Shell (no retention or accessories included).

Delta 4™ Series	
Helmet Size	Weight (approx.)
Full-Cut	
Large - X-Large	2.54lbs
Mid-Cut	
Large - X-Large	2.42lbs
High-Cut	
Large - X-Large	2.15lbs

**RESOURCES**



[Tactical Helmet & Accessories Info \(PDF\)](#)



[Tactical Equipment Warranty \(PDF\)](#)





SEARCH

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# Team Wendy® CAM Fit™ Retention with EPIC Air™ Suspension

MODEL: | SKU: TEAM\_WENDY\_CAM\_FIT | PART:

Our partnership with Team Wendy® allows us to fit our ballistic helmets with the popular and sought-after CAM Fit™ and EPIC Air™ systems.

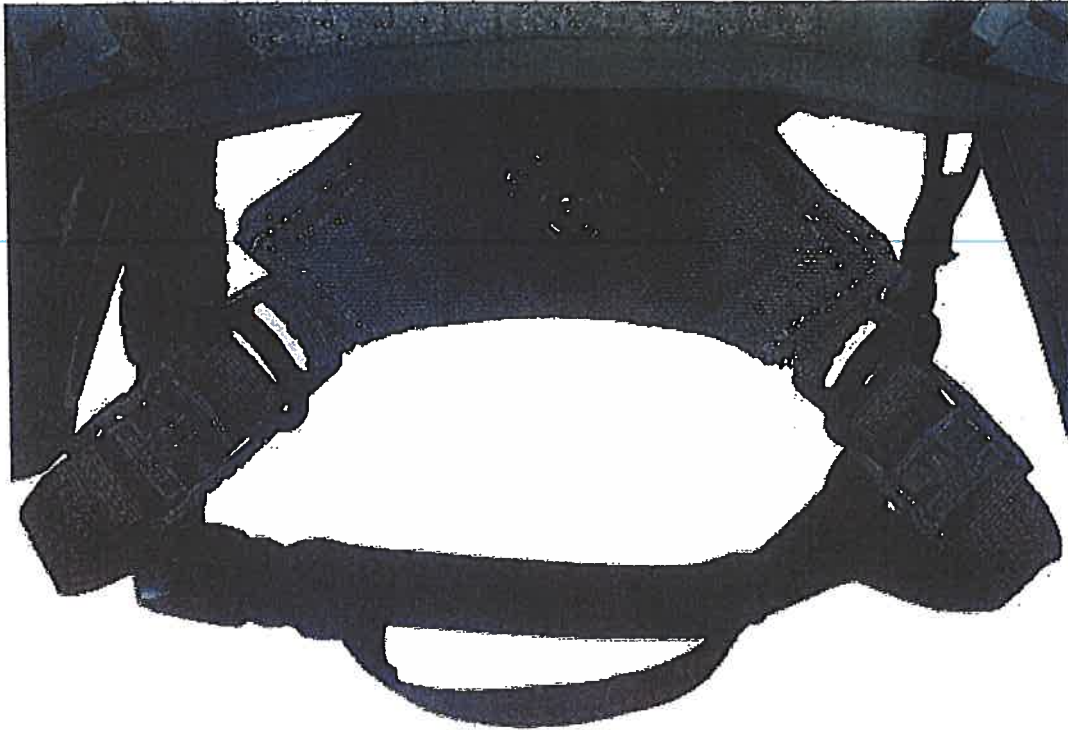
This optional retention system features both the CAM Fit ratchet and EPIC Air pads and is available to order in an array of helmet models.

★★★★★

Be the first to review this product

WRITE A REVIEW





FIND A DEALER

## Features | Compatibility | Weights

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### Team Wendy® CAM Fit™

- Boa® Closure system stabilizes helmet weight by distributing a light, even pressure around the head
- Dial ratchet mechanism provides for quick and secure placement
- CAM-Lock™ Sliders allow for one hand adjustability of the chin straps

### Team Wendy® EPIC Air™

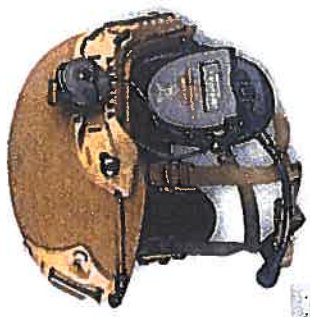
- Lightweight, ultimate comfort and blunt trauma protection
- Zorbium™ impact liner feature Millspec moisture wicking and loop fabric with anti-microbial comfort pads

(X)

### Delta X

An ultra-lightweight ballistic helmet designed for non-protection & military events

- Features
- Based on the N10100 (D) model, modified to address the type IIIA 3mm round ball velocity
  - 17 lb, V50 & 2500 lbs (127 mm)
  - 60% Kevlar fiber reinforced ACH helmet & comprised of polyethylene & other fibers in a matrix composite
  - RIM helmet on the market
  - Compatible with retention & suspension systems offered including Team Wendy® CAM Fx™ and EPIC M™
  - One size fits all



Shown in High-Cut, Active Camo with ANC Comm system & Team Wendy CAM Fx

Model	Weight	Height	Depth	Width
Delta X	1.47 lbs	1.26 in	8.42 in	6.57 in
Finished Large Shell Weight (Suspension not included)	1.37 lbs			

### Delta 5

A lightweight ballistic helmet designed for rear foot use & special forces needs

- Features
- Based on the N10100 (D) model, modified to address the type IIIA 3mm round ball velocity
  - 17 lb, V50 & 2500 lbs (127 mm)
  - 60% Kevlar fiber reinforced ACH helmet & comprised of polyethylene & other fibers in a matrix composite
  - RIM helmet on the market
  - Compatible with retention & suspension systems offered including Team Wendy® CAM Fx™ and EPIC M™
  - One size fits all



Shown in High-Cut, Active Camo with ANC Comm system & Team Wendy CAM Fx

Model	Weight	Height	Depth	Width
Delta 5	1.74 lbs	1.00 in	8.71 in	6.71 in
Finished Large Shell Weight (Suspension not included)	1.67 lbs			

### Delta 4

An ACHWarrior style ballistic helmet offering unparalleled protection & comfort

- Features
- Based on the N10100 (D) model, modified to address the type IIIA 3mm round ball velocity
  - 17 lb, V50 & 2500 lbs (127 mm)
  - 60% Kevlar fiber reinforced ACH helmet & comprised of polyethylene & other fibers in a matrix composite
  - RIM helmet on the market
  - Compatible with retention & suspension systems offered including Team Wendy® CAM Fx™ and EPIC M™
  - One size fits all



Shown in High-Cut, Active Camo with ANC Comm system & Team Wendy CAM Fx

Model	Weight	Height	Depth	Width
Delta 4	2.25 lbs	1.07 in	1.07 in	0.89 in
Finished Large Shell Weight (Suspension not included)	2.12 lbs			

**Platform**  
The Delta helmet is designed to be compatible with a wide range of accessories and equipment, including:

- **Retention & Suspension Systems:** Team Wendy® CAM Fx™ and EPIC M™
- **Communication:** ANC Comm system
- **Navigation:** GPS
- **Medical:** First Aid Kit, Tourniquet, etc.
- **Other:** Night Vision, etc.

**Platform**  
The Delta helmet is designed to be compatible with a wide range of accessories and equipment, including:

- **Retention & Suspension Systems:** Team Wendy® CAM Fx™ and EPIC M™
- **Communication:** ANC Comm system
- **Navigation:** GPS
- **Medical:** First Aid Kit, Tourniquet, etc.
- **Other:** Night Vision, etc.

**Platform**  
The Delta helmet is designed to be compatible with a wide range of accessories and equipment, including:

- **Retention & Suspension Systems:** Team Wendy® CAM Fx™ and EPIC M™
- **Communication:** ANC Comm system
- **Navigation:** GPS
- **Medical:** First Aid Kit, Tourniquet, etc.
- **Other:** Night Vision, etc.

800.337.1200

www.Safariland.com

SAFARILAND

800.337.1200

www.Safariland.com



City of  
**Panama City Beach**

PCB City Hall

110 S. Arnold Rd.  
PCB, Fla. 32413  
P: (850) 233-5100  
F: (850) 233-5108  
www.pcbgov.com

August 14, 2018

Ms. Petrina T. Herring  
Administrator  
Office of Criminal Justice Grants  
Department of Law Enforcement  
2331 Phillips Road  
Tallahassee, Florida 32308

Dear Ms. Herring:

In compliance with State of Florida *Rule 11D-9*, F.A.C., the City of Panama City Beach approves the distribution of \$91,315.00 (total allocation available) of Federal Fiscal Year 2017 Edward Byrne Memorial JAG Program funds for the following projects within Bay County:

<u>(City or County)</u>	<u>Title of Project</u>	<u>Amount Requested</u>
Lynn Haven Panama City	Rapid ID Fingerprint System	\$8,596.00
Panama City Beach	Project 25 Compliant Radios	\$34,000.00
Springfield Bay County	Ballistic Helmets	\$31,362.50
Bay County	SSVP (Tire Deflation Devices)	\$5,504.00
Bay County	New Horizons School SRD	\$3,852.50
Bay County	IRIS Emergency Notification System	\$8,000.00

Sincerely,

Mario Gisbert

City Manager

Mayor  
Mike Thomas

Vice Mayor  
Phil Chester

Ward 1  
Paul Casto

Ward 3  
Geoff McConnell

Ward 4  
Hector Solis

City Manager  
Mario Gisbert

## CERTIFICATION FORM

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

Recipient's Name:	City Of Panama City Beach		
Address:	110 S Arnold Rd, Panama City Beach, FL, 32413		
Recipient Type:	Subrecipient	Law Enforcement Agency:	No
DUNS Number:		Vendor Number (only if direct recipient):	
Name of Contact Person:	Lori Philput	Title of Contact Person:	Human Resources/Risk Manager
Telephone Number:	850-233-5100	E-Mail Address:	lphilput@pcb.gov
Subrecipients:	No		

### Declaration Claiming Exemption from the EEOP Utilization Report Submission Requirement

The following exemptions apply:

Receive a single award(s) less than \$25,000		
--	--	--

I, **Lori Philput** (*authorized official*), certify that **City Of Panama City Beach** (*recipient organization*), is not required to prepare an EEOP Utilization Report during **2018** (*fiscal year*) for the reason(s) checked above, pursuant to 28 C.F.R. Section 42.302. I further certify that **City Of Panama City Beach** (*recipient organization*), will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Lori Philput, HR/Risk Manager

*Lori Philput*

6/18/2018

Print or Type Name and Title

Signature

Date

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

FY 2017 Edward Byrne Memorial Justice Assistance Grant Program

**Certification of Compliance with 8 U.S.C. § 1373 by Prospective Subrecipient:  
Recipient State subaward to a Local Government**

On behalf of the local government named below as the "prospective subrecipient," and in support of its request to the "Recipient State" identified below for a subaward from the grant awarded by the U.S. Department of Justice ("USDOJ") under the FY 2017 Edward Byrne Memorial Justice Assistance Grant Program ("the FY 2017 JAG Program"), I certify under penalty of perjury to the Recipient State, and also certify to USDOJ, that all of the following are true and correct:

(1) I am the chief legal officer of the local government named below as the prospective subrecipient, and I have the authority to make this certification on its behalf. I understand that this certification will be relied upon as a material representation in any decision to make a subaward to the prospective subrecipient under the FY 2017 JAG Program.

(2) I have carefully reviewed 8 U.S.C. § 1373(a) and (b), including the prohibitions on certain actions by State and local government entities, -agencies, and -officials regarding information on citizenship and immigration status. I also have reviewed the provisions set out at (or referenced in) 8 U.S.C. § 1551 note ("Abolition ... and Transfer of Functions"), pursuant to which references to the "Immigration and Naturalization Service" in 8 U.S.C. § 1373 are to be read, as a legal matter, as references to particular components of the U.S. Department of Homeland Security.

(3) I (and also the prospective subrecipient) understand that if the prospective subrecipient receives a subaward under the FY 2017 JAG Program—

(a) the subrecipient (and agencies or other entities thereof) must comply with 8 U.S.C. § 1373, throughout the period of performance for the subaward, with respect to any "program or activity" funded in whole or in part with the subaward; and

(b) the subrecipient may not make a lower-tier subaward to a State or local government, or to a "public" institution of higher education, unless the subrecipient first obtains a certification of compliance with 8 U.S.C. § 1373 (on a form provided by USDOJ), properly executed by the chief legal officer of the jurisdiction or educational institution that would receive it.

(4) I (and also the prospective subrecipient) understand that, for purposes of this certification, "program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. § 2000d-4a), and that terms used in this certification that are defined in 8 U.S.C. § 1101 mean what they mean under that section 1101, except that the term "State" also shall include American Samoa (cf. 34 U.S.C. § 10251(a)(2)). Also, I understand that neither a "public" institution of higher education (*i.e.*, one that is owned, controlled, or directly funded by a State or local government) nor an Indian tribe is considered a "local government" (or an agency or other entity thereof) for purposes of this certification.

(5) I have conducted (or caused to be conducted for me) a diligent inquiry and review concerning both—

(a) the "program or activity" to be funded (in whole or in part) with the requested subaward; and

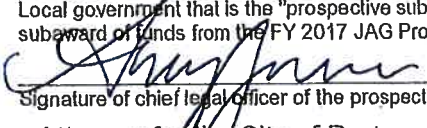
(b) any prohibitions or restrictions potentially applicable to the "program or activity" to be funded with that subaward (if received) that deal with sending to, requesting or receiving from, maintaining, or exchanging information of the types described in 8 U.S.C. § 1373(a) or (b), whether imposed by a State or local government entity, -agency, or -official.

(6) As of the date of this certification, neither the prospective subrecipient nor any entity, agency, or official of the prospective subrecipient has in effect, purports to have in effect, or is subject to or bound by, any prohibition or any restriction that would apply to the "program or activity" to be funded in whole or in part with the requested subaward (which, for the specific purpose of this paragraph 6, shall not be understood to include any such "program or activity" of any planned subrecipient of a lower-tier subaward), and that deals with either— (1) a government entity or -official sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. § 1373(a); or (2) a government entity or -agency sending to, requesting or receiving from, maintaining, or exchanging information of the types (and with respect to the entities) described in 8 U.S.C. § 1373(b).

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the prospective subrecipient to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and §§ 3801-3812). I also acknowledge that USDOJ awards of grant funds, including associated subawards, are subject to review by USDOJ, including by its Office of the Inspector General.

City of Panama City Beach

Local government that is the "prospective subrecipient" of a subaward of funds from the FY 2017 JAG Program

  
Signature of chief legal officer of the prospective subrecipient

Attorney for the City of Panama City Beach  
Title of chief legal officer of the prospective subrecipient

Florida

Recipient State from which the prospective subrecipient seeks a subaward under the FY 2017 JAG Program

Amy E. Myers

Printed name of chief legal officer of the prospective subrecipient

12/07/2018

Date of certification



## Lobbying, Debarment and Drug Free Workplace Certification

Upon completion, mail a copy of this form to:  
Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
P.O. Box 1489  
Tallahassee, FL 32302-1489

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspensions (Non-procurement) and Government-wide Requirements for Drug Free Workplace (Grants)". The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Office of Criminal Justice Grants determines to award the covered transaction, grant, or cooperative agreement.

### 1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) 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.
- (b) If any funds other than federal appropriated funds have been paid or will be paid 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.
- (c) 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 subrecipients shall certify and disclose accordingly.

### 2. Debarment, Suspension and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67 -

- (a) The applicant certifies that it and its principals:
  - (i) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any federal department or agency;
  - (ii) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing 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;
  - (iii) 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 (a)(ii) of this certification; and
  - (iv) 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.
- (b) Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. Drug Free Workplace

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, as defined at 28 CFR Part 67 Sections 67.615 and 67.620 --

- (a) The applicant certifies that it will or will continue to provide a drug-free workplace by:
  - (i) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the subgrantee's workplace and specifying the actions that will





**Lobbying, Debarment  
and Drug Free Workplace  
Certification**

Upon completion, mail a copy of this form to:  
Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
P.O. Box 1489  
Tallahassee, FL 32302-1489

- be taken against employees for violation of such prohibition;
- (ii) Establishing an on-going drug-free awareness program to inform employees about --
    - (1) The dangers of drug abuse in the workplace;
    - (2) The subgrantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
  - (iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);
  - (iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will --
    - (1) Abide by the terms of this statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of criminal drug statute occurring in the workplace no later than five (5) calendar days after the conviction.
  - (v) Notifying the agency, in writing, within ten (10) calendar days after receiving notice under subparagraph (iv)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice including position title to: Florida Department of Law Enforcement, Office of Criminal Justice Grants, P.O. Box 1489, Tallahassee, FL 32302-1489. Notice shall include the identification number(s) of each affected grant.
  - (vi) Taking one of the following actions within thirty (30) calendar days of receiving notice under subparagraph (iv)(2), with respect to any employee who is convicted --
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employee to participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
  - (vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i) through (vi).
- (b) The subgrantee may insert in the space provided below the site(s) for the performance or work done in connection with

As the duly authorized representative of the applicant, I hereby certify that applicant will comply with the following certifications:

- Certification Regarding Lobbying (required for applications over \$100,000)
- Certification Regarding Debarment, Suspension and Other Responsibility Matters (required for all applicants)
- Certification Regarding Drug-Free Workplace (required for state agency applications)

Subrecipient: City of Panama City Beach

Printed Name: Drew R. Whitman

Signature:

Title: Chief of Police

Date: 12/05/2018

## Holly White

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**To:** MichaelBarrentine@fdle.state.fl.us  
**Cc:** Lt. Danny McDonald  
**Subject:** FCQ  
**Attachments:** OJP-Financial-Capabilities-and-Competencies 01152019.pdf; Material Weakness and Sworn Statement .pdf

Please find the updated FCQ form for the City of Panama City Beach attached –

Several answers are clarified below:

Question 12 – see attached excerpt from the City’s FY 2017 audited financial statements re: the material weakness noted by our auditors; the cost to the City to completely segregate duties is not warranted given other fiscal needs and as such, this comment will likely continue to occur. The City has taken steps to mitigate the material weakness to the extent possible with existing staff.

Question 21 – this question contains 4 parts – we have answered yes which applies to parts 1, 3 and 4. Part 2 is no as we do not have a written policy which requires an analysis of lease versus purchase options; we do look at these alternatives on large transactions but there is no *written* requirement to do so.

Question 23 – we have answered no because the City does not have a written policy which includes a provision for checking excluded parties on [www.sam.gov](http://www.sam.gov); however, the police department is doing so on a regular basis; we have attached a copy of a sworn statement evidencing that this is taking place.

Please let us know if you need any further information.

Holly J. White  
Finance Director  
City of Panama City Beach  
(850) 233-5100



**Background**

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

**1. Name of Organization and Address:**

Organization Name: **City of Panama City Beach**  
 Street1: **110 South Arnold Road**  
 Street2: **[REDACTED]**  
 City: **Panama City Beach**  
 State: **FLORIDA**  
 Zip Code: **32413**

**2. Authorized Representative's Name and Title:**

Prefix: **[REDACTED]** First Name: **Holly** Middle Name: **[REDACTED]**  
 Last Name: **White** Suffix: **[REDACTED]**  
 Title: **Assistant to the City Manager for Finance**

3. Phone: **(850) 233-5100** 4. Fax: **8502335108**

5. Email: **hwhite@pcbgo.com**

6. Year Established: <b>1970</b>	7. Employer Identification Number (EIN): <b>596045116</b>	8. DUNS Number: <b>18095984</b>
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9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)?  Yes  No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).



**AUDIT INFORMATION**

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

Yes  No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

Yes  No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s)(Please check all that apply):

"Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200

Financial Statement Audit

Defense Contract Agency Audit (DCAA)

Other Audit & Agency (list type of audit):

None (if none, skip to question 13)

11. Most Recent Audit Report Issued:  Within the last 12 months  Within the last 2 years  Over 2 years ago  N/A

Name of Audit Agency/Firm: Carr, Riggs & Ingram, LLC

**AUDITOR'S OPINION**

12. On the most recent audit, what was the auditor's opinion?

Unqualified Opinion  Qualified Opinion  Disclaimer, Going Concern or Adverse Opinions  N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 2

Enter the dollar amount of questioned costs (if none, enter "\$0"): \$0

Were material weaknesses noted in the report or opinion?

Yes  No

13. Which of the following best describes the applicant entity's accounting system:

Manual  Automated  Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

Yes  No  Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?

Yes  No  Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?

Yes  No  Not Sure



17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
<b>PROPERTY STANDARDS AND PROCUREMENT STANDARDS</b>	
20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system ( <a href="http://www.sam.gov">www.sam.gov</a> ) for suspended or debarred sub-grantees and contractors, prior to award?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure
<b>TRAVEL POLICY</b>	
24. Does the applicant entity: (a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (b) adhere to the Federal Travel Regulation (FTR)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>SUBRECIPIENT MANAGEMENT AND MONITORING</b>	
25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input checked="" type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards



<p>26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input checked="" type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>
<p>27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input checked="" type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>

**DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES**

<p>28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)</p> <p>If "Yes", provide the following:</p> <p>(a) Name(s) of the federal awarding agency: [REDACTED]</p> <p>(b) Date(s) the agency notified the applicant entity of the "high risk" designation: [REDACTED]</p> <p>(c) Contact information for the "high risk" point of contact at the federal agency: Name: [REDACTED] Phone: [REDACTED] Email: [REDACTED]</p> <p>(d) Reason for "high risk" status, as set out by the federal agency: [REDACTED]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
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**CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY**

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: Holly White Date: 2019-01-15

Title:  Executive Director  Chief Financial Officer  Chairman  
 Other: [REDACTED]

Phone: (850) 233-5100

## QUESTION 12 MATERIAL WEAKNESS

### 2017-001 Segregation of Duties (Prior Years 2016-001 and 2015-01)(initially reported in 2010)

Condition: Due to the limited number of staff, the City doesn't have a proper segregations of duties in many areas. Due to the lack of segregation of duties and limited internal controls, the finance director currently has the ability to issue and approve cash disbursements; reconcile the cash accounts; input, edit, and/or approve accounting journal entries; and prepare the financial information.

Criteria: Authorization, custody, and record keeping duties should be segregated to provide reasonable assurance that transactions are handled appropriately.

Effect: This situation provides opportunity for errors and unauthorized transactions to not be detected in a timely manner.

Cause: The City has limited staff available which can lead to certain incompatible duties being performed by one person. The City has considered the costs of hiring additional staff to achieve proper segregation of duties and has determined that the costs would outweigh the derived benefits at this time.

Recommendation: We recommend that the City segregate duties as much as possible and implement mitigating controls where segregation of duties is not possible due to the size of the City.

Management's response: The City is aware of the importance of proper segregation of duties and continues to assess them on an ongoing basis. In this regard, certain steps have been taken utilizing existing staff to help mitigate potential issues which may occur as a result of the lack of segregation of duties currently existing due to a shortage of staff in the City's finance department.

Because of the City's limited resources and allocation of the same, it is likely that this situation will not be fully resolved in the near future.

Although the City's finance director currently has the ability to both approve and issue cash disbursements as well as reconciles cash accounts, every attempt is made to have another responsible staff member, City Manager, department head, etc., approve invoices for payment. Additionally, very few checks are processed manually and although the finance director can access the cash disbursement portion of the City's accounting system, the finance director has not been trained on that portion of the system and currently is unable to issue checks due to this lack of training. The City added an additional accounting position in the fiscal year 2017 budget and filled this position in January of 2017. The addition of another person will not totally eliminate the issue of the lack of segregation of duties; however, the City believes a much greater segregation of duties will be achieved with one additional employee and greater compensating controls will be put into place to overcome the lack of segregation of duties. One of the first tasks assigned to this employee was and continues to be to update the City's existing accounting policies handbook to reflect current laws and circumstances.

*A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency to be a significant deficiency.*

### 2017-002 Business Tax Receipts

Condition: In certain instances the discount and/or penalties on the gross business tax receipts were not calculated correctly.

**City Procurement Agent SWORN STATEMENT re:  
List of Parties Excluded from Federal Procurement and Non-procurement  
Programs**


THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY  
PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS

I Danny McDonald being first duly sworn, state:

1. I am a city employee and the lead procurement agent for the competitive solicitation titled:

for which the most responsive and responsible bidder (Vendor) responding to that competitive solicitation is:

2. I hereby certify that I have searched this entity's records for information indicating their exclusion from federal procurement and non-procurement programs as published at www.sam.gov., which search indicates that the Vendor has no active exclusion.

By  January 17, 20 17  
Signature of Affiant Date

Sworn to and subscribed before me this 17 day of January, 20 17.

Personally known  OR Produced identification \_\_\_\_\_

Notary Public- State of Florida

My commission expires 1-23-19



J. Bruhmüller  
[printed, typed or stamped  
Commissioned Name of Notary Public]



## Sealed Bids (083118.PCBPD) Ballistic Helmets

### Attached:

1. Lou's Police Distributors, Inc.	\$31,447.50
2. Dana Safety Supply, Inc.	\$36,214.10
3. GL Distributors, Inc.	\$31,799.50
4. GT Distributors, Inc.	\$39,302.90

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Lou's Police Distributors came in with the lowest bid. They also agreed later to deduct the \$85.00 shipping charge, which dropped the final price to \$31,362.50.

## Ads, Bids and RFQ's

**Notice to Bid- Ballistic Helmets-Police Department**

**Category:** Admin  
**RFP Number:** 083118.PCBPD  
**Start Date:** 08/17/2018 10:48 AM  
**Close Date:** 08/31/2018 12:00 PM

## NOTICE TO BID- BALLISTIC HELMETS POLICE DEPARTMENT

NOTICE TO RECEIVE SEALED BIDS [Click tab to the left to print notice](#)**Panama City Beach Police Department – Ballistic Helmets**

The City of Panama City Beach hereby solicits sealed bids for the following equipment:

Sixty five (65) ProTech Delta 4 Ballistic Helmets with the Team Wendy CAM fit Retention Epic Air Suspension system. The helmets must be NIJ threat level IIIA certified and clarification must be stated if there is a price difference in the Full versus Half cut version,

Sixty five (65) Protech Helmet Rail kits installed on the helmets,

Sixty five (65) Protech Velcro Helmet kits installed on the helmets,

Warranty options must be included in the price of the helmets.

The Bids should include ALL fees, including shipping and handling. Also note that bidders should submit individual unit prices for each item.

Bids must be sealed and will be received until **12:00 p.m. (noon) Central Time August 31, 2018, at the City of Panama City Beach Police Department, Attn: Captain Rich McClanahan, 17115 Panama City Beach, Panama City Beach, Florida, 32413** and will be opened and read publicly immediately thereafter.

The City reserves the right to reject any and all bids and to waive any formality in bids received. All bidders shall comply with all applicable State and local laws concerning licensing, registration, and regulations of businesses in the State of Florida.

All bids shall be firm and for a period of 6 months after opening

*Return to full list >>*



# Sales Quote

DANA SAFETY SUPPLY, INC  
 4809 KOGER BLVD  
 GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	257247
Customer No.	PANBCHPOL

Bill To
PANAMA CITY BEACH POLICE DEPARTMENT 17115 PANAMA CITY BEACH PKWY PANAMA CITY BEACH, FL32413

Ship To
PANAMA CITY BEACH POLICE DEPARTMENT 17115 PANAMA CITY BEACH PKWY PANAMA CITY BEACH, FL32413

Contact: CAPT R. MCCLANAHAN  
 Telephone: 850-233-5000  
 E-mail:

Contact: CAPT R. MCCLANAHAN  
 Telephone: 850-233-5000  
 E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
08/31/18	GROUND	FOB DESTINATION	BALLISTIC HELMET BID	NET30	
Entered By		Salesperson	Ordered By	Resale Number	
MIKE METTILLE		MIKE METILLE-Jacksonville	CAPT R. MCCLANAHAN	85-8012646470C-9	
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
10	10	Y	MISC USI SpecOpsDelta-III A-GenII-(size)-(color) Warehouse: DROP	557.1400	5,571.40
55	55	Y	MISC USI SpecOpsDelta-MidCut-III A-GenII-(size)-(color) Warehouse: DROP	557.1400	30,642.70
THIS PRICE INCLUDES SHIPPING					
Approved By: _____					
<input type="checkbox"/> Approve All Items & Quantities					
Quote Good for/30 Days					

Print Date	08/31/18
Print Time	07:26:49 AM
Page No.	1

Subtotal	36,214.10
Freight	0.00
Order Total	36,214.10

Printed By: MIKE METTILLE

The Spec Ops Delta Mid Cut Gen II helmet is the latest addition to our special operators helmet range. It is made from advanced aramid composites and provides lightweight robust protection from ballistic and fragmentation projectiles as well as other low energy threats. The helmet comes fitted with a 4 point adjustable harness and USI Rapid Adjustment Dial BOA system, with 2-way dial. The latest pad system made exclusively for USI from 4D tactical that exceeds US MIL SPEC impact absorption system, also comes standard. The harness has a split suede chin strap that is removable to replaced by a gas mask extender. The harness and pads can be easily removed for cleaning or replacement. The helmet comes fitted with newly upgraded carbon fiber IC universal NVG mount complete with elastomeric tensioners (bungees) and Picatinny rails, which provide a solid platform for communications units, flashlights, cameras and other gear. Each helmet comes with Hook and Loop Kit included



## Ballistic Protection

The Spec Ops Delta helmet meets NIJ 0106.01 level IIIA ballistic requirement as well as meeting and exceeding US MIL SPEC ACH fragmentation V50 requirements

## Fragmentation Protection

Protection against fragments from 17 grain V50 2300 ft/sec (700 m/sec) according to STANAG 2920 ( 17gr FSP) and US MIL STD 662F. Meets and exceeds US ACH MIL SPEC V50 for 2, 4, 16, 64 and 17 gr fragments

## Size and Weight

Small, Medium, Large and Extra Large  
Weight 2.7 lbs.

## Colors

Standard Colors are Black, Tan and OD Green.  
Most other colors are available as well as our new Hydro dip process for camo colors.

## Warranty and Quality Assurance

**United Shield International offers a 5 year warranty on the ballistic performance of the helmet. The internal harness is warranted for a period of 2 years, With a Lifetime warranty on the BOA wiring. United Shield International is an ISO 9001 & 14001 certified company.**



The Spec Ops Delta Gen II helmet is the latest addition to our special operators helmet range. It is made from advanced aramid composites and provides lightweight robust protection from ballistic and fragmentation projectiles as well as other low energy threats. The helmet comes fitted with a 4 point adjustable harness and USI Rapid Adjustment Dial BOA system, with 2-way dial. The latest pad system made exclusively for USI from 4D tactical that exceeds US MIL SPEC impact absorption system, also comes standard. The harness has a split suede chin strap that is removable to be replaced by a gas mask extender. The harness and pads can be easily removed for cleaning or replacement. The helmet comes fitted with newly upgraded carbon fiber **Integrated Components** universal NVG mount complete with elastomeric tensioners (bungees) and Picatinny rails, which provide a solid platform for communications units, flashlights, cameras and other gear. Each helmet comes with Hook and Loop Kit included.



### Ballistic Protection

The Spec Ops Delta helmet meets NIJ 0106.01 level IIIA ballistic requirement as well as meeting and exceeding US MIL SPEC ACH fragmentation V50 requirements

### Fragmentation Protection

Protection against fragments from 17 grain V50 2300 ft/sec (700 m/sec) according to STANAG 2920 (17gr FSP) and US MIL STD 662F. Meets and exceeds US ACH MIL SPEC V50 for 2, 4, 16, 64 and 17 gr fragments

### Size and Weight

Small, Medium, Large and Extra Large  
Weight 2.6 lbs.

### Colors

Standard Colors are Black, Tan and OD Green.  
Most other colors are available as well as our new Hydro dip process for camo colors.

### Warranty and Quality Assurance

**United Shield International offers a 5 year warranty on the ballistic performance of the helmet. The internal harness is warranted for a period of 2 years, With a Lifetime warranty on the BOA wiring. United Shield International is an ISO 9001 & 14001 certified company.**



International  
United Shield International Ltd.  
56 South Way, Walworth Industrial Estate, Andover,  
Hampshire, SP10 5AF, England  
Phone: +44 (0)1264 363 606, Fax +44 (0)1264 363 666  
Email: sales@unitedshield.com, www.unitedshield.com

North America  
United Shield International LLC  
1606 Barlow St, Unit 1, Traverse City  
MI 49686, USA  
Phone: +1 231 933 1179, Fax: +1 231 933 5368  
Email: unitedshield.pjb@gmail.com, www.unitedshield.com



August 30, 2018

Capt. Rich McClanahan  
Panama City Beach Police Department  
17115 Panama City Beach Pkwy.  
Panama City Beach, FL 32413

RFP 083118.PCBPD | 65 Ballistic Helmets

Capt. McClanahan,

GL Distributors, Inc. is a leading provider of high performance bullet-resistant products servicing the needs of Law Enforcement, Government, Military and Security Professionals. GL Distributors, incorporated in 1996, actively promotes only Elite Manufacturers who have demonstrated the ability to perform.

We have provided (3) three quotations for your review and approval.

- Quotation # 13313 includes the Revision Military Helmet System with Premium Helmet Cover with Velcro Kit sewn onto it which protects the helmet from scratching and abrasions better than any other system. **Includes a 7-Year Warranty which works out to \$501.92 per helmet / \$71.70 per helmet system per year.**
- Quotation # 13314 includes the Revision Military Helmet System with 3M Industrial Velcro Kit. **Includes a 7-Year Warranty which works out to \$457.92 per helmet / \$65.42 per helmet system per year.**
- Quotation # 13315 -- Safariland owns Protech and GH Armor Systems. GH Armor Systems utilizes the exact Protech Delta 4 Helmet system, branded as GH Armor Systems, **Includes a 5-Year Warranty which works out to \$489.22 per helmet / \$97.84 per helmet system per year.**

GL Distributors fully complies with all aspects of the bid and has sufficient financial resources, equipment and support personnel to satisfactorily provide the goods and services to the Panama City Beach Police Department if awarded a Contract under the terms and conditions of the RFP

If you have any questions regarding our proposal, please feel free to contact me anytime at (954) 441-1473.

Sincerely,

Mark Altman  
CEO, GL Distributors

**Panama City Beach Police Department – Ballistic Helmets**

The City of Panama City Beach hereby solicits sealed bids for the following equipment:

Sixty five (65) ProTech Delta 4 Ballistic Helmets with the Team Wendy CAM fit Retention Epic Air Suspension system. The helmets must be NIJ threat level IIIA certified and clarification must be stated if there is a price difference in the Full versus Half cut version,

Sixty five (65) Protech Helmet Rail kits installed on the helmets,

Sixty five (65) Protech Velcro Helmet kits installed on the helmets,

Warranty options must be included in the price of the helmets.

The Bids should include ALL fees, including shipping and handling. Also note that bidders should submit individual unit prices for each item.

Bids must be sealed and will be received until **12:00 p.m. (noon) Central Time August 31, 2018**, at the **City of Panama City Beach Police Department, Attn: Captain Rich McClanahan, 17115 Panama City Beach, Panama City Beach, Florida, 32413** and will be opened and read publicly immediately thereafter.

The City reserves the right to reject any and all bids and to waive any formality in bids received. All bidders shall comply with all applicable State and local laws concerning licensing, registration, and regulations of businesses in the State of Florida.

All bids shall be firm and for a period of 6 months after opening

Advertisement Dates: August 17, 2018



# GL Distributors, Inc.

18459 Pines Boulevard, Suite 340  
 Pembroke Pines, FL 33029  
 Phone: (954) 441-1473  
 Contact: mark@gl distributors.com



# Quotation

DATE	QUOTE #
8/30/2018	13313

NAME / ADDRESS	Ship To
Panama City Beach Police Department 17115 Panama City Beach Pkwy. Panama City Beach, FL 32413	Panama City Beach Police Department 17115 Panama City Beach Pkwy. Panama City Beach, FL 32413

PROJECT NAME	VALID THRU	PAYMENT TERMS	FOB	LEAD TIME
Helmets - Revision	2/28/2019	Net 30	Destination	

ITEM	DESCRIPTION	QUANTITY	PRICE	TOTAL
SPECIAL INST	Special Instructions: <b>HELMETS OFFERED WITH A 7-YEAR BALLISTIC WARRANTY</b> **Calculates to \$501.92 per helmet which is \$71.70 per year		0.00	0.00
REV4-0525-9970	Revision Batlskin Viper A3 Helmet with Modular Suspension System, Full Cut, Black **Ideal for Law Enforcement Agencies, Security and Federal Agencies. Offers NIJ Level IIIA Protection. Includes 3 NVG hole Modular Suspension System that includes:Rotating Comfort Dial Retention and Soft Cushion Comfort Pad Harness	55	369.00	20,295.00
REV4-0525-9978	Revision Batlskin Viper A3 Helmet with Modular Suspension System, Choice of Mid OR High Cut, Black **Ideal for Law Enforcement Agencies, Security and Federal Agencies. Offers NIJ Level IIIA Protection. Includes 3 NVG hole Modular Suspension System that includes:Rotating Comfort Dial Retention and Soft Cushion Comfort Pad Harness	10	369.00	3,690.00
REV4-0533-5024	Revision Batlskin Standalone Rails, Fits A1, A3 and P2 Models, Black	65	72.00	4,680.00
REV4-0593-9102	Revision Batlskin Premium Helmet Cover, Includes Elastic Drawstring with Velcro Kit for attaching patches, insignia, Black	65	54.00	3,510.00
SHIPPING	Shipping & Handling	1	450.00	450.00

<p><b>Visit us online at <a href="http://www.GLDISTRIBUTORS.com">www.GLDISTRIBUTORS.com</a></b></p> <p><i>"PROTECTING THOSE COMMITTED TO STANDING IN HARM'S WAY"</i></p>	Subtotal	\$32,625.00
	Sales Tax (6.0%)	\$0.00
	<b>TOTAL</b>	<b>\$32,625.00</b>

Quote Provided by: Mark Altman *Mark Altman*

# GL Distributors, Inc.

18459 Pines Boulevard, Suite 340  
 Pembroke Pines, FL 33029  
 Phone: (954) 441-1473  
 Contact: mark@gldistributors.com



# Quotation

DATE	QUOTE #
8/30/2018	13314

NAME / ADDRESS	Ship To
Panama City Beach Police Department 17115 Panama City Beach Pkwy. Panama City Beach, FL 32413	Panama City Beach Police Department 17115 Panama City Beach Pkwy. Panama City Beach, FL 32413

PROJECT NAME	VALID THRU	PAYMENT TERMS	FOB	LEAD TIME
Helmets - Revision	2/28/2019	Net 30	Destination	

ITEM	DESCRIPTION	QUANTITY	PRICE	TOTAL
SPECIAL INST	Special Instructions: <b>HELMETS OFFERED WITH A 7-YEAR BALLISTIC WARRANTY</b> **Calculates to \$457.92 per helmet which is \$65.42 per year		0.00	0.00
REV4-0525-9970	Revision Batlskin Viper A3 Helmet with Modular Suspension System, Full Cut, Black **Ideal for Law Enforcement Agencies, Security and Federal Agencies. Offers NIJ Level IIIA Protection. Includes 3 NVG hole Modular Suspension System that includes:Rotating Comfort Dial Retention and Soft Cushion Comfort Pad Harness	55	369.00	20,295.00
REV4-0525-9978	Revision Batlskin Viper A3 Helmet with Modular Suspension System, Choice of Mid OR High Cut, Black **Ideal for Law Enforcement Agencies, Security and Federal Agencies. Offers NIJ Level IIIA Protection. Includes 3 NVG hole Modular Suspension System that includes:Rotating Comfort Dial Retention and Soft Cushion Comfort Pad Harness	10	369.00	3,690.00
REV4-0533-5024	Revision Batlskin Standalone Rails, Fits A1, A3 and P2 Models, Black	65	72.00	4,680.00
VELCRO KIT-L 4X11	VELCRO MOUNT KIT (LOOP) 3M Industrial Adhesive, allows end user to custom cut velcro for their patches / insignia	65	10.00	650.00
SHIPPING	Shipping & Handling	1	450.00	450.00

**Visit us online at [www.GLDISTRIBUTORS.com](http://www.GLDISTRIBUTORS.com)**

*"PROTECTING THOSE COMMITTED TO  
STANDING IN HARM'S WAY"*

**Subtotal** \$29,765.00

**Sales Tax (6.0%)** \$0.00

**TOTAL** \$29,765.00

Quote Provided by: Mark Altman

# GL Distributors, Inc.

18459 Pines Boulevard, Suite 340  
 Pembroke Pines, FL 33029  
 Phone: (954) 441-1473  
 Contact: mark@gldistributors.com



# Quotation

DATE	QUOTE #
8/30/2018	13315

NAME / ADDRESS
Panama City Beach Police Department 17115 Panama City Beach Pkwy. Panama City Beach, FL 32413

Ship To
Panama City Beach Police Department 17115 Panama City Beach Pkwy. Panama City Beach, FL 32413

PROJECT NAME	VALID THRU	PAYMENT TERMS	FOB	LEAD TIME
Helmets - GH Armor	2/28/2019	Net 30	Destination	

ITEM	DESCRIPTION	QUANTITY	PRICE	TOTAL
SPECIAL INST	Special Instructions: <b>HELMETS OFFERED WITH A 5-YEAR BALLISTIC WARRANTY</b> <b>**Calculates to \$489.22 per helmet which is \$97.84 per year</b>		0.00	0.00
GH-HB2-ACH-F-RET	ACH IIIA Full-Cut Helmet w/Mesh and Ratchet Retention Suspension	55	370.50	20,377.50
GH-HB2-ACH-H-RET	ACH IIIA Mid-Cut OR High-Cut Helmet w/Mesh and Ratchet Retention Suspension	10	370.50	3,705.00
GH-HB2-ACH-RAIL2	Rail Set for ACH Helmet	65	98.80	6,422.00
GH-HB2-ACH-VEL2	Velcro Kit for ACH Helmet	65	13.00	845.00
SHIPPING	Shipping & Handling	1	450.00	450.00

**Visit us online at [www.GLDISTRIBUTORS.com](http://www.GLDISTRIBUTORS.com)**

*"PROTECTING THOSE COMMITTED TO  
 STANDING IN HARM'S WAY"*

Subtotal	\$31,799.50
Sales Tax (6.0%)	\$0.00
<b>TOTAL</b>	<b>\$31,799.50</b>

Quote Provided by: Mark Altman



GT Distributors - Austin  
 P.O. Box 16080  
 Austin TX 78761  
 (512) 451-8298 Ext. 0000

Quote	QTE0094272
Date	8/27/2018
Page:	1

**Bill To:**

Panama City Police Dept (FL)  
 Attn: Accounts Payable  
 PO Box 1880  
 Panama City FL 32402

**Ship To:**

Panama City Police Dept (FL)  
 1209 E. 15th St.  
 Attn:  
 Panama City FL 32405

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
2018-08-27 PTA BID	009917	RBELL	FACTORY DIRECT	NET 30	0/0/0000	1,837,563
Quantity	Item Number	Description	UOM	Unit Price	Ext. Price	
65	PTA-DELTA4-MC-TW*	Protech Delta 4 Mid-Cut w/Team Wendy	Each	\$511.06	\$33,218.90	
		Same price for Full, Mid, or High-Cut				
65	PTA-RAIL-SET-BLK*	ProTech Delta4 Rail Set - Black	EA	\$72.00	\$4,680.00	
65	PTA-1188065*	Protech Helmet Velcro Kit, Black	EA	\$21.60	\$1,404.00	

All returns must be authorized by GT Distributors. Interest charges on past due invoices at the maximum rate allowed by law.

Your salesperson is Jocelyn Fultz. Thank You.

<b>Subtotal</b>	\$39,302.90
<b>Misc</b>	\$0.00
<b>Tax</b>	\$0.00
<b>Freight</b>	\$0.00
<b>Total</b>	\$39,302.90



ATTN: CAPTAIN RICH MCCLANAHAN  
CITY OF PANAMA CITY  
BEACH POLICE DEPARTMENT  
17115 PANAMA CITY BEACH  
PANAMA CITY BEACH, FL 32413  
RFP# 083118. PCBP  
BALLISTIC HELMETS-POLICE DEPARTMENT  
DUE: 8/31/2018 @ 12:00 PM



# Application for Funding Assistance

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



## Subgrant Recipient

**Organization Name:** City of Panama City Beach  
**County:** Bay

## Chief Official

**Name:** Mike Thomas  
**Title:** Mayor  
**Address:** 110 South Arnold Road  
**City:** Panama City Beach  
**State:** FL **Zip:** 32413-2140  
**Phone:** 850-233-5100 **Ext:**  
**Fax:**  
**Email:** mthomas@pcb.gov.com

## Chief Financial Officer

**Name:** Holly White  
**Title:** City Clerk  
**Address:** 110 South Arnold Road  
**City:** Panama City Beach  
**State:** FL **Zip:** 32413-2140  
**Phone:** 850-233-5054 **Ext:** 2402  
**Fax:** 850-233-5013  
**Email:** hwhite@pcb.gov.com

# Application for Funding Assistance

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



## Implementing Agency

**Organization Name:** Panama City Beach Police Department  
**County:** Bay

## Chief Official

**Name:** Drew Whitman  
**Title:** Chief of Police  
**Address:** 17110 Firenzo Street  
**City:** Panama City Beach  
**State:** FL **Zip:** 32413-2128  
**Phone:** 850-233-5000 **Ext:**  
**Fax:** 850-233-5013  
**Email:** dwhitman@beachpolice.org

## Project Director

**Name:** Danny McDonald  
**Title:** Lieutenant  
**Address:** 17115 Panama City Beach Parkway  
**City:** Panama City Beach  
**State:** FL **Zip:** 32413-5227  
**Phone:** 850-233-5000 **Ext:**  
**Fax:**  
**Email:** dmcdonald@beachpolice.org

# Application for Funding Assistance

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



## General Project Information

**Project Title:** BALLISTIC HELMETS  
**Subgrant Recipient:** City of Panama City Beach  
**Implementing Agency:** Panama City Beach Police Department  
**Project Start Date:** 10/1/2018      **End Date:** 9/30/2019

## Problem Identification

Recently, multiple agencies responded to an active shooter call to assist on Beck Avenue in Panama City. None of the Panama City Beach Police Department (PCBPD) officers had any type of ballistic headgear available. This circumstance caused the PCBPD to realize there is a need for additional ballistic protection for its officers. The purchase of these helmets will provide our officers with the much needed protection when responding to these dangerous situations. It is very well known that active shooters will intentionally target an officer's head for maximum effectiveness. This type of head-targeting is taught in video games, movies, and on the internet. This type of threat occurs at schools, government functions, and other places where people gather. Having this equipment issued to each officer, accompanying the hard active shooter vests they already have, is crucial to saving lives. The award of this grant money will help mitigate that threat to our officers.

Currently the budget for the City of Panama City Beach will not make allowances to provide for the sixty five (65) ballistic helmets, rail kits and velcro kits. Grant funding will provide the assistance necessary for this essential equipment that will ensure the safety of PCBPD officers and provide for the continued delivery of effective police services.

## Project Summary (Scope of Work)

The City of Panama City Beach Police Department proposes to utilize grant funding to purchase sixty five (65) level IIIA ballistic helmets for its officers. Rail kits and Velcro kits will also be purchased for each helmet. These helmets have the capability of providing increased protection against high velocity weapons such as 9mm and .44 magnum hand guns, 7.62 and 5.56 rifles and even explosive devices with the potency to deliver a devastating dose of shrapnel. The integrity of these new helmets will provide added protection against the greater risk of injury or even death and will serve to eliminate an elevated level of risk that currently exists due to the absence of this protective head gear. The helmets are made from kevlar and other ballistic materials; which include mounting rails for optional lighting, digital recorders, and/or communication devices. The helmets will only be used in tactical operations for enhanced protection against ballistic capabilities of high velocity weapons. The helmets are also equipped with fold-down clear face shields, which would give the officers an added layer of protection during riot or crowd control situations. This grant funding would give 65 of our police officers the added protection during an active shooter scenario. By the end of January 2019, quotes will be gathered, a vendor selected and a purchase order submitted for sixty five (65) Ballistic Helmets with rail and Velcro kits. This equipment will be ordered by the Project Director and issued to officers in the field by the end of March 2019.



# Application for Funding Assistance

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

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

Deliverables will be completed in accordance with the contractual agreement(s) between the subrecipient(s) 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.

All activities discussed in the scope of work or project deliverables are for the equipment listed above in the SOW.

# Application for Funding Assistance

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

## Section Questions:

Question: What percentage of the total cost of this project is being funded by sources other than this award?

Answer: 0

Question: What is the name of the jurisdiction(s) your agency provides service to. (e.g., City of Miami, Orange County, State of Florida)

Answer: City of Panama City Beach, Bay County, Florida

Question: What is the address of the location being used to provide services for this project?

Answer: 17115 Panama City Beach Parkway  
Panama City Beach, FL 32413

Question: Describe your agency. (e.g., non-profit, community based, government)

Answer: Municipal Government

Question: Have you verified that the subgrantee has an active and current registration in SAM.gov?

Answer: Yes

Question: What is the Operating Capital Outlay threshold used by the subgrantee?  
If the implementing agency is a sheriff's office, indicate the sheriff's office's threshold instead.

Answer: 10000

Question: Does the subgrantee receive a single grant in the amount of \$750,000 or more from the U.S. Department of Justice?

Answer: No

Question: Does the implementing agency receive a single grant in the amount of \$750,000 or more from the U.S. Department of Justice?

Answer: No

Question: In your organization's preceding completed fiscal year, did your organization (the subgrantee) receive at least (a) 80 percent or (b) \$25,000,000 of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Answer: No

Question: If you answered yes above, does the public have access to information about the compensation of the executives in your 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: No

Question: What is the combined population of the jurisdiction(s) your agency provides services to (according to the 2010 census)?

Answer: 12018

# Application for Funding Assistance

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

## General Performance Info:

Performance Reporting Frequency: Quarterly

Prime Purpose Area: 01 - Law Enforcement (Includes Task Forces)

State Purpose Area: 1G - General Questions

## Objectives and Measures

**Objective:** General Questions - General Questions for All Recipients

**Measure:** General 01

Will your organization be using the crimesolutions.gov website during the grant period regardless of JAG funding? Crimesolutions.gov provides information on several crime reduction and prevention programs and practices.

**Goal:** No

**Measure:** General 02

Will your organization be using the The National Training and Technical Assistance Center (NTTAC) during the grant period, regardless of JAG funding? The NTTAC serves as BJA's training and technical assistance center. You can find resources, tools, webinars, and TTA support on a variety of criminal justice issues and initiatives.

**Goal:** No

**Measure:** General 03

Will your organization be using the NCJP.org website during the grant period, regardless of JAG funding? NCJP.org contains resources to support strategic planning, program development, and implementation of evidence-based policy and practice.

**Goal:** No

**Measure:** General 04

Will your organization be using the Evidence-Based Policing Matrix during the grant period regardless of JAG funding? The Evidence-Based Policing Matrix provides information on evidence-based practices for law enforcement.

**Goal:** No

**Measure:** General 05

Will your organization be using the What Works in Reentry Clearinghouse during the grant period regardless of JAG funding? The clearinghouse provides research on the effectiveness of reentry programs and practices.

**Goal:** No

**Measure:** General 06

# Application for Funding Assistance

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

Will your organization be using Research to Practice during the grant period regardless of JAG funding? Research to Practice promotes the dissemination of research on drug courts to practitioners and policymakers.

Goal: No

Measure: General 07

Will your organization be using any other resources during the grant period regardless of JAG funding? If yes, please describe them.

Goal: None

Measure: General 08

During the grant period, will your agency conduct or sponsor (with or without JAG funds) a survey or focus group of citizens on any of the following topics? Enter all that apply from the following list: Public satisfaction with police services; public satisfaction with prosecution services; public satisfaction with public defender/indigent defense services; public satisfaction with courts; public perceptions of crime/disorder problems; personal crime experiences of citizens; none of the above; unsure/don't know.

Goal: none of the above

Measure: General 09

During the grant period, which of the following community activities will your organization be involved in, with or without JAG funds and how often will they each occur (yearly, monthly, etc.)? Choose from the following list: Hosting community meetings; attending community meetings; distributing a newsletter, e-mail, or other bulletin; attending community events; conducting social media activities; conducting outreach to minority populations; other (please describe)

Goal: We attend community traffic safety meetings once a month, conduct social media activities on a daily basis with important/emergent information, and we deliver food and toys to families in need twice a year; Thanksgiving and Christmas

Measure: General 10

Law Enforcement Agencies ONLY: In which of the following ways has your agency fostered community involvement in the last year? Enter all that apply from the following list: Citizen Review Board or other review board with citizen representation, Citizen's Police Academy, Internships for university or high school students, Volunteer Program, Auxiliary police officer program, Police Cadet Program, k-12 school programs, Youth Athletic Programs, Other (please Describe), None of the above, Unsure/Don't know.

Goal: We host an auxiliary police program and a citizens assisting police program (CAP)

# Application for Funding Assistance

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



We host an auxiliary police program and a citizens assisting police program (CAP)

Measure: General 11

Identify the goal(s) you hope to achieve with your funding. If you have multiple goals, describe each goal separately.

Goal: Provide officers with ballistic helmets for added protection against the greater risk of injury or even death, to eliminate an elevated level of risk that currently exists due to the absence of this protective head gear.

Measure: General 12

Are the subrecipient and implementing agency aware that they will be required to report on the status of the identified goals during each reporting period?

Goal: Yes

Measure: General 13

Describe any barriers you may encounter which may prevent you from achieving your identified goal(s).

Goal: None foreseen

Measure: General 14

Are you aware that the Office of Criminal Justice Grants encourages recipients to report on any noteworthy accomplishments, success stories, or program results that they would like to showcase?

Goal: yes

Measure: General 11b

What major activities are planned for each of your goals listed in question 11?

Goal: Purchase 65 Ballistic Helmets with rail and Velcro kits and issue them officers in the field.

State Purpose Area: 3E - Equipment, Supplies, and Technology Enhancements

## Objectives and Measures

Objective: Equipment - Questions for all recipients purchasing Equipment, Supplies, and Technology Enhancements.

Measure: Equipment 1

Do the Subrecipient and Implementing agencies understand that they will be required to submit an itemized account of all items purchased during each reporting period as part of their performance reporting?

Goal: yes

# Application for Funding Assistance

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



# Application for Funding Assistance

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

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## 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: 596045116

## Budget:

Budget Category	Prime	Match	Total
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00
Expenses	\$31,362.50	\$0.00	\$31,362.50
Operating Capital Outlay	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
<b>-- Totals --</b>	<b>\$31,362.50</b>	<b>\$0.00</b>	<b>\$31,362.50</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

# Application for Funding Assistance

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

## **Budget Narrative:**

The \$31,362.50 listed in the expenses category includes 100% of the purchasing price of the following equipment:

- 65 Ballistic helmets (\$425.00 each) Total \$27,625
- 65 Ballistic helmet rail kits (\$42.50 each) \$2,762.50
- 65 Velcro helmet kits (\$15.00 each) \$975

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All the above equals \$31,362.50

There is no Shipping and Handling cost.

Any expenditures over the cost of allocated JAG funding will be paid by the City of Panama City Beach.

There is an included one year warranty on Workmanship and Equipment, which is included in the price.



# Application for Funding Assistance

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



## Section Questions:

Question: If the budget contains salaries and benefits, will this project result in a net personnel increase, or continue to fund a prior federally grant funded net personnel increase?

Answer: No

Question: If Expenses or Operating Capital Outlay are included in your budget, what will be the method of procurement for those items? (e.g., competitive bid, sole source, state term contract)

Answer: Competitive bid

Question: If indirect cost is included, explain the indirect cost plan. Provide documentation of approval.

Answer: n/a

Question: If contractual services in the budget are based on unit costs, provide a definition and breakdown of cost for each service. Include the methodology for the unit cost plan and when it was approved.

Answer: n/a

# **Application for Funding Assistance**

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

## **Section 5: Standard Conditions**

**Insert Standard Conditions Page here.**

# Edward Byrne Memorial Justice Assistance Grant (JAG) Program

## SUBAWARD STANDARD CONDITIONS

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The State of Florida, Department of Law Enforcement (FDLE) is a recipient of federal JAG funds. FDLE, as the non-federal pass-through entity and State Administering Agency (SAA) for this program, subawards JAG funds to eligible units of government. All subawards made by FDLE to units of government under this program require compliance with the agreement and Standard Conditions upon signed acceptance of the subaward.

Upon approval of the application, or subaward, the following terms and conditions will become binding. As a unit of government, the subrecipient will maintain required state and federal registrations and certifications for eligibility under this program. For JAG-Countywide subawards, the designated County Coordinator for local units of government will submit documentation in accordance with Florida Administrative Code 11D-9 supporting the strategic planning for allocation of these funds. The subrecipient agrees to submit required programmatic and financial reports supporting eligible activities were completed in accordance with the grant and program requirements.

The Department will only reimburse subrecipients for authorized activities. The Department will not reimburse for costs incurred for any purpose other than those specified in the agreement. Failure to comply with provisions of this agreement, or failure to perform grant activities as specified in the agreement, will result in required corrective action up to and including financial consequences. A financial consequence may be imposed for non-compliance in accordance with 2 C.F.R. § 200 and these Standard Conditions, including but not limited to project costs being disallowed, withholding of federal funds and/or termination of the project.

### GENERAL REQUIREMENTS

All subrecipients must comply with the financial and administrative requirements set forth in the following:

Current edition of the U.S. Department of Justice (DOJ) Grants Financial Guide  
[https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf)

Office of Management and Budget (OMB) Uniform Grant Guidance (2 CFR Part 200)  
Subpart A, Definitions  
Subparts B-D, Administrative Requirements  
Subpart E, Cost Principles  
Subpart F, Audit Requirements and all applicable Appendices

Code of Federal Regulations: [www.gpo.gov/fdsys/](http://www.gpo.gov/fdsys/)  
2 C.F.R. §175.15(b), Award Term for Trafficking in Persons  
28 C.F.R. §38, Equal Treatment for Faith-Based Organizations  
28 C.F.R. § 66, U.S. Department of Justice Common Rule for State and Local Governments  
28 C.F.R. § 83, Government-Wide Requirements for Drug-Free Workplace  
28 C.F.R. §§ 18, 22, 23, 30, 35, 42, 61, and 63

State of Florida General Records Schedule GS1-SL for State and Local Government Agencies:  
<http://dos.myflorida.com/media/693574/general-records-schedulegs01-sl.pdf> and  
<http://dos.myflorida.com/media/698314/g2-sl-2017-final.pdf>

State of Florida Statutes  
Section 215.971, F.S., Agreements funded with federal or state assistance  
Section 215.985, F.S., Transparency in government spending

## DEFINITIONS

**Disallowed costs** means those charges to a Federal award that the Federal awarding agency or pass-through entity determines to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the Federal award.

**Equipment** means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

**Grant agreement** means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302, 6304, is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal awarding agency or pass-through entity's direct benefit or use; and is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

**Improper payment** means any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements and; Improper payment includes any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient or lack of documentation prevents a reviewer from discerning whether a payment was proper.

**Micro-purchase** means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation

at 48 CFR Subpart 2.1 (Definitions). It is \$3,500 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.

**Modified Total Direct Cost (MTDC)** means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

**Non-Federal entity** is a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

**Non-federal pass-through entity** is a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program; the Florida Department of Law Enforcement (FDLE) is the non-federal pass-through entity for this agreement, also referred to as the State Administering Agency (SAA).

**Period of performance** means the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award (see §§200.210 Information contained in a Federal award paragraph (a)(5) and 200.331 Requirements for pass-through entities, paragraph (a)(1)(iv)).

**Protected Personally Identifiable Information (PII)** means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to social security numbers; passport numbers; credit card numbers; clearances; bank numbers; biometrics; date and place of birth; mother's maiden name; criminal, medical, and financial records; and educational transcripts. This does not include PII that is required by law to be disclosed. (See also § 200.79 Personally Identifiable Information (PII)).

**Questioned cost** means a cost that is questioned by the auditor because of an audit finding 1) that resulted from a violation or possible violation of a statute, regulation, or the terms and conditions of a Federal award, including for funds used to match Federal funds; 2) where the costs, at the time of the audit, are not supported by adequate documentation; or 3) where the costs incurred appear unreasonable and do

not reflect the actions a prudent person would take in the circumstances.

**Simplified acquisition threshold** means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. § 1908. As of the publication of this part, the simplified acquisition threshold is \$150,000, but this threshold is periodically adjusted for inflation. (Also see definition of Micro-purchase, 2 C.F.R. § 200.67)

**Subaward** is an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

**Subrecipient** means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Supplies** means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also §§200.20 Computing devices and 200.33 Equipment.

## SECTION I: TERMS AND CONDITIONS

**1.0 Payment Contingent on Appropriation and Available Funds** - The State of Florida's 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 subrecipients for incurred costs is subject to available federal funds.

**2.0 Commencement of Project** - If a project is not operational within 60 days of the original start date of the award period, the subrecipient must report by letter to the Department the steps taken to initiate the project, the reasons for delay, and

the expected start date.

If a project is not operational within 90 days of the original start date of the award period, the subrecipient must submit a second statement to the Department explaining the implementation delay.

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 subaward 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.

**3.0 Supplanting** - The subrecipient 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.

**4.0 Personnel Changes** - The subrecipient agrees to promptly notify the Department through the SIMON Help Desk of any change in chief officials or key project staff, including changes to contact information or title changes. The subrecipient acknowledges that some changes in points of contact will require formal grant adjustment to reflect the change in the agreement.

**5.0 Non-Procurement, Debarment and Suspension** - The subrecipient agrees to comply with Executive Order 12549, Debarment and Suspension and 2 C.F.R. § 180, "OMB Guidelines To Agencies On Government wide Debarment And Suspension (Non-procurement)". These procedures require the subrecipient to certify it shall not enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible or is voluntarily excluded from participating in this covered transaction, unless authorized by the Department. If the subaward is \$100,000 or more, the sub recipient and implementing agency certify that they and their principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
- 2) Have not within a three-year period preceding this application been convicted of or had a civil 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;

- 3) 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
- 4) 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.

**6.0 Federal Restrictions on Lobbying** - In general, as a matter of federal law, federal funds may not be used by any subrecipient at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. § 1913.

Another federal law generally prohibits federal funds from being used by any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. § 1352.

**7.0 State Restrictions on Lobbying** - In addition to the provisions contained above, the expenditure of funds for the purpose of lobbying the legislature or a state agency is prohibited under this agreement.

**8.0 Additional Restrictions on Lobbying** - The subrecipient 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.

**9.0 "Pay-to-Stay"** - Funds from this award may not be used to operate a "pay-to-stay" program in any local jail. Furthermore, no funds may be given to local jails that operate "pay-to-stay" programs. "Local jail", as referenced in this

condition, means an adult facility or detention center owned and/or operated by city, county, or municipality. It does not include juvenile detention centers. "Pay-to-stay" programs as referenced in this condition, means a program by which extraordinary services, amenities and/or accommodations, not otherwise available to the general inmate population, may be provided, based upon an offender's apparent ability to pay, such that disparate conditions of confinement are created for the same or similar offenders within a jurisdiction.

**10.0 The Coastal Barrier Resources Act** - The subrecipient will comply and assure the compliance of all contractors with the provisions of the Coastal Barrier Resources Act (P.L. No. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new federal funds within the units of the Coastal Barrier Resources System.

**11.0 Background Check** - Whenever a background screening for employment or a background security check is required by law for employment, unless otherwise provided by law, the provisions of § 435, F.S. shall apply.

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.

**12.0** Such background investigations shall be conducted at the expense of *the employing agency or employee*. **Privacy Certification** - The subrecipient must comply with all confidentiality requirements of 42 U.S.C. § 3789g and 28 C.F.R. § 22 that are applicable to collection, use, and revelation of data or information. Subrecipient further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. §§ 22 and, in particular, 22.23. Privacy Certification forms must be signed by the subrecipient or implementing agency chief official or an individual with formal, written signature authority for the chief official.

**13.0 Conferences and Inspection of Work** - Conferences may be held at the request of any

party to this agreement. At any time, a representative of the Department, of the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right of visiting the project site to monitor, inspect and assess work performed under this agreement.

**14.0 Insurance for Real Property and Equipment -** The subrecipient must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity.

**15.0 Flood Disaster Protection Act -** The subrecipient will comply with Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, requiring that the purchase of flood insurance in communities where such insurance is available as a condition of the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified as an area having special flood hazards.

**16.0 Immigration and Nationality Act -** No public funds will intentionally be awarded to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e), Section 274A(e) of the Immigration and Nationality Act ("INA"). The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the subrecipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this contract by the Department.

## **SECTION II: CIVIL RIGHTS REQUIREMENTS**

**1.0 Participant Notification of Non-discrimination** FDLE does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in the delivery of services, benefits or in employment.

**2.0 Title VI of the Civil Rights Act of 1964 -** The subrecipient at any tier, must comply with all applicable requirements of 28 CFR § 42, specifically including any applicable requirements in Subpart E that relate to an equal employment opportunity program.

**Equal Employment Opportunity Certification (EEOC) -** A subrecipient or implementing agency must submit an EEO Certification annually within 120 days of award.

**Equal Employment Opportunity Program (EEOC) -** A subrecipient or implementing agency must comply with all applicable requirements in 28 C.F.R. §42, Subpart E.

Subrecipients are advised to use the Office for Civil Rights EEO Reporting Tool to satisfy this condition (<https://ojp.gov/about/ocr/eeop.htm>).

**3.0 Title IX of the Education Amendments of 1972** If the subrecipient operates an education program or activity, the subrecipient must comply with all applicable requirements of 28 C.F.R. § 54, "Nondiscrimination on the basis of sex in education programs or activities receiving federal financial assistance."

**4.0 Equal Treatment for Faith Based Organizations** The subrecipient at any tier, must comply with all applicable requirements of 28 C.F.R. § 38, "Equal Treatment for Faith Based Organizations", specifically including the provision for written notice to current or prospective program beneficiaries.

**5.0 Americans with Disabilities Act -** Subrecipients must comply with the requirements of the Americans with Disabilities Act (ADA), Public Law 101-336, which prohibits discrimination on the basis of disability including provision to provide reasonable accommodations.

**6.0 Section 504 of the Rehabilitation Act of 1973 (28 C.F.R. § 42, Subpart G) -** Subrecipients must comply with all provisions prohibiting discrimination on the basis of disability in both employment and the delivery of services.

**7.0 Age Discrimination Act of 1975 -** Subrecipients must comply with all requirements in Subpart I of 28 C.F.R. §42 which prohibits discrimination based on age in federally assisted programs.

**8.0 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, subrecipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. FDLE strongly advises subrecipients to have a written LEP Language Access Plan. For more information visit [www.lep.gov](http://www.lep.gov).

**9.0 Finding of Discrimination -** In the event a federal or state court or federal or state administrative agency makes, after a due process hearing, a finding of discrimination on the grounds of race, color, religion, national origin, sex, or disability against a subrecipient of funds, the subrecipient will forward a copy of the

finding to FDLE and to the Office for Civil Rights, Office of Justice Programs.

- 10.0 Filing a Complaint** - If the subrecipient or any of its employees, contractors, vendors, or program beneficiaries has a discrimination complaint, they may file a complaint with the subrecipient, 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). 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.

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.

- 11.0 Retaliation** - In accordance with federal civil rights laws, the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.
- 12.0 Non-discrimination Contract Requirements** - Subrecipients must include comprehensive Civil Rights nondiscrimination provisions in all contracts funded by the subrecipient.
- 13.0 Pass-through Requirements** - Subrecipients are responsible for the compliance of contractors and other entities to whom they pass-through funds including compliance with all Civil Rights requirements. These additional tier subrecipients must be made aware that they may file a discrimination complaint with the subrecipient, with FDLE, or with the USDOJ Office for Civil Rights and provided the contact information.

### **SECTION III: FINANCIAL REQUIREMENTS AND RESPONSIBILITY**

- 1.0 Fiscal Control and Fund Accounting Procedures** - All expenditures and cost accounting of funds shall conform to the DOJ Grants Financial Guide, the 28 C.F.R. § 66, and 2 C.F.R. § 200 as applicable, in their entirety.

Subrecipients are required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. Financial management

systems must be able to record and report on the receipt, obligation, and expenditure of grant funds; and able to accommodate a fund and account structure to separately track receipts, expenditures, assets, and liabilities for awards, programs, and additional tiered subrecipients. The awarded funds may or may not be an interest bearing account, but any earned interest must be used for program purposes and expended before the federal grant period end date. Any unexpended interest remaining at the end of the federal grant period must be submitted to the Office of Criminal Justice Grants for transmittal to DOJ.

- 2.0 Match** - The value or amount of any "non-federal share," "match," or cost-sharing contribution incorporated into the approved budget is part of the "project cost" for purposes of the 2 C.F.R. § 200 Uniform Requirements, and is subject to audit. In general, the rules and restrictions that apply to award funds from federal sources also apply to funds in the approved budget that are provided as "match" or through "cost sharing."

### **SECTION IV: SUBAWARD MANAGEMENT AND REPORTING REQUIREMENTS**

- 1.0 Obligation of Subrecipient Funds** - Subaward funds shall not under any circumstances be obligated prior to the effective date, or subsequent to the termination date, of the period of performance. Only project costs incurred on or after the effective date, and on or prior to the termination date of the subrecipient's project are eligible for reimbursement. All payments must be completed within thirty (30) days of the end of the subaward period of performance.
- 2.0 Use of Funds** - Grant funds may be used only for the purposes in the subrecipient's approved application. Subrecipients shall not undertake any work or activities not described in the approved grant award, and that use staff, equipment, or other goods or services paid for with grant funds, without prior written approval from FDLE's Office of Criminal Justice Grants (OCJG).
- 3.0 Advance Funding** - Advance funding may be provided to a subrecipient upon a written request to the Department. The request must be electronically signed by the subrecipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

#### **4.0 Performance and Reporting**

**Reporting Time Frames** - The Project Director,



Application Manager, or Performance Contacts shall submit Monthly or Quarterly Project Performance Reports to the Department, within fifteen (15) days after the end of the reporting period. In addition, if the subaward period is extended beyond the "original" project period, additional Project Performance Reports shall be submitted.

**Failure to Submit** - Performance Reports that are not complete, accurate, and timely may result in sanctions, as specified in Section IV, Subaward Management and Reporting Requirements.

**Report Contents** - Performance Reports must include a response to all objectives included in your subaward. A detailed response is required in the narrative portion for yes/no performance objectives. Submitted performance reports must clearly articulate, where appropriate, performance during the execution of the award has met a standard against which the subrecipient's performance can be measured. The narrative must also reflect on accomplishments for the period and identify problems with project implementation and address actions being taken to resolve the problems. Additional information may be required if necessary to comply with federal reporting requirements.

**Requirement for Data on Performance and Effectiveness Under the Award** - The subrecipient must collect and maintain data that measures the performance and effectiveness of work under this award. The data must be provided to OCJG in the manner (including within the timeframes) specified by OCJG. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

**Financial Consequences for Failure to Perform** - In accordance with s. 215.971 F.S., payments for state and federal financial assistance must be directly related to the scope of work and meet the minimum level of performance for successful completion. If the subrecipient fails to meet the minimum level of service or performance identified in this agreement, or is customary for subawards, then the Department will apply financial consequences commensurate with the deficiency. Financial consequences may include but are not limited to withholding payments or reimbursement until the deficiency is resolved, tendering only partial payment/reimbursement, imposition of other financial consequences according to the Standard Conditions as applicable, and/or termination of contract and requisition of goods or

services from an alternate source. Any payment made in reliance on subrecipient's evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due to the Department as an overpayment.

**5.0 Grant Adjustments** - Subrecipients 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.

Subrecipients 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.

Under no circumstances can transfers of funds increase the total budgeted award.

Requests for changes to the subaward agreement must be electronically signed by the subrecipient or implementing agency's chief official or the chief official's designee.

All requests for changes must be submitted in SIMON no later than ninety (90) days prior to grant expiration date.

## **6.0 Financial Expenditures and Reporting**

**Reporting Requirements** - The subrecipient shall have a choice of submitting either a Monthly or a Quarterly Project Expenditure Report to the Department. Project Expenditure Reports are due thirty (30) days after the end of the reporting period. In addition, if the subaward period is extended, additional Project Expenditure Reports shall be submitted.

All project expenditures for reimbursement of subrecipient costs shall be submitted on the Project Expenditure Report Forms prescribed and provided by the Office of Criminal Justice Grants (OCJG) through the SIMON (Subgrant Information Management Online).

All Project Expenditure Reports shall be submitted in sufficient detail for proper pre-audit and post-audit.

All reports must relate financial data to performance accomplishments.

Before the "final" Project Expenditure Report will be processed, the subrecipient must submit to the Department all outstanding project reports and must have satisfied all special conditions. Failure to comply with the above provisions shall result in forfeiture of reimbursement.

Reports are to be submitted even when no reimbursement is being requested.

**Submission** - The report must be electronically signed by the subrecipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

- 7.0 Project Generated Income (PGI)** - All income generated as a direct result of a sub project shall be deemed program income. Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (i.e., law enforcement entity).

**Required Reports** - The subrecipient shall submit Quarterly PGI Earnings and Expenditures Reports to the Department within thirty (30) days after the end of the reporting period covering subaward project generated income and expenditures during the previous quarter. If any PGI remains unspent after the subaward ends, the subrecipient must continue submitting quarterly PGI reports until all funds are expended.

**PGI Expenditure** - Program income should be used as earned and expended as soon as possible and used to further the objects in which the award was made. Any unexpended PGI remaining at the end of the federal grant period must be submitted to OCJG for transmittal to the Bureau of Justice Assistance.

**Submission** - PGI Earnings and Expenditures reports must be electronically signed by the subrecipient or implementing agency's chief financial officer or the chief financial officer's designee.

- 8.0 Subrecipient Integrity and Performance Matters** - Requirement to report information on certain civil, criminal, and administrative proceedings to OCJG, SAM and FAPIIS.

The subrecipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, subrecipients of OJP awards are required to report information about

such proceedings, through the federal System for Award Management ("SAM"), to the designated federal integrity and performance system ("FAPIIS").

## SECTION V: MONITORING AND AUDITS

- 1.0 Access to Records** - The Florida Department of Law Enforcement, the Auditor General of the State of Florida, the U.S. Department of Justice, the U.S. Comptroller General or any of their duly authorized representatives, shall have access to books, documents, papers and records of the subrecipient, implementing agency and contractors for the purpose of audit and examination according to the Financial Guide and the 28 C.F.R. § 66. At any time, a representative of the Department, the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right to visit the project site to monitor, inspect and assess work performed under this agreement.

The Department reserves the right to unilaterally terminate this agreement if the subrecipient, implementing agency, or contractor refuses to allow public access to all documents, papers, letters, or other materials subject to provisions of s. 119, F.S., unless specifically exempted and/or made confidential by operation of s. 119, F.S., and made or received by the subrecipient or its contractor in conjunction with this agreement.

The subrecipient will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

- 2.0 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 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 award(s).

- 3.0 Property Management** - The subrecipient 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 DOJ Grants Financial Guide, and 28 C.F.R. § 66. This obligation continues as long as the subrecipient retains the property, notwithstanding expiration of this agreement.

**Property Use** - The subrecipient must use equipment acquired under a Federal award for the authorized purposes of the project during the period of performance, or until the property is no longer needed. Subrecipients must use, manage and dispose of equipment acquired under a Federal award in accordance with ss. 274, F.S. Tangible Property and 200.313, F.S., Equipment.

**4.0 Subaward Closeout** - A Financial Closeout Audit shall be submitted to the Department within forty-five (45) days of the end date of the performance period.

The Financial Closeout Audit report located in SIMON must be electronically signed by the subrecipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

Subaward Closeout will be initiated by the Department after the Financial Closeout has been completed and approved. Failure to submit closeout reports timely will result in an Administrative Closeout by the Department.

**5.0 High Risk Subrecipients** - If a subrecipient is designated "high risk" by a federal grant-making agency, currently or at any time during the course of the period of performance under this award, the subrecipient must disclose that fact and certain related information to FDLE's OCJG. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the subrecipient's past performance, or other programmatic or financial concerns with the subrecipient. The subrecipient's disclosure must include the following: 1. The federal awarding agency that currently designates the subrecipient high risk, 2. The date the subrecipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

**6.0 Imposition of Additional Requirements** - The subrecipient agrees to comply with any additional requirements that may be imposed by OCJG during the period of performance for this award, if the subrecipient is designated as "high risk" for purposes of the DOJ high-risk grantee list.

**7.0 Retention of Records** - The subrecipient shall maintain all records and documents for a minimum of five (5) years from the date of the final financial statement and be available for audit and public disclosure upon request of duly authorized persons. The subrecipient shall comply with State of Florida General Records Schedule GS1-SL for State and Local Government Agencies:  
<http://dos.myflorida.com/media/693574/general-records-schedulegs01-sl.pdf>.

**8.0 Disputes and Appeals** - The Department shall make its decision in writing when responding to any disputes, disagreements, or questions of fact arising under this agreement and shall distribute its response to all concerned parties. The subrecipient shall proceed diligently with the performance of this agreement according to the Department's decision. If the subrecipient appeals the Department's decision, the appeal also shall be made in writing within twenty-one (21) calendar days to the Department's clerk (agency clerk). The subrecipient's right to appeal the Department's decision is contained in § 120, F.S., and in procedures set forth in Rule 28-106.104, Florida Administrative Code. Failure to appeal within this time frame constitutes a waiver of proceedings under Chapter 120, F.S.

**9.0 Failure to Address Audit Issues** - The subrecipient understands and agrees that FDLE's OCJG may withhold award funds, or may impose award conditions or other related requirements, if (as determined by OCJG) the subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the 2 C.F.R. § 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews.

**10.0 Single Annual Audit** - Subrecipients that expend \$750,000 or more in a year in federal awards shall have a single audit or program-specific audit conducted for that year. The audit shall be performed in accordance with the OMB 2 C.F.R. § 200 Subpart F – Audit Requirements and other applicable federal law. The contract for this agreement shall be identified in the Schedule of Federal Financial Assistance in the subject audit. The contract shall be identified as federal funds passed through the Florida Department of Law Enforcement and include the contract number, CFDA number, award amount, contract period, funds received and disbursed. When applicable, the subrecipient shall submit an annual financial audit that meets the requirements of 2 C.F.R. § 200 Subpart F, "Audit Requirements" s. 215.97, F.S., "Florida Single Audit Act" and Rules of the Auditor General, Chapter 10.550, and Chapter

10.650, "Local Governmental Entity Audits" and "Florida Single Audit Act Audits Nonprofit and For-Profit Organizations."

A complete audit report that covers any portion of the effective dates of this agreement must be performed and submitted to the Federal Audit Clearinghouse within the earlier of thirty (30) calendar days after receipt of the auditor's report(s), or nine (9) months after the end of the audit period. Submissions must include required elements described in Appendix X to 2 C.F.R. § 200 on the specified Data Collection Form (Form SF-SAC).

Records shall be made available upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the Department.

Subrecipients that expend less than \$750,000 in federal awards during a fiscal year are exempt from the Single Audit Act audit requirements for that fiscal year. In this case, written notification, in the form of the "Certification of Audit Exemption" form, shall be provided to the Department by the Chief Financial Officer, or designee, that the subrecipient is exempt. This notice shall be provided to the Department no later than March 1 following the end of the fiscal year.

## SECTION VI: SUBAWARD PROCUREMENT AND COST PRINCIPLES

- 1.0 Procurement Procedures** - Subrecipients must have written procedures for procurement transactions. Procedures must conform to applicable Federal law and the standards in 2 C.F.R. §§ 200.318-326.

This condition applies to agreements that OCJG considers to be a procurement "contract", and not a second tier subaward.

The details of the advance approval requirement to use a noncompetitive approach in a procurement contract under this award are posed on the OJP website at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

Additional information on Federal purchasing guidelines can be found in the Guide to Procurements Under DOJ Grants and Cooperative agreements at <https://ojp.gov/funding/Implement/Resources/GuideToProcurementProcedures.pdf>.

- 2.0 Cost Analysis** - A cost analysis must be performed by the subrecipient if the cost or price

is at or above the \$35,000 acquisition threshold and the contract was awarded non-competitively in accordance with s. 216.3475, F.S. The subrecipient must maintain records to support the cost analysis, which includes a detailed budget, documented review of individual cost elements for allowability, reasonableness, and necessity. See also [Chief Financial Officer Memorandum No. 02](#) (2012-2013).

- 3.0 Allowable Costs** - Allowance for costs incurred under the subaward shall be determined according to the general principles and standards for selected cost items set forth in the DOJ Grants Financial Guide, 28 C.F.R. § 66, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments", and 2 C.F.R. § 200.405(e), "Cost Principles".
- 4.0 Unallowable Costs** - Payments made for costs determined to be unallowable by either the Federal awarding agency, or the Department, either as direct or indirect costs, must be refunded (including interest) to FDLE and the Federal Government in accordance with instructions that determined the costs are unallowable unless state or Federal statute or regulation directs otherwise. See also 2 C.F.R. §§ 200.300-309.
- 5.0 Indirect Cost Rate** - A subrecipient that is eligible to use the "de minimis" indirect cost rate described in 2 C.F.R. § 200.414(f), and elects to do so, must advise OCJG in writing of both its eligibility and its election, and must comply with all associated requirements in the 2 C.F.R. § 200 and Appendix VII.
- 6.0 Sole Source** - If the project requires a non-competitive purchase from a sole source, the subrecipient must complete the Sole Source Justification for Services and Equipment Form and submit to OCJG upon application for pre-approval. If the subrecipient is a state agency and the cost meets or exceeds \$150,000, the subrecipient must also receive approval from the Department of Management Services (DMS) (s. 287.057(5), F.S.). The Sole Source form must be signed by the subrecipient or implementing agency chief official or chief official designee. Additional details on the sole source requirement can be found at 2 C.F.R. § 200 and the DOJ Grants Financial Guide.
- 7.0 Personal Services** - Subrecipients may use grant funds for eligible personal services including salaries, wages, and fringe benefits, including overtime in accordance with the DOJ Grants Financial Guide Section 3.9 - Compensation for Personal Services, consistent with the principles set out in 2 C.F.R. § 200, Subpart E and those permitted in the federal

program's authorizing legislation. Subrecipient employees should be compensated with overtime payments for work performed in excess of the established work week and in accordance with the subrecipient's written compensation and pay plan.

**Documentation** - Charges for salaries, wages, and fringe benefits must be supported by a system of internal controls providing reasonable assurance that charges are accurate, allowable, and properly allocated. Documentation supporting charges must be incorporated into the official records of the organization.

Charges made to the Personnel Budget Category must reasonably reflect the total time and activity for which the employee is compensated by the organization and cover both federally funded and all other activities. The records may include the use of subsidiary records as defined in the organization's written policies. Where grant subrecipients work on multiple grant programs or cost activities, documentation must support a reasonable allocation or distribution of costs among specific activities or cost objectives.

- 8.0 **Contractual Services** - The subrecipient must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts as described in 2 C.F.R. § 200.318, General procurement.

**Requirements for Contractors of Subrecipients** - The subrecipient 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.; the provisions of the current edition of the DOJ Grants Financial Guide ([https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf)); and all other applicable federal and state laws, orders, circulars, or regulations. The subrecipient must pass-through all requirements and conditions applicable to the federal grant award/subaward to any subcontract. The term "contractor" is used rather than the term "vendor" and means an entity that receives a contract as defined in 2 C.F.R. § 200.22, the nature of the contractual relationship determines the type of agreement.

**Approval of Consultant Contracts**  
Compensation for individual consultant services must be reasonable and consistent with that paid for similar services in the marketplace. The Federal awarding agency and pass-through entity must review and approve in writing all consultant contracts prior to employment of a consultant when the individual compensation rate exceeds \$650 (excluding travel and subsistence costs) per

eight-hour day, or \$81.25 per hour. A detailed justification must be submitted to and approved by FDLE, who will coordinate written approval of the Federal awarding agency, prior to subrecipient obligation or expenditures of such funds. Approval shall be based upon the contract's compliance with requirements found in the Financial Guide Section 3.6 Consultant Rates, 28 C.F.R. § 66, and applicable state statutes. The Department's approval of the subrecipient agreement does not constitute approval of individual consultant contracts or rates. If consultants are hired through a competitive bidding process (not sole source), the \$650 threshold does not apply.

**FFATA Reporting Requirements** - Subrecipients that enter into subawards of \$25,000 or more should review the Federal Funding Accountability and Transparency Act of 2006 (FFATA), website for additional reporting requirements at <https://ojp.gov/funding/Explore/FFATA.htm>

- 9.0 **Travel and Training** - The cost of all travel shall be reimbursed according to the subrecipient's written travel policy. If the subrecipient does not have a written travel policy, cost of all travel will be reimbursed according to State of Florida Travel Guidelines § 112.061, F.S. Any foreign travel must obtain prior written approval from the Federal awarding agency and pass-through entity.
- 10.0 **Expenses Related to Conferences, Meetings, Trainings, and Other Events** - Subgrant funds requested for meetings, retreats, seminars, symposia, events, and group training activities and related expenses must receive written pre-approval from the Federal awarding agency and pass-through entity and comply with all provisions in 2 C.F.R. § 200.432 and DOJ Grants Financial Guide Section 3.10; Conference Approval, Planning, and Reporting. Subgrant applications requesting approval for meeting, training, conference, or other event costs must include a completed Conference & Events Submission Form for approval prior to obligating subgrant funds for these purposes.
- 11.0 **Training and Training Materials** - Any training or training materials that has been developed or delivered with grant funding under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at [www.ojp.gov/funding/ojptrainingguidingprinciples.htm](http://www.ojp.gov/funding/ojptrainingguidingprinciples.htm).
- 12.0 **Publications, Media and Patents 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 DOJ Grants Financial Guide, 28 C.F.R. §§ 66, and 200.315.

**Publication or Printing of Materials** - Publication costs for electronic and print media, including distribution, promotion, and general handling are allowable. If these costs are not identifiable with a particular direct cost objective, it should be allocated as indirect costs. Publication includes writing, editing, and preparing the illustrated material (including videos and electronic mediums).

Subrecipients must request pre-approval in writing for page charges for professional journal publications. All publication materials must comply with provisions in 2 C.F.R. § 200.461 and DOJ Grants Financial Guide, Section 3.9; Allowable Costs – Publication.

Subrecipients must submit for review and approval one (1) copy of any curricula, training materials, or any other written materials to be published, including web-based materials and website content, to be paid under this award at least thirty (30) days prior to the targeted dissemination date.

All electronic and print materials paid under this award must contain the following statements identifying the federal award:

- 1) "This project was supported by Grant No. 2017-MU-BX-0187 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

Any website that funded in whole or in part under this award must include the same statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a web-based service, including any pages that provide results or outputs from the service.

**Patents** - Subrecipients are subject to applicable regulations governing patents and inventions, including government wide regulations issued by the Department of Commerce (27 C.F.R. § 401 and 2 C.F.R. § 200.315(c)).

Subrecipients must promptly and fully report to FDLE and the Federal awarding agency if any program produces patentable items, patent rights, processes, or inventions, in the course of work sponsored under this award.

### 13.0 Information Technology Projects

**Criminal Intelligence Systems** - The subrecipient agrees that any information technology system funded or supported by the Office of Justice Programs funds will comply with 28 C.F.R. § 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. § 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. § 23 occur, the subrecipient may be fined as per 42 U.S.C. § 3789g(c)-(d). The subrecipient may not satisfy such a fine with federal funds.

The subrecipient 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 subrecipient agrees that 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.

**State IT Point of Contact** - The subrecipient must ensure that the State IT 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 subrecipient must maintain an administrative file documenting the meeting of this requirement. For a list of State IT Points of Contact, go to <https://it.ojp.gov/technology-contacts>.

The State IT Point of Contact will ensure the subrecipient's project follows a statewide comprehensive strategy for information sharing systems that improve the functioning of the criminal justice system, with an emphasis on integration of all criminal justice components, law enforcement, courts, prosecution, corrections, and probation and parole.

**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 subrecipient 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.

**ADP Justification** - The subrecipient must complete an Automated Data Processing (ADP) equipment and Software and Criminal Justice Information and Communication Systems Request for Approval form if the purchase of any ADP equipment is to be made. This form must be submitted upon application if applicable and pre-approval must be obtained. ADP Justification must be signed by the subrecipient or implementing agency chief official or an individual with formal, written signature authority for the chief official.

- 14.0 Interoperable Communications Guidance** - Subrecipients using funds to support emergency communications activities must comply with the current SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of Interoperable Communications Equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission (FCC) Waiver Order. SAFECOM guidance can be found at [www.safecomprogram.gov/library/lists/library/DispForm.aspx?ID=334](http://www.safecomprogram.gov/library/lists/library/DispForm.aspx?ID=334).

Subrecipients interested in developing a public safety broadband network in the 700 MHz band in their jurisdictions must adhere to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band. The subrecipient shall also ensure projects support the Statewide Communication Interoperability Plan (SCIP) and are fully coordinated with the full-time Statewide Interoperability Coordinator (SWIC). If any future regulatory requirement (from the FCC or other governmental entity) results in a material technical or financial change in the project, the subrecipient should submit associated documentation, and other material, as applicable, for review by the SWIC to ensure coordination. Subrecipients must provide a listing of all communications equipment purchased with grant

award funding (plus the quantity purchased of each item) to FDLE once items are procured during any periodic programmatic progress reports.

- 15.0 Global Standards Package** - In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Grantee shall conform to the Global Standards Package (GSP) and all 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.

## SECTION VII: COMPLIANCE WITH 8 U.S.C. § 1373

- 1.0** In regards to the program or activity funded under this subaward and throughout the period of performance for this award, no state or local government entity, agency or official may prohibit or in any way restrict:

Any government entity or official from sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. 1373(a); or a government entity or agency from sending, requesting or receiving, maintaining, or exchanging information regarding immigration status as described in 8 U.S.C. 1373(b). For the purposes of this subaward, any prohibition (or restriction) that violates this condition is an "information-communication restriction."

- 2.0** A subaward to a state or local government or a public institution of higher education, cannot be made unless a properly executed certification of compliance with 8 U.S.C. 1373, signed by the chief legal officer of the subrecipient entity has been received by OCJG. Similarly, subrecipients cannot make a further subaward to a state or local government or a public institution of higher education, unless it first obtains a properly executed certification of compliance with 8 U.S.C. 1373 signed by the chief legal officer of the third tier subrecipient.
- 3.0** Funding under this award cannot be subawarded to any subrecipient at any tier that is either a state or unit of local government or a public institution of higher education that is subject to any "information-communication restriction."

4.0 Subrecipients must notify FDLE (in writing) if it has credible evidence that indicates that a funded program or activity of a subrecipient at any tier that is either a state or local government or a public institution of higher education, may be subject to any "information-communication restriction."

5.0 For **STATE AGENCIES**: With respect to the program or activity that is funded by this subaward, as of the date the subrecipient accepts this subaward, and throughout the remainder of the period of performance for the award-

i. A state statute or a state rule, regulation, policy or practice must be in place that is designed to ensure that agents of the United States acting under color of federal law are given access to any state (or state contracted) correctional facility for the purpose of permitting such agents to meet with individuals who are (or are believed by such agents to be) aliens and to inquire as to such individuals' right to be or remain in the United States.

ii. A state statute, or a state rule, regulation, policy or practice must be in place that is designed to ensure that, when a state (or state contracted) correctional facility receives a formal written request authorized by the Immigration and Nationality Act from DHS that seeks advance notice of the scheduled release date and time for a particular alien, they will honor the request and as early as practicable, provide the request notice to DHS.

6.0 For units of **LOCAL GOVERNMENT**: With respect to the program or activity that is funded by this subaward, as of the date the subrecipient accepts this subaward, and throughout the remainder of the period of performance for the award-

i. A local ordinance, rule, regulation, policy or practice (or an applicable state statute, rule, regulation policy or practice) must be in place that is designed to ensure that agents of the United States acting under color of federal law are given access to any state (or state contracted) correctional facility for the purpose of permitting such agents to meet with individuals who are (or are believed by such agents to be) aliens and to inquire as to such individuals' right to be or remain in the United States.

ii. A local ordinance, rule, regulation, policy or practice (or an applicable state statute, rule, regulation policy or practice) must be in place that is designed to ensure that, when a local government (or local government contracted) correctional facility receives a formal written request authorized by the Immigration and Nationality Act from DHS that seeks advance notice of the scheduled release date and time for a particular alien, they will honor the request and as early as practicable, provide the request notice to DHS.

7.0 Monitoring of compliance with the requirements of this condition will be conducted by FDLE.

8.0 Nothing in this condition shall be understood to authorize any subrecipient at any tier to violate any federal law, including any applicable civil rights or nondiscrimination law.

**IMPORTANT NOTE:** Any questions about the meaning or scope of this condition should be directed to FDLE prior to award acceptance.

## **SECTION VIII: ADDITIONAL REQUIREMENTS**

1.0 **Environmental Protection Agency's (EPA) list of Violating Facilities** - The subrecipient assures that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Program Purpose are not listed on the EPA's list of Violating Facilities and that it will notify the Department of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

### **2.0 National Environmental Policy Act (NEPA)**

The subrecipient agrees to assist FDLE in complying with the NEPA, the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of subaward funds by the subrecipient. This applies to the following new activities whether or not they are being specifically funded with these subaward funds. That is, it applies as long as the activity is being conducted by the subrecipient or any third party and the activity needs to be undertaken in order to use these subaward funds. Accordingly, the subrecipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes.



If it is determined that any of the following activities will be funded by the grant, the recipient agrees to contact FDLE OCJG.

- 1) New construction;
- 2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties 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;
- 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; and
- 5) Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The subrecipient 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 subrecipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed by the Department of Justice at <https://www.bja.gov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations.

- 3.0 **National Historic Preservation Act** – The Act will assist the Department (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
- 4.0 **Human Research Subjects** - Subrecipient agrees to comply with the requirements of 28 C.F.R. part 46 and all Office of Justice Programs policies and procedures regarding the protection

of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

#### 5.0 Disclosures

**Conflict of Interest** - The subrecipient 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. Subrecipients must disclose in writing any potential conflict of interest to FDLE (the non-federal pass-through entity).

**Violations of Criminal Law** - The subrecipient and implementing agency must disclose all violations of state or federal criminal law involving fraud, bribery or gratuity violations potentially affecting the sub award.

- 6.0 **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.

- 7.0 **Limitations on Government Employees Financed by Federal Assistance** - The subrecipient 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.

- 8.0 **Funds to Association of Community Organizations for Reform Now (ACORN) Unallowable** - Subrecipient 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.

- 9.0 **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 subrecipient 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 subaward and to establish workplace safety policies and conduct education, awareness, and

other outreach to decrease crashes caused by distracted drivers.

persons are incorporated by reference and posted at [www.ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm](http://www.ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm).

- 10.0 DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database** - If PREA 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).

- 11.0 Environmental Requirements and Energy** - For subawards in excess of \$100,000, the subrecipient must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 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 subrecipient 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.
- 12.0 Other Federal Funds** - The subrecipient 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 subrecipient 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.
- 13.0 Trafficking in Persons** - The subrecipient must comply with applicable requirements pertaining to prohibited conduct relating to the trafficking of persons, whether on the part of recipients, subrecipients or individuals defined as "employees" of the subrecipient. The details of the recipient and subrecipient obligations related to prohibited conduct related to trafficking in

# Application for Funding Assistance

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



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: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

Typed Name of Subgrant Recipient: \_\_\_\_\_

Signature: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

Typed Name of Implementing Agency: \_\_\_\_\_

Signature: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

# **Application for Funding Assistance**

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



**Insert Certifications and Authorizations here.**