



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Consent

F.25.

10/22/2019

### Subject:

Permission to Advertise Public Hearing to consider application for the 2019 Edward Byrne Memorial Justice Assistance.

### Fiscal Impact:

This grant provides funding in the amount of \$55,079 and does not require a local match.

### Dept/Office:

Brevard County Sheriff's Office

### Requested Action:

It is requested that the Board of County Commissioners grant permission to advertise a Public Hearing to consider the 2019 Edward Byrne Memorial Justice Assistance Grant Application

### Summary Explanation and Background:

The U.S. Department of Justice has notified the Sheriff's Office of the availability of the FY 2019 Edward Byrne Memorial JAG - Local Solicitation. Brevard County is eligible to receive a direct allocation of \$55,079. Units of local government applying for this grant must use the funding for law enforcement purposes.

The funding is used to enhance Criminal Investigations by funding a Deputy Agent position that focuses on Fraud and Identity Theft. The Sheriff's Office is proposing to continue using the funding for this position and associated operational expenses. The financial and investigative impact of fraud and identity theft is impacting state and local law enforcement and the reality is that these crimes are rapidly becoming one of the most prevalent crimes in Brevard County. The Agency believes this position and the operational expenses continue to be the best use of the grant funds.

The Florida Department of Law Enforcement (FDLE) recently notified Brevard County of its intent to open the

For the last 17 years, the Prisoner Transportation program has provided coordinated transportation of arrestees to the county jail from the field by Brevard's Law Enforcement agencies. The program allows law enforcement agencies who find it difficult to transport arrestees to the County Jail Complex the ability to have arrestees picked up by the Sheriff's Office. This results in law enforcement officers being able to return to patrol functions more quickly and creates a safer community. Over the last 3 years, this program has transported over 17,000 arrestees and saved over 19,000 law enforcement patrol hours.

As a condition of the grant, the County and the Cities must come to a consensus on how the funds are to be used and provide a letter of support for that use. The Sheriff's Office has coordinated the support of the cities to use the funds for the Prisoner Transportation program and has received the necessary letters of s

upport.

Therefore, the Sheriff s Office is requesting permission to advertise a Public Hearing for the Board of County Commissioners to consider the two grant applications. Cost associated with the advertisement will be the responsibility of the Sheriff s Office.

Contact: Bill Spinelli

Phone/email: (321)264-5206 bill.spinelli@bcso.us

**Clerk to the Board Instructions:**

Exhibits attached: 2019 Edward Byrne Memorial Justice Assistance Grant Application



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001  
Fax: (321) 264-6972  
Tammy.Rowe@brevardclerk.us

October 23, 2019

Honorable Wayne Ivey  
Brevard County Sheriff  
700 South Park Avenue  
Titusville, FL 32780

Attn: Bill Spinelli

Dear Sheriff Ivey:

Re: Item F.25, Permission to Advertise Public Hearing to Consider Application for the 2019 Edward Byrne Memorial Justice Assistance Grant

The Board of County Commissioners, in regular session on October 23, 2018, granted permission to advertise a Public Hearing to consider the 2019 Edward Byrne Memorial Justice Assistance Grant Application.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*Tammy Rowe*

Tammy Rowe, Deputy Clerk

\cw

cc: Finance  
Budget

# Application for Funding Assistance

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

Section #1 Administration

## Subgrant Recipient

**Organization Name:** Brevard County Board of Commissioners  
**County:** Brevard

## Chief Official

**Name:** Kristine Isnardi  
**Title:** Chairperson  
**Address:** 490 Centre Lake Drive  
Suite 175  
**City:** Palm Bay  
**State:** FL **Zip:** 32907-1177  
**Phone:** 321-253-6611 **Ext:**  
**Fax:**  
**Email:** D5.Commissioner@BrevardFL.gov

## Chief Financial Officer

**Name:** Steve Burdette  
**Title:** Finance Director  
**Address:** Post Office Box 1496  
**City:** Titusville  
**State:** FL **Zip:** 32780-1496  
**Phone:** 321-637-2002 **Ext:**  
**Fax:** 321-264-5227  
**Email:** steve.burdette@brevardclerk.us

# Application for Funding Assistance

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

## Section 11 Administration

### Section Questions:

Question: Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with the Department of Homeland Security (DHS) or Immigration and Customs Enforcement (ICE)?

Answer: No

Question: Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1?

Answer: No

Question: If yes to either #1 or #2, describe each practice AND provide a copy of each law or policy to [criminaljustice@fdle.state.fl.us](mailto:criminaljustice@fdle.state.fl.us).

Answer: N/A

# Application for Funding Assistance

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

Section #1 Administration

## Implementing Agency

**Organization Name:** Brevard County Sheriff's Office  
**County:** Brevard

## Chief Official

**Name:** Robert Ivey  
**Title:** Sheriff  
**Address:** 700 South Park Avenue  
**City:** Titusville  
**State:** FL **Zip:** 32780-4007  
**Phone:** 321-264-5201 **Ext:**  
**Fax:** 321-264-5360  
**Email:** wayne.ivey@bcso.us

## Project Director

**Name:** Cindy Speece  
**Title:** Acting Finance Supervisor  
**Address:** 700 South Park Avenue  
**City:** Titusville  
**State:** FL **Zip:** 32780-4007  
**Phone:** 321-264-5206 **Ext:** 5219  
**Fax:**  
**Email:** cindy.speece@bcso.us

# Application for Funding Assistance

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

Section 2 Project Overview

## General Project Information

**Project Title:** TRANSPORTATION/BOOKING SYS IMPROVEMENT PRG XVII  
**Subgrant Recipient:** Brevard County Board of Commissioners  
**Implementing Agency:** Brevard County Sheriff's Office  
**Project Start Date:** 10/1/2019      **End Date:** 9/30/2020

## Problem Identification

Brevard County does not have sufficient funds budgeted to fund this program and is in need of grant funds. The Brevard County Sheriffs Office is the primary law enforcement service provider for over 207,000 citizens who live in the unincorporated areas of Brevard County. However, the Brevard County Jail services the entire county population of over 552,000 citizens and the 3 million tourists that visit Brevard each year. The Brevard County Jail has an average daily population of over 1,400 inmates and process over 20,000 arrested persons annually. Brevard County is a linear County 26 miles wide and 72 miles long. Transporting arrested persons from the field to one location in the north end of the county (the jail's location) is logistically difficult and extremely time consuming. When deputies/officers arrest a person in the central and south ends of the county, they have to transport prisoners as much as 60 miles one way to the county jail. In doing so, they often leave an assigned patrol zone that is usually left vacant until the deputy/officer returns. This creates officer safety problems for existing patrol units with little or no backup. In many cases, deputies/officers would be out of service for up to 4 hours transporting and booking prisoners, one at a time or collectively, into the county jail. The uncoordinated prisoner transport process also creates an impediment to the timely booking process for corrections officers at the county jail. Many of the municipal police departments hold arrestees until shift change and transport all arrestees at once to the county jail. This creates a surge of inmates during times when disruptive schedule changes occur in the jail personnel. Additionally, Correctional Officers must complete and correct booking packages taking additional time to process the arrestee. As a result, prisoner booking at the county jail has been a very time consuming and inefficient process. Moreover, prior to the implementation of this program, 30% of the booking packages completed by the local police departments were incomplete or incorrectly submitted. An acceptable error rate is between 5 to 10%, and with this program in place, the error rate can be maintained at a rate below 10%, as it is currently 0%!

This is a continuation of grant number 2018\_JAGC-BREV-

## Project Summary (Scope of Work)

The project submitted by the Brevard County Sheriffs Office is the continuation of the Prisoner Transportation/Booking System Improvement Program. The program is currently in the fourteenth year of successful implementation. The current program provides for the coordinated prisoner transportation to the county jail for the Sheriffs Office and all the municipalities in Brevard County. The Grant will be funding salaries and benefits for the three (3) Correction Deputies. Time sheets and Pay Stubs for each employee assigned to the program will be provided as backup to document these of the grant funds. Without the continuation of these funds, this program will

# Application for Funding Assistance

Florida Department of Law Enforcement

Justice Assistance Grant - County-wide

not be able to continue due to the limited funding provided by the Brevard County Board of County Commissioners for Sheriff's Operations.

As the Sheriff's Office continues to provide the countywide transportation of people arrested throughout the county to the jail facility, we will continue to coordinate adequate staffing to process the incoming arrestees, as well as controlled queuing of those processed, and enhanced efficiency of the booking process. Arrest paperwork will continue to be examined when the prisoner is picked up by the Transportation Deputy, ensuring booking officers will have standardized, completed paperwork expediting the booking process. Subsequently, all municipalities in Brevard County will continue to benefit from this program. During the past year, the program transported 6,100 prisoners and saved over 6,000 law enforcement patrol hours. In addition, errors in the booking packages submitted to the Booking Unit for the previous year were below the 10% threshold, they were 0%. Thus, the benefits to the patrol resources of the over one thousand police officers and deputy sheriffs in Brevard County are positive and far reaching. These include: increased officer safety, increased citizen safety, increased patrol coverage and a significant increase in the overall efficiency of the law enforcement patrol deployment in Brevard County.

Grant funds will be used to pay partial salaries and benefits for three (3) federally grant-funded positions for the Brevard County Sheriff's Office. These three (3) positions will be available to support the Prisoner Transportation/Booking System Improvement Program by coordinating prisoner transport.

The minimum performance for this position, including minimum timeframes for prisoner transport, as well as the availability for this position will be in accordance with the local employment agreement and/or position description. This position will be overseen and managed by the Brevard County Sheriff's Office. Documentation to support costs and activities will consist of timesheets, payroll records, paystubs, and/or agency records systems. All documentation to support use and expenditure of grant funds, including the establishment/sustainment of a net personnel increase, will be available for review during grant monitoring.

The deliverable for this agreement is the quarterly performance of the tasks and activities described in the scope of work, 8 hours a day for a 40 hour work week in accordance with local agency employment agreement and/or position description. Brevard County will request reimbursement of allowable costs identified in Section 4, pages 1-2 on a quarterly basis.

This project is on going as long as the grant funding is available and it is in the 15th year. The grant has eliminated thousands of hours of police transport of arrestees to the Brevard County Jail.

The positions funded by are employed on a continual basis.

Grant funds will also be used for the purchase of a prisoner transport cage. Transporting a prisoner can be a potentially dangerous assignment for corrections officers and adherence to proper safety protocols are obviously critical. While a majority of prisoner transports are accomplished without incident there is always the possibility of an arrestee escaping and causing harm to themselves or others including the officer. The inmate transport unit provides safety features to protect the arrestee in case of an accident and it provides protection for the officers. 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

## Application for Funding Assistance

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

required for drawdown of funds includes the completion of at least one activity described above as attested to on the financial expenditure report.

# Application for Funding Assistance

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

Section #2 - Brevard County

## Section Questions:

- Question: What percentage of the total cost of this project is being funded by sources other than this award?  
Answer: 39
- 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: Brevard County
- Question: What is the address of the location being used to provide services for this project?  
Answer: 700 Park Ave  
Titusville, FL 32780
- Question: Describe your agency. (e.g., non-profit, community based, government)  
Answer: 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: 1000
- 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: 543376

# Application for Funding Assistance

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

Section 3 - Performance

## 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

Section 4 - Administration

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: No

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: No

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: Conducting social media weekly.  
Attending community meetings monthly.

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: Citizen's Police Academy

Measure: General 11

Identify the goal(s) you hope to achieve with your funding. If you have

# Application for Funding Assistance

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

## Section 3: Performance

- multiple goals, describe each goal separately.
- Goal: Use the County Funds to benefit all police and sheriff agencies by coordinating transportation of arrestees to the County Jail.
- This saves the agencies manpower due to the 82 mile long county with 1 jail located in northern less populated part of the county.
- The agencies coordinate arrestee pickups with the Jail Prisoner Transportation unit which is partially funded with the Byrne Grant.
- 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: Lack of funding is the only barrier that can prevent the program from working.
- 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: Coordinating and scheduling arrestee pickups by the Jail Transportation Unit with the police and sheriff agencies.

State Purpose Area: 2P - Personnel

### Objectives and Measures

- Objective:** Personnel Questions - Questions for all recipients using personnel.
- Measure: Personnel 1  
During the grant period, approximately how many overtime hours will be funded by JAG?
- Goal: 0
- Measure: Personnel 2

# Application for Funding Assistance

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

System of Performance Measures

During the grant period, how many personnel will have their salary or pay funded, at least partially, with JAG funds?

Goal: 3

Measure: Personnel 3

How many new positions will be created with JAG funds during the grant period?

Goal: 0

**State Purpose Area:** R25 - Questions for recipients of an award \$25,000 or more.

## Objectives and Measures

**Objective:** LE General - Law enforcement questions for recipients of an award \$25,000 or more.

Measure: LE01

How many sworn personnel with general arrest powers does your agency have on staff?

Goal: 553

Measure: LE02

Of the sworn personnel, how many are JAG funded?

Goal: 3

Measure: LE03

How many non-sworn employees does your agency have on staff?

Goal: 808

Measure: LE04

Of the non-sworn personnel, how many are JAG funded?

Goal: 0

Measure: LE05

Does your agency utilize a strategic management accountability system to gather and disseminate information within the agency (e.g., CompStat, stratified policing)? Strategic management accountability systems typically include a focus on the use of relevant and timely data, the production of reports detailing problems and actions taken to solve them, and regular meetings with management to discuss strategies.

Goal: No

Measure: LE06

Does your agency use any of the following deconfliction tools? Choose all that apply from the following list: RISSafe, SAFETNet, Case Explorer, None

# Application for Funding Assistance

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

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of the above, unsure/don't know.

Goal: None of the above

# Application for Funding Assistance

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

Section 4 Financial

## General Financial Info:

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

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000523

## Budget:

| Budget Category             | Prime               | Match         | Total               |
|-----------------------------|---------------------|---------------|---------------------|
| Salaries and Benefits       | \$149,196.00        | \$0.00        | \$149,196.00        |
| Contractual Services        | \$0.00              | \$0.00        | \$0.00              |
| Expenses                    | \$0.00              | \$0.00        | \$0.00              |
| Operating Capital<br>Outlay | \$0.00              | \$0.00        | \$0.00              |
| Indirect Costs              | \$0.00              | \$0.00        | \$0.00              |
| <b>-- Totals --</b>         | <b>\$149,196.00</b> | <b>\$0.00</b> | <b>\$149,196.00</b> |
| <b>Percentage</b>           | <b>100.0</b>        | <b>0.0</b>    | <b>100.0</b>        |

## Project Generated Income:

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

# Application for Funding Assistance

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

Section 4.1 (Final) (01/10/01)

## Budget Narrative:

### SALARIES AND BENEFITS:

The Prisoner Transportation/Booking System Improvement Program will fund 3 sworn deputy positions. The deputies' primary mission will be pick up and transport of arrestees, examine and review booking packages, preliminary screen arrestees for medical needs, and educate local jurisdictions on standardized booking packages.

The grant will be charged at 100% of salaries and benefits until all funds budgeted for the positions are expended. The average hourly rate of the 3 officers is \$38.88 at approximately 3,838 hours will be paid by the grant. The agency will continue to fund the positions through the end of the grant period.

### Budget Summary:

| Fringe Rate       | SWORN 1   | SWORN 2 | SWORN 3 | Total   |  |
|-------------------|-----------|---------|---------|---------|--|
| WAGES             | 30,904    | 32,770  | 35,145  | 98,822  |  |
| FICA 7.65%        | 2,364     | 2,506   | 2,688   | 7,558   |  |
| RETIREMENT 25.48% | 5,703     | 6,176   | 6,784   | 18,663  |  |
| WORKER COMP 3.35% | 1,035     | 1,097   | 1,177   | 3,309   |  |
| HEALTH INS.       | 6,264     | 7,452   | 7,128   | 20,844  |  |
| Total Salaries    | 46,270    | 50,001  | 52,922  | 149,196 |  |
| S&B               | 83,509    | 75,610  | 83,466  | 242,585 |  |
| % FUNDED BY GRANT | 56%       | 69%     | 63 %    | 61.5%   |  |
| TOTAL             | \$149,196 |         |         |         |  |

# Application for Funding Assistance

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

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## 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: N/A

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

# City of Melbourne



City Manager's Office

900 E. Strawbridge Avenue • Melbourne, FL 32901 • (321) 608-7200 • Fax (321) 608-7219

July 18, 2019

Ms. Rona Kay Cradit  
Office of Criminal Justice Grants  
Florida Department of Law Enforcement  
2331 Phillips Road  
Tallahassee, Florida 32308

Dear Ms. Cradit:

In compliance with State of Florida Rule 11D-9, F.A.C., the City of Melbourne hereby approves the distribution of \$149,196 of Federal Fiscal Year 2018 Edward Byrne Memorial JAG Program funds for the following projects in Brevard County:

|                |                                 |           |
|----------------|---------------------------------|-----------|
| Brevard County | Prisoner Transportation Program | \$149,196 |
|----------------|---------------------------------|-----------|

Sincerely,

A handwritten signature in cursive script, appearing to read "Shannon M. Lewis".

Shannon M. Lewis  
City Manager

SL:lw

July 17, 2019

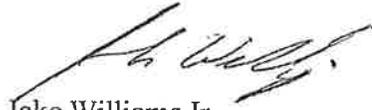
Ms. Rona Kay Cradit  
Office of Criminal Justice Grants  
Florida Department of Law Enforcement  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Cradit:

In compliance with State of Florida Rule 11D-9, F.A.C., the City of Cocoa approves the distribution of \$149,196 of Federal Fiscal Year 2018 Edward Byrne Memorial JAG Program funds for the following projects in Brevard County:

|                |                                 |           |
|----------------|---------------------------------|-----------|
| Brevard County | Prisoner Transportation Program | \$149,196 |
|----------------|---------------------------------|-----------|

Sincerely,



Jake Williams Jr.  
Mayor  
City of Cocoa

MAYOR  
Hal J. Rose

DEPUTY MAYOR  
Pat Bentley

COUNCIL MEMBERS  
Daniel Batchelder  
John Dittmore  
Adam Gaffney  
Barbara A. Smith  
Andrea Young



Mayor Hal J. Rose  
City Hall  
2240 Minton Road  
West Melbourne, FL 32904  
Phone: (321) 837-7774  
Fax: (321) 768-2390  
www.westmelbourne.org

July 21, 2019

RECEIVED

AUG 07 2019

BCSO FINANCE OFFICE

Ms. Rona Kay Cradit  
Office of Criminal Justice Grants  
Florida Department of Law Enforcement  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Cradit:

In compliance with State of Florida Rule 11D-9, F.A.C., the City of West Melbourne approves the distribution of \$149,196 of Federal Fiscal Year 2018 Edward Byrne Memorial JAG Program funds for the following projects in Brevard County:

|                |                                 |           |
|----------------|---------------------------------|-----------|
| Brevard County | Prisoner Transportation Program | \$149,196 |
|----------------|---------------------------------|-----------|

Sincerely,

A handwritten signature in cursive script that reads "Hal J. Rose". The signature is written in black ink and is followed by a horizontal line.

Hal J. Rose  
Mayor



ORLANDO • MELBOURNE INTERNATIONAL AIRPORT • MLB

One Air Terminal Parkway  
Suite 220  
Melbourne, FL 32901 USA  
[MLBair.com](http://MLBair.com)

July 25, 2019

Ms. Rona Kay Cradit  
Office of Criminal Justice Grants  
Florida Department of Law Enforcement  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Cradit:

In compliance with State of Florida Rule 11D-9, F.A.C., the Orlando Melbourne International Airport approves the distribution of \$149,196 of Federal Fiscal Year 2018 Edward Byrne Memorial JAG Program funds for the following projects in Brevard County:

|                |                                 |           |
|----------------|---------------------------------|-----------|
| Brevard County | Prisoner Transportation Program | \$149,196 |
|----------------|---------------------------------|-----------|

Sincerely,

Greg Donovan, A.A.E.  
Executive Director



**City of Cocoa Beach**  
P.O. Box 322430, 2 South Orlando Avenue  
Cocoa Beach, Florida 32932-2430  
www.cityofcocoa beach.com



August 1, 2019

Ms. Rona Kay Cradit  
Office of Criminal Justice Grants  
Florida Department of Law Enforcement  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Cradit:

In compliance with State of Florida Rule 11D-9, F.A.C., the City of Cocoa Beach approves the distribution of \$149,196 of Federal Fiscal Year 2018 Edward Byrne Memorial JAG Program funds for the following projects in Brevard County:

|                |                                 |           |
|----------------|---------------------------------|-----------|
| Brevard County | Prisoner Transportation Program | \$149,196 |
|----------------|---------------------------------|-----------|

Sincerely,

Ben Malik  
Mayor



## Town of Melbourne Beach

507 Ocean Avenue, Melbourne Beach, FL 32951  
Phone: 321-724-5860 Fax: 321-984-8994

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July 17, 2019

Ms. Rona Kay Cradit  
Office of Criminal Justice Grants  
Florida Department of Law Enforcement  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Cradit:

In compliance with State of Florida Rule 11D-9, F.A.C., the Town of Melbourne Beach approves the distribution of \$149,196 of Federal Fiscal Year 2018 Edward Byrne Memorial JAG Program funds for the following projects in Brevard County:

Brevard County Prisoner Transportation Program \$149,196

Sincerely,

James D. Simmons  
Mayor, Town of Melbourne Beach



CITY OF  
**INDIAN HARBOUR BEACH**

Florida

2055 SOUTH PATRICK DRIVE  
INDIAN HARBOUR BEACH, FLORIDA 32937  
PHONE (321) 773-3181  
FAX (321) 773-5080

July 17, 2019

Ms. Rona Kay Cradit  
Office of Criminal Justice Grants  
Florida Department of Law Enforcement  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Cradit:

In compliance with State of Florida Rule 11D-9, F.A.C., the City of Indian Harbour Beach approves the distribution of \$149,196 of Federal Fiscal Year 2018 Edward Byrne Memorial JAG Program funds for the following projects in Brevard County:

|                |                                 |           |
|----------------|---------------------------------|-----------|
| Brevard County | Prisoner Transportation Program | \$149,196 |
|----------------|---------------------------------|-----------|

Sincerely,

David A. Panicola  
Mayor, City of Indian Harbour Beach

/cb

**CITY OF SATELLITE BEACH, FLORIDA**

---

565 Cassia Boulevard  
Satellite Beach, FL 32937  
(321) 773-4407  
FAX: (321) 779-1388



INCORPORATED 1957

July 17, 2019

Ms. Rona Kay Cradit  
Office of Criminal Justice Grants  
Florida Department of Law Enforcement  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Cradit:

In compliance with State of Florida Rule 11D-9, F.A.C., the City of Satellite Beach approves the distribution of \$149,196 of Federal Fiscal Year 2018 Edward Byrne Memorial JAG Program funds for the following projects in Brevard County.

|                |                                 |           |
|----------------|---------------------------------|-----------|
| Brevard County | Prisoner Transportation Program | \$149,196 |
|----------------|---------------------------------|-----------|

Sincerely,

A handwritten signature in black ink, appearing to read "Frank Catino".

Frank Catino,  
Mayor

FC:lch



**TOWN OF INDIALANTIC**  
216 Fifth Avenue, Indialantic, Florida 32903  
321-723-2242 Fax 321-984-3867

**MAYOR**  
David Berkman  
**DEPUTY MAYOR**  
Stuart Glass  
**COUNCIL MEMBERS**  
Dick Dunn  
Randall Greer  
Simon Kemp  
Michael L Casey, Town Manager  
O P E N, Town Clerk

July 17, 2019

Ms. Rona Kay Cradit  
Office of Criminal Justice Grants  
Florida Department of Law Enforcement  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Cradit:

In compliance with State of Florida Rule 11D-9, F.A.C., the Town of Indialantic hereby approves the distribution of \$149,196 of Federal Fiscal Year 2018 Edward Byrne Memorial JAG Program funds for the following projects in Brevard County:

|                |                                 |           |
|----------------|---------------------------------|-----------|
| Brevard County | Prisoner Transportation Program | \$149,196 |
|----------------|---------------------------------|-----------|

Sincerely,

David Berkman  
Mayor, Town of Indialantic

# City of Titusville

555 SOUTH WASHINGTON AVENUE  
TITUSVILLE, FLORIDA 32796-3584

*Space*

POST OFFICE BOX 2806 (32781-2806)



*Gateway to Nature and*

[www.titusville.com](http://www.titusville.com)

July 17, 2019

Ms. Rona Kay Cradit  
Office of Criminal Justice Grants  
Florida Department of Law Enforcement  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Cradit:

In compliance with State of Florida Rule 11D-9, F.A.C., the City of Titusville approves the distribution of \$149,196 of Federal Fiscal Year 2018 Edward Byrne Memorial JAG Program funds for the following projects in Brevard County:

|                |                                 |           |
|----------------|---------------------------------|-----------|
| Brevard County | Prisoner Transportation Program | \$149,196 |
|----------------|---------------------------------|-----------|

Sincerely,

Walt Johnson  
Mayor

CERTIFICATE OF PARTICIPATION

Edward Byrne Memorial  
Justice Assistance Grant (JAG) Program

Ms. Rona Kay Credit  
Office of Criminal Justice Grants  
Florida Department of Law Enforcement  
2331 Phillips Road  
Tallahassee, Florida 32308

Dear Ms. Credit:

This letter provides notification that the Brevard County Board of Commissioners  Accepts  Declines to serve as the coordinating unit of government for the Florida Department of Law Enforcement's Edward Byrne Memorial Justice Assistance Grant (JAG) Countywide Program.

I understand, for the purposes of the JAG Countywide Program, the county can only request and approve applications for eligible subrecipients. In order to meet eligibility requirements, the county, and each organization or agency identified through the 51% planning process (as provided by Florida Administrative Code, Chapter 11D-9.002), must be able to document compliance with the following requirements prior to receiving a subaward:

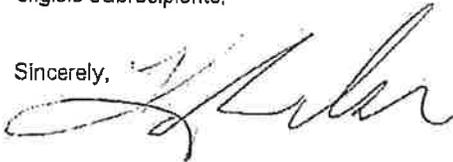
- 2 C.F.R. Part 25—*Universal Identifier and System for Award Management (SAM) Requirements*
- 8 U.S.C §1373 & 1644—*Communication Between Governments and the Immigration and Naturalization Service*
- 28 C.F.R. Part 42—*Nondiscrimination; Equal Employment Opportunity; Policies and Procedures*
- 2 C.F.R. §200.318-326—*Federal Procurement Standards*
- 2 C.F.R Part 200.300-309—*Standards for Financial and Program Management*

For purposes of coordinating the preparation of application(s) for grant funds with the Office of Criminal Justice Grants, the following individual is designated as County Coordinator for the county's FY18 JAG Countywide subawards:

|   |  |
|---|--|
| Name: <u>Kristine Isnardi</u>               | Agency: <u>Brevard County Board of Commissioners</u> |
| Title: <u>Chair</u>                         | Address: <u>490 Centre Lake Drive Suite 175</u>      |
| Email: <u>D5.Commissioner@BrevardFL.gov</u> | City: <u>Palm Bay</u>                                |
| Phone: <u>(321)253-6611</u>                 | Zip: <u>32907</u>                                    |

I acknowledge and understand the responsibility placed upon the county to ensure grant funds are used for improving criminal justice and subawards, as identified through the 51% process, are only approved to eligible subrecipients.

Sincerely,



Chair  
Brevard County Board of Commissioners

|  |                                    |  |                              |
|--|------------------------------------|--|------------------------------|
| <b>APPLICATION FOR FEDERAL ASSISTANCE</b>  |                                    | 2. DATE SUBMITTED  | Applicant Identifier         |
| 1. TYPE OF SUBMISSION<br><br>Application Non-Construction  | 3. DATE RECEIVED BY STATE          |  | State Application Identifier |
|  | 4. DATE RECEIVED BY FEDERAL AGENCY |  | Federal Identifier           |
| <b>5. APPLICANT INFORMATION</b>  |                                    |  |                              |
| Legal Name<br><br>Brevard County   |                                    | Organizational Unit<br><br>County  |                              |
| Address<br><br>2725 Judge Fran Jamieson Way<br>Building C<br>Viera, Florida<br>32940-6605  |                                    | Name and telephone number of the person to be contacted on matters involving this application<br><br>Speece, Cindy<br>(321) 264-5206 |                              |
| 6. EMPLOYER IDENTIFICATION NUMBER (EIN)<br><br>59-6000528  |                                    | 7. TYPE OF APPLICANT<br><br>County   |                              |
| 8. TYPE OF APPLICATION<br><br>New  |                                    | 9. NAME OF FEDERAL AGENCY<br><br>Bureau of Justice Assistance  |                              |
| 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.738<br>CFDA Edward Byrne Memorial Justice Assistance<br>TITLE: Grant Program                     |                                    | 11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT<br><br>Investigative Fruad Agent Position   |                              |
| 12. AREAS AFFECTED BY PROJECT<br><br>All incorporated and unincorporated areas of Brevard County   |                                    |  |                              |
| 13. PROPOSED PROJECT<br>Start Date: October 01, 2018<br>End Date: September 30, 2022   |                                    | 14. CONGRESSIONAL DISTRICTS OF<br>a. Applicant<br>b. Project FL15  |                              |
| 15. ESTIMATED FUNDING  |                                    | 16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?<br><br>Program is not covered by E.O. 12372             |                              |
| Federal  | \$55,079                           |  |                              |
| Applicant  | \$0                                |  |                              |
| State  | \$0                                |  |                              |
| Local  | \$0                                |  |                              |
| Other  | \$0                                |  |                              |
| Program Income   | \$0                                | 17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?<br><br>N  |                              |
| TOTAL  | \$55,079                           |  |                              |
| 18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY |                                    |  |                              |

GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.

Close Window

## Program Narrative

The Brevard County Sheriff's Office is proposing to continue a position created in 2010 to investigate Fraud and Identity Theft.

The Sheriff's Office will track all grant draw downs and grant expenditures separately from all other funding sources, including Federal, by creating a separate fund for the receipt of the funds and for the personnel costs and expenses. The creation of the separate fund will ensure that the grant funds are not co-mingled with any other funds or expenses received or incurred by the agency.

The financial and investigative impact of fraud and identity theft is being felt by state and local law enforcement. The reality of this concerning issue is that these crimes have become one of the most prevalent crimes in Brevard County. For the past 3 years (2016, 2017 and 2018) the Federal Trade Commission has ranked Florida as one of the top states in the nation in complaints with Identity Theft as well as other fraud.

Residents and visitors of Brevard County are prime targets of identity thieves due to the numerous tourist attractions, military installations and senior population. Today's economic crime suspects are utilizing technology, opportunity and jurisdictional boundaries to their advantage. Criminals have "no Boundaries" and to effectively combat their illegal activities, law enforcement must work from a coordinated and centralized approach that allows for the sharing of resources and communication to effectively identify fraudulent schemes that target multiple victims reaching across many jurisdictional boundaries.

There are two factors in Brevard County that breeds fraudulent activity. The first is the fact that millions of tourists in the State of Florida rely on credit card use to facilitate their visits, activities, and expenditures while patronizing the many attractions that our county offers. This fact alone makes Brevard County a target rich environment for the many aspects of fraud related crimes. The tourist arena makes the instruments needed for credit card and other forms of fraud related crimes easily assessable to the criminal element.

The second perspective that must be considered is that the tourist attractions not only make credit card information assessable to the criminal element, but also draws the criminal element to our county. Tourism also provides a fertile ground to the many types of counterfeiters. The passing and usage of counterfeit instruments such as checks, currency and credit cards has been on the increase both due to the economy and the ease of production with the technological advance in laser jet printers available to regular consumers. In addition, contractor fraud has remained prevalent on the Space Coast of Florida, particularly in reference to the many contractors that show up to victimize the citizens of Brevard County following natural disasters. This goes beyond the norm of the fraud perpetrated on the senior citizen community by fraudulent contractors.

The investigation of Consumer Fraud and Identity Theft cases in Brevard County include Credit Card Fraud, Forgery and Uttering of Monetary Instruments, Theft of Identity and other schemes to defraud.

In order to track and collect the data to report on the progress of the grant, all consumer fraud and identity theft cases will maintained and tracked independently from all other BCSO investigative casework.

The agent will work closely with local and state law enforcement jurisdictions, the State Attorney's Office and the Office of Statewide Prosecution to present evidence of impact of fraud and identity theft, investigating, assembling, and presenting evidence on consumer fraud, identity theft or credit card skimming styled cases for prosecution. In addition, the agent will work toward building stronger public/private partner relationships and establish a strong multi-jurisdictional partnership to effectively and efficiently address this problem by sharing information, resources and remove jurisdictional boundaries.

## Abstract

Brevard County

Investigative Fraud Agent

Consumer fraud and identity theft have become one of the most prevalent crimes in Brevard County. During calendar year 2017, the state of Florida was ranked No.1 in these crimes. Residents and visitors of Brevard County are prime targets of identity thieves due to the numerous tourist attractions, military installations and senior population. In addition, contractor fraud has remained prevalent on the Space Coast of Florida, particularly in reference to the many contractors that show up to victimize the citizens of Brevard County following natural disasters. This goes beyond the norm of the fraud perpetrated on the senior citizen community by fraudulent contractors.

Our strategy involves going beyond traditional management approaches by availing all of our resources to our criminal justice partners and the community with the enhancement of our Economic Crimes Task Force, a comprehensive multi-jurisdictional and multi-discipline approach to combating fraud and identity theft. As part of this effort, a dedicated computer forensic examiner will be available to assist in cases where suspects are utilizing technology, opportunity and jurisdictional boundaries to their advantage.

Specifically this position will:

- Provide a coordinated approach that allows for the sharing of resources and communication to effectively identify fraudulent schemes that target multiple victims reaching across many jurisdictional boundaries.
- Enhance the ability to investigate complex cases through the examination of computer and other electronic media by a trained forensic specialist who is able to examine, uncover and extract data that identifies victims and evidence of these intricate schemes.
- Enhance our investigative efforts by improving and enhancing the investigator's technological capability, improved Digital Forensics support with enhanced technology and specialized training of criminal justice staff and partners on the latest trends and techniques associated with the investigation and prosecution of consumer fraud and identity theft.

### Program Identifiers

- 1) Crimes Against the Elderly
- 2) Identity Theft
- 3) Internet Crime
- 4) Mortgage Fraud
- 5) Victimization
- 6) Computer Software/Hardware
- 7) Equipment General
- 8) Fraud
- 9) Diagnostic Evaluation
- 10) White Collar Crime

Budget Narrative

|          |             | Annual Salary<br>2,080 hrs. | Grant<br>1,133 hrs. |
|----------|-------------|-----------------------------|---------------------|
| Agent    | \$31.70/hr. | 65,936                      | 35,915              |
| FICA     | 7.65%       | 5,044                       | 2,748               |
| FRS      | 25.48%      | 16,800                      | 9,151               |
| Wrk Comp | 3.35%       | 2,209                       | 1,203               |
| Life Ins | 0.50%       | 330                         | 180                 |
| Health   | \$5.19/hr.  | 10,795                      | 5,882               |
|          |             | 101,114                     | 55,079              |
|          |             |                             | 54.47%              |

The total funds for the grant are used for 58% of Personnel Costs for a Fraud Agent.

The salary detail is the breakout as to how the grants funds will be allocated.

The Fraud Agent is in a cost center only for the Fraud Grant so expenses can be easily monitored and audited.

**No Pending Applications**

Brevard County does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.



**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: **Brevard County**  
 Street1: **2725 Judge Fran Jamieson Way**  
 Street2: **Building C**  
 City: **Viera**  
 State: **FLORIDA**  
 Zip Code: **32940**

2. Authorized Representative's Name and Title:

Prefix: [ ] First Name: **Cindy** Middle Name: [ ]  
 Last Name: **Speece** Suffix: [ ]  
 Title: **Finance Supervisor**

3. Phone: **(321) 264-5206** 4. Fax: **3212645324**

5. Email: **cindy.speece@bcso.us**

6. Year Established: [ ] 7. Employer Identification Number (EIN): **596000528** 8. DUNS Number: **98307320**

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)?  | <input type="checkbox"/> Yes <input type="checkbox"/> 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)?  | <input type="checkbox"/> Yes <input type="checkbox"/> 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):

[Redacted]

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: [Redacted]

**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"): [Redacted]

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

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 |

**PROPERTY STANDARDS AND PROCUREMENT STANDARDS**

|  |   |
|--|---|
| 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 |

**TRAVEL POLICY**

|  |  |
|--|--|
| 24. Does the applicant entity:<br>(a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>(b) adhere to the Federal Travel Regulation (FTR)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |
|--|--|

**SUBRECIPIENT MANAGEMENT AND MONITORING**

|  |  |
|--|--|
| 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<br><input checked="" type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards |
|--|--|



|  |  |
|--|--|
| 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?               | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure<br><input checked="" type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards |
| 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? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure<br><input checked="" type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards |

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

|  |   |
|--|---|
| 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.) | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure |
| If "Yes", provide the following:   |   |
| (a) Name(s) of the federal awarding agency:<br>[Redacted]  |   |
| (b) Date(s) the agency notified the applicant entity of the "high risk" designation:<br>[Redacted]   |   |
| (c) Contact information for the "high risk" point of contact at the federal agency:  |   |
| Name:  | [Redacted]  |
| Phone:   | [Redacted]  |
| Email:   | [Redacted]  |
| (d) Reason for "high risk" status, as set out by the federal agency:<br>[Redacted]   |   |

**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: Cindy Speece Date: 2019-08-22

Title:  Executive Director    Chief Financial Officer    Chairman  
 Other: Acting Finance Superv.

Phone: (321) 264-5206

### Review Narrative

The Brevard County Board of County Commissioners will receive this JAG application for review on September 23, 2019. The public comment requirement will be satisfied on October 8, 2019, at a regularly scheduled Board of County Commissioners meeting. This amendment hereby serves as acknowledgment that, on October 8, 2019, both the Governing Body Review process and the public comment requirement will be met.



OMB APPROVAL NUMBER  
1121-0140

EXPIRES 05/31/2019

**U.S. DEPARTMENT OF JUSTICE**

**CERTIFIED STANDARD ASSURANCES**

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--

- a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
- b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
- c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.

(4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--

- a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
- c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
- d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

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(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, 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.

(9) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self- Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(10) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, 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 Applicant 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 the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

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## U.S. DEPARTMENT OF JUSTICE

### CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

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. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

#### 1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, 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, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

#### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction", as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals--

(a) is 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;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov); for OVW Applicants, to OVW at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov); or for COPS Applicants, to COPS at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov)), unless such disclosure has already been made.

#### 3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP

Applicants, to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov); for OVW Applicants, to OVW at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov); or for COPS Applicants, to COPS at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov)).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

#### 4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by--

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The Applicant'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;

(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will--

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so 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 satisfactorily 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; and

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

#### 5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

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I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, 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 Applicant 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 the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

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