



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

Rick Scott, *Governor*
Pam Bondi, *Attorney General*
Jeff Atwater, *Chief Financial Officer*
Adam Putnam, *Commissioner of Agriculture*

December 11, 2015

The Honorable Gib Coerper
Mayor
City of Alachua
Post Office Box 9
Alachua, Florida 32616

Re: Federal Fiscal Year (FFY) 2015 Edward Byrne Memorial Justice Assistance Grant (JAG)
Program – Florida JAG Direct

Dear Mayor Coerper:

The Florida Department of Law Enforcement (FDLE) has received an award from the United States Department of Justice (USDOJ) for FFY 2015 JAG funds. These grant funds are distributed to units of local government based on local population and crime statistics reported to FDLE.

FDLE has allocated \$1,622.00 from this award for use by your agency, in accordance with the Florida JAG Direct distribution provision of Chapter 11D-9, Florida Administrative Code. Please note these funds require monthly or quarterly expenditure and performance reporting. General instructions regarding the JAG direct application process can be found at the following link <http://www.fdle.state.fl.us/Content/grants/jagd.aspx>. Applications that do not comply with the instructions or do not include all required information will be returned for revision or will have a special condition withholding funds placed on the grant at the time of award.

Recipients must apply online using FDLE's grant management system, Subgrant Information Management Online (SIMON). SIMON can be accessed at <http://simon.fdle.state.fl.us>. The Project Start and End Dates on the application should reflect the period **February 1, 2016 through June 30, 2016**.

Application completion will require an "Announcement Code" which is a security feature allowing access to the application. The Announcement Code for this application is **JAGD1516**. This code will remain active through the deadline for submission. Application completion will not be possible without the announcement code. A user manual and video tutorial are available online for assistance. The deadline for submission is **Friday, January 8, 2016**.

In addition to the electronic submission, recipients must print the completed application and required certifications and submit two hard copies (with original signatures) by **Friday, January 15, 2016** to:

Physical address for courier delivery:

Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, FL 32308

Mailing address for USPS delivery:

Office of Criminal Justice Grants
Florida Department of Law Enforcement
P.O. Box 1489
Tallahassee, Florida 32302-1489

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The intent and purpose of the JAG program is to improve the criminal justice system, reduce crime and improve public safety; and projects may be funded under any one of the JAG purpose areas. However, recipients are reminded that federal funds must not supplant those funds that have been appropriated for the same purpose, and may not be used to pay all or part of any costs, positions, expenditures, etc. the recipient is already obligated or budgeted to pay. To further clarify, federal grant funds should not be utilized to support or accomplish an agency's baseline capabilities. Instead, grant funds should be used to enhance or implement those services which the agency is not able to support or sustain within existing capabilities.

Please ensure the application clearly discusses the criminal justice or law enforcement program for which federal funds will be used, and the Scope of Work provides all required contract elements for project activities, deliverables and documentation. If funds are being requested for equipment or technology, the application should provide discussion for how that equipment will provide services or support in addition to or outside of current agency capabilities.

Our office is available Monday through Friday, 8:00a.m.– 5:00p.m. EDT at (850) 617-1250 to assist with any questions. For issues relating to SIMON, please contact Government Analyst Tim Colletti at (850) 617-1258. For questions regarding your proposal or the JAG program, please contact me or Planning Manager Randall Smyth at (850) 617-1250. We look forward to working with you to provide this important funding to Florida's agencies.

Sincerely,



Petrina Tuttle Herring
Bureau Chief

PTH/aw

cc: Local Law Enforcement Agency