



Osceola County Board of County Commissioners
Fiscal Year 2024 Edward Byrne Memorial Justice Assistance Grant - Countywide (JAGC) Program
Instructions and Application for Funding

The Osceola County Board of County Commissioners has received notification from the Florida Department of Law Enforcement (FDLE) of the Justice Assistance Grant – Countywide (JAGC) allocation for fiscal year 2024. The total amount of JAG funding made available to Osceola County is \$97,554.00 and is made available by the U.S. Department of Justice (USDOJ). This grant funding is intended to assist state, local, and tribal efforts to prevent or reduce crime and violence.

Program Strategy and Purpose

JAG funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice for any one or more of the following purpose areas:

1. Law enforcement programs
2. Prosecution and court programs
3. Prevention and education programs
4. Corrections and community corrections programs
5. Drug treatment and enforcement programs
6. Planning, evaluation, and technology improvement programs
7. Crime victim and witness programs (other than compensation)
8. Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams.
9. Implementation of state crisis intervention court proceedings and related programs or initiatives, including but not limited to: mental health courts; drug courts; veteran courts; and extreme risk protection order programs.

JAG funds awarded to a state under this FY 2024 solicitation may also be used to:

- Support reentry projects with the goal of improving outcomes for incarcerated individuals returning to the community from prison or jail.
- Support public defense systems, including the hiring and retention of attorneys.
- Support projects related to preventing, detecting, seizing, and/or stopping the presence and use of contraband cellphones within correctional facilities. This includes the purchasing of managed access systems and other mitigation technologies (as permitted by applicable law).
- Purchase fentanyl and methamphetamine detection equipment, including handheld instruments and training for law enforcement safety, as well as opioid reversal agents.

Application Deadline

Agencies that wish to apply for these funds are required to submit the completed application and supporting documents by the **application deadline of 4:00 p.m. on Friday, July 18, 2025**, to Osceola County

Housing and Community Services, 1392 E. Vine Street, Kissimmee, Florida 34744. Questions regarding this funding opportunity must be submitted in writing and emailed to grants2@osceola.org.

Application Submission Requirements

- 1) One original signed grant application and one copy of the Power Point presentation
Deliver to: Attn: Dexter Westbrook II/Programs & Grants Compliance Analyst
Osceola County Housing and Community Services
1392 E. Vine Street, Kissimmee, Florida 34744
- 2) An electronic version of your application and Power Point presentation should be e-mailed to: **grants2@osceola.org**.
- 3) Presentation to the Substance Abuse Policy Advisory Board (SAPAB) on: **Tuesday, July 22, 2025**.

For an application to be considered complete, it must contain the following sections and attachments:

Section I: Cover Sheet - Signed by an authorized Executive Officer for the agency
Section II: General Project Information - including: Project Title; Problem Identification; Project Summary/ Scope of Work and Timeline
Section III: Budget Narrative, Project Budget, and Budget Section Questions
Attachment I: Project Presentation - PowerPoint format attached

***Please note that a separate application and presentation are required for each project being proposed.**

Project Presentation

Presentation must adhere to the attached format. Presentations will be limited to seven (7) minutes, not including the time required to respond to questions from the SAPAB members.

Project Presentation to SAPAB Members

SAPAB will review project grant funding proposals and presentations on **Tuesday, July 22, 2025**, at Osceola County Housing and Community Services, located at 1392 E. Vine Street, Kissimmee, Florida 34744.

SAPAB Project Recommendation(s)

In the event the SAPAB recommendation for funding differs from the submitted application, the applying agency is responsible for submitting a revised application within the requested time frame to ensure a timely submission to FDLE. A hard copy of the revised application including the adjustment to the project budget must be resubmitted no later than **Thursday, July 24, 2025**, and emailed to the Grants Analyst at grants2@osceola.org.

Match Requirements

JAG does not have a match requirement.

Grant Term

JAG awards are typically for a period not to exceed twelve months, beginning on October 1st and ending on September 30th. Projects approved for funding must be implemented and funds expended within this time frame. Extensions beyond September 30, 2026, expiration date will not be considered at time of application.

Prohibited Uses

JAG funds cannot be used directly or indirectly for security enhancements or equipment to non-governmental entities not engaged in Criminal Justice or Public Safety. JAG funds may not be used to supplant state or local funds; this includes overtime pay, uniforms, clothing allowances, etc. for a given activity. Items listed below are strictly prohibited and cannot be approved for JAG programs under any circumstances as per Executive Order 13688 on Federal Support for Local Law Equipment Acquisition:

- 1) Tracked armored vehicles
- 2) Weaponized aircraft, vessels and vehicles of any kind
- 3) Firearms and/or ammunition with a caliber of .50 or higher
- 4) Grenade launchers
- 5) Bayonets
- 6) Camouflage Uniforms (digital pattern) – woodland and desert patterns are allowable based on operational needs. Camouflage may not be worn in urban or populous areas.

Under extraordinary and exigent circumstances, the USDOJ, Bureau of Justice Assistance (BJA) may allow the following items to be procured with JAG funds so long as prior approval is obtained from BJA:

- 1) Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA), and/or Unmanned Aerial Vehicle (UAV)- to utilize JAG funds for UAS, UA, and/or UAV purchases award recipients must adhere to the UAS Guidance found here: <https://www.bja.gov/Publications/BJA-UAS-Guidance.pdf>
- 2) Armored Vehicles (wheeled)
- 3) Command and/or Control Vehicles (bus, recreational vehicle, etc.)
- 4) *Boats, Tactical and/or passenger SUVs, vans, trucks, and sedans (excluding SUVs and sedans that are used for police patrol)
- 5) Manned aircraft, fixed and/or rotary wing
- 6) Specialized firearms and ammunition under .50 caliber (excludes: firearms/ammunition for routine duties)
- 7) Breaching Apparatus (battering ram or similar entry device)
- 8) Riot helmets, shields and/or batons (excluding service-issued telescopic or fixed length straight batons)
- 9) Explosives and pyrotechnics
- 10) Luxury items and real estate
- 11) Construction Projects (other than penal/correctional institutions)
- 12) *Segway, ATV, and golf cart (non-police patrol)

*Controlled Expenditure request is required if the vehicle is not being used in the ordinary course by police forces in the United States for patrol activities. Additionally, Segway's, ATVs and golf carts never require a controlled expenditure request in states which do not require licensing and registration for those vehicle types.

If an agency wishes to use JAG funds for a controlled item and/or project at the time of application, the agency must submit a letter with their application. The letter must be in their agency's letterhead, from the chief official, should be addressed to the FDLE OCJG Bureau Chief and address or include an enclosure with all elements outlined in the JAG controlled expenditures justification template. For a list of controlled expenditures and the 11 elements that must be addressed in the letter, please visit: <https://www.bja.gov/Funding/JAGControlledPurchaseList.pdf>.

Osceola Board of County Commissioners
Edward Byrne Memorial Justice Assistance Grant - Countywide (JAGC)
Fiscal Year 2024
Section I- Cover Sheet

Implementing Agency: _____

Project Title: _____

Project
Manager/Contact: _____

Address: _____

City, State, Zip Code: _____

E-mail Address: _____

Telephone: _____ Fax: _____

Chief Executive Officer: _____

Name/Title _____

Address: _____

City, State, Zip Code: _____

E-mail Address: _____

Telephone: _____ Fax: _____

Total Funding Request: \$ _____

Project Timeline: Start date: October 1, 2025 End Date: September 30, 2026

Chief Executive Officer: _____ Date: _____

Print Name: _____

Title: _____

Section II- General Project Information

Identify the purpose area that applies to this project: (Select only ONE)

<input type="checkbox"/> Law enforcement programs	<input type="checkbox"/> Prosecution and court programs
<input type="checkbox"/> Prevention and education programs	<input type="checkbox"/> Corrections/ community corrections
<input type="checkbox"/> Drug treatment and enforcement programs	<input type="checkbox"/> Planning, evaluation, and technology improvement
<input type="checkbox"/> Crime victim and witness programs* <i>other than compensation</i>	

Problem Identification (7,000-character limit)

The Problem Identification is a brief description of the problem to be addressed with subgrant funds. Be sure to address the following items:

1. **Problem Description** - What is the problem to which your project is responding? Define the problem as it relates to the program area for which you are seeking funding.
2. **Problem Significance** - Why is this problem significant to the subgrantee? Identify who is affected by the problem including the specific types of individuals who contribute to and/or who are negatively affected by the problem.
3. **Needs Assessment** - Identify the current scope of the problem. Support your problem statement(s) with factual information. Use both quantitative and descriptive data that relates to your specific geographic area(s) and problem. If this is a continuation of a pre-existing subgrant, please provide a brief summary of project accomplishments.

Project Summary/Scope of Work (7,000-character limit)

The Project Summary is a brief description of how the proposed project will focus on the problem. Be sure to address any of the following items that are relevant to your project:

- What will your project accomplish?
- Who will receive services? (Participants must be involved with the criminal justice system.)
- Who will provide services?
- What other agencies will participate? For a multi-jurisdictional task force, provide a copy of the task force agreement. The agreement must address how assets will be divided if the task force is disbanded.
- If your project includes significant equipment purchases, describe the equipment to be purchased and how it will be used in project operations.
- State what documentation will be provided to document variables.
- Do NOT use brand or model names and do NOT include quantities or dollar amounts.
- Give a general description of costs to be covered by grant funds.

Performance Measures and Goals (500-character limit)

Projects funded by the JAG program are required to report progress on meeting accomplishments according to performance measures set by the U.S. Department of Justice. Agencies will be required to report on meeting outcomes and goals on a quarterly basis, and the specific details of the report will vary according to the program being funded. The USDOJ has revised the performance measures for projects that will begin after October 1, 2019, and agencies selected for funding will receive additional training in those requirements after acceptance of the application by FDLE. For this application, please provide answers to the following:

Please briefly describe what your program's accomplishments will be. Also, include any benefits or changes to be observed because of JAG-funded activities, such as program completion, or changes in attitudes, skills, knowledge, or conditions.

Section III- Budget Narrative

Budget Narrative

Provide a descriptive narrative of the specific project expenses related to your application. Enter the specific type of items to be purchased and the associated costs. Provide sufficient detail to demonstrate a relationship to the scope outlined in "Section 2- General Project Information". Identify any equipment or supplies to be purchased by a general name description; do not use brand or model numbers in your narrative.

The Budget Narrative should include the budget category; description of items or services purchased for each budget category; unit cost per item; total costs; source and availability of leverage funds.

The Budget Narrative must reflect all costs associated with the project, including grant funded and leverage funds and the total project cost must be provided. If the total project cost exceeds the available grant funding, include a statement that all costs more than the approved grant budget will be the responsibility of the implementing agency.

Project Budget

Fill in the following table with totals by expense category:

Budget Category	<i>Grant</i>	<i>Leverage</i>	<i>Total</i>
Salaries and Benefits*			
Contractual Services			
Expenses*			
Operating Capital Outlay*			
Indirect Costs**			
Totals			

**Not applicable for non-profit organizations*

***Indirect costs are not assignable to a particular project and are only an allowable expense if applicant has a current indirect cost plan approved by the U.S. Department of Justice.*

Budget Section Questions: Provide responses to the following questions:

1. Will this project earn project generated income (PGI)? Yes ____ No ____
2. If salaries and benefits are included in the budget as actual costs for staff in the implementing agency, is there a net personnel increase, or a continued net personnel increase from the previous Byrne program?
3. If benefits are to be included, are they reflected in the budget narrative?
4. If indirect cost is included in the budget, indicate the basis for the plan, and provide documentation of the appropriate approval of this plan.
5. If the budget includes services based on unit costs, provide a definition and cost for each service as part of the budget narrative for contractual services. Include the basis for the unit costs and how recently the basis was established or updated.