

**OFFICE OF THE SHERIFF**  
**Clay County, Florida**  
**Rick Beseler, Sheriff**

MEMORANDUM

TO: Diane Hutchings  
Chairman, Board of County Commissioners

FROM: Elise M. Gann  
Chief Financial Officer



DATE: June 27, 2016

RE: 2016 Edward Byrne Memorial Justice Assistance (JAG) Countywide Grant agenda item

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**\*\*REQUESTED ACTION:** Request for signature of Certificate of Participation form for the FY 2016 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – JAG Countywide – State Solicitation, pending approval for grant application. Request for Board of County Commissioners letter for 51% consensus for the FY2016 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – JAG Countywide – State Solicitation.

**BACKGROUND:** The Florida Department of Law Enforcement (FDLE) distributes funds from the Department of Justice in accordance with the JAG Countywide distribution provisions of Chapter 11D-9, Florida Administrative Code. FDLE has allocated \$58,988 in funds. The Clay County Sheriff's Office uses the funds to assist with overtime for the Drug Task Force.

**AGREEMENT TERM:**

**COST:**

**FUNDING SOURCE:**

**STAFF REVIEW COMMENTS:**

**ADVANCE PAYMENT REQUIRED:**

**SOLE SOURCE:**



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](http://www.fdle.state.fl.us)

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

June 22, 2016

Honorable Diane Hutchings  
Chairman  
Clay County Board of Commissioners  
Post Office Box 1366  
Green Cove Springs, FL 32043



Re: Federal Fiscal Year (FFY) 2016 Edward Byrne Memorial Justice Assistance Grant (JAG) Program –  
JAG Countywide – State Solicitation

Dear Chairperson Hutchings:

The Florida Department of Law Enforcement (FDLE) anticipates an award from the United States Department of Justice for FFY 2016 JAG funds. FDLE will distribute these funds in accordance with the JAG Countywide distribution provisions of Chapter 11D-9, Florida Administrative Code.

FDLE has set aside \$58,899 funds for use by all units of government within Clay County. Enclosed are the following documents to assist your county with the strategic planning and allocation process.

JAG-Countywide Program Announcement & Application Instructions  
JAG-Countywide Project Timeline  
JAG-Countywide Application Checklist  
Certificate of Participation

The enclosed Program Announcement provides an overview of these funds which can be used by local units of government to support a broad range of activities to prevent and control crime and to improve the criminal justice system. Please note the Program Announcement includes information from the U.S. Department of Justice relating to several areas of national focus and its priorities to help maximize the effectiveness of the Byrne/JAG funding.

As a condition of participation in this program, the units of government in each county must reach consensus concerning expenditure of these funds. This consensus must be documented in writing and include the projects to be implemented, the amounts allocated to each project and the agency responsible for such implementation. This process will require an individual to be designated to exercise leadership and assume a coordinating role in the development of applications for these funds. This coordinator will also serve as liaison between the Department's grants office and subrecipient(s) to ensure all reports, documentation, and timelines are adhered to in accordance with the agreement(s).

FDLE recommends the Board of County Commissioners assume this responsibility. In the event the county declines to serve in this capacity, the Department will request the governing body of each municipality in the county, in descending order of population, to serve as the coordinating unit of government.

Honorable Diane Hutchings  
June 22, 2016  
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The enclosed Certificate of Participation form requests the identification of the County Coordinator. Please complete this form and return it to the address below by July 11, 2016. Once confirmed, the Department will forward additional information regarding the application process and FDLE's online grant management system to the coordinator.

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

We look forward to working with you. Please contact me or JAG supervisor Randall Smyth at (850) 617-1250 with any questions or for further assistance regarding this program.

Sincerely,



Petrina Tuttle Herring  
Bureau Chief

PTH/ps

Enclosures

cc: Mayors in Clay County  
Law Enforcement Agencies in Clay County  
Current JAG Project Directors in Clay County

# CERTIFICATE OF PARTICIPATION

## Edward Byrne Memorial Justice Assistance Grant (JAG) Program

Date: June 28, 2016

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

Dear Ms. Herring:

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

For purposes of coordinating the preparation of our application(s) for grant funds with the Office of Criminal Justice Grants, the following individual is designated as County Coordinator for the county's FY16 subawards:

Name: Dangerfield, Anthony  
Title: Captain  
E-mail: adangerfield@claysheriff.com  
Agency: Clay County Sheriff's Office  
Address: 901 N. Orange Avenue  
City: Green Cove Springs, FL Zip: 32043  
Telephone: 904-529-6398 County: Clay

Sincerely,

Diane Hutchings  
Chair, Board of County Commissioners

Rule Reference 11D-9.006 OCJG-024 (Rev. June 2012)

# JAG-C Program Announcement

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## Introduction

The State of Florida, Department of Law Enforcement (FDLE) anticipates an award from the United States Department of Justice (USDOJ) for \$11,351,298 for the Edward Byrne Memorial Justice Assistance Grant (JAG). FDLE will distribute JAG-Countywide (JAG-C) local share funds in accordance with the JAG-C distribution provisions of Chapter 11D-9, Florida Administrative Code. This announcement is to notify eligible applicants of program requirements. Please note this Program Announcement includes information from the USDOJ relating several areas of national focus and its priorities to help maximize the effectiveness of the Byrne/JAG funding.

## Eligible Applicants

Units of local government are eligible to receive subawards from FDLE. "Units of local government" means any city, county, town, township, borough, parish, village, or other general-purpose political subdivision of a State and includes Native American Tribes that perform law enforcement functions as determined by the Secretary of the Interior.

## Program Strategy, Purposes and Coordination Efforts

The Office of Criminal Justice Grants (OCJG) administers the JAG Program for the State of Florida. The JAG Program replaced the Byrne Formula and Local Law Enforcement Block Grant (LLEBG) programs with a single funding mechanism that simplifies the administration process for grantees and allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system.

The procedure for allocating JAG funds is a formula based on population and crime statistics in combination with a minimum allocation. Traditionally, under the Byrne Formula and LLEBG Programs, funds were distributed 60/40 between state and local recipients. This distribution continues under JAG. FDLE has designated the 60% funding awarded to the State of Florida as JAG Countywide, which has a variable pass through requirement to locals. The 40% funding designated for units of local government receiving awards of \$10,000 or less, passed through the State of Florida, is referred to as the Florida JAG Direct. It is possible for a unit of government to receive funding under both JAG Countywide and Florida JAG Direct. This program announcement is for the JAG Countywide funds. The Florida JAG Direct funds will be announced once JAG Countywide is complete.

Each county is allocated a sum of money for use by all local governments within the county. This amount is determined through a funding algorithm established in the administrative rule. Chapter 11D-9, Florida Administrative Code, requires that units of government in each county reach consensus concerning the expenditure of these funds, including projects to be implemented and the agency responsible for such implementation.

Maximum coordination is required to meet this program requirement, and the Department requests the county board of commissioners to serve as the coordinating unit for all local governments within the county. The Chairman of the Board of County Commissioners in each county is notified and is requested to return to the Department a statement of certification indicating the county's willingness to serve. This certification must be returned within 10 business days from the date of receipt of notification. In the event the county declines to serve in this capacity, the Department will request the governing body of each municipality in the county, in descending order of population, to serve as the coordinating unit of government.

Furthermore, FDLE requires that units of government in each county reach consensus concerning the expenditure of the JAG funds, including the projects to be implemented and the agency responsible for such implementation. Each county must document this consensus by submitting letters from at least 51 percent of the units of government which also represent at least 51 percent of the population located in said county. This process to determine use of federal funds should incorporate strategic planning, and each recipient is encouraged to appoint a Substance Abuse and Violent Crime Policy Advisory Board. The membership of this advisory board shall include, at a minimum, the following persons or their authorized designee: Chief Circuit Judge, State Attorney, Public Defender, Sheriff, Chief of Police of each municipality within the county or a Chief of Police designated by those Chiefs of Police as their representative, Jail Administrator, Clerk of the Court, Superintendent of Education and a representative of local drug treatment programs. An existing Board or Council whose membership includes the listed representatives may be utilized in lieu of appointing a new Board or Council.



**CLAY COUNTY  
FLORIDA**

**Board of County  
Commissioners**

P.O. Box 1366  
477 Houston Street  
Green Cove Springs, FL  
32043-0367

Area Code: 904  
Phone: 284-6352  
269-6352  
Fax: 278-4731

**County Manager**

Stephanie C. Kopelousos

**Commissioners:**

Wendell Davis  
District 1

Wayne Bolla  
District 2

Diane Hutchings  
District 3

Buck Burney  
District 4

Ronnie Robinson  
District 5

**Switchboard:**

GCS (904) 284-6300  
KH (352) 473-3711  
KL (904) 533-2111  
OP/MBG (904) 269-6300

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

June 28, 2016

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

Dear Ms. Herring,

In compliance with State of Florida Rule 11D-9, F.A.C., the Clay County Board of County Commissioners approves the distribution of \$58,899 Federal Fiscal Year 2016 Edward Byrne Memorial JAG Program (JAG Countywide Funds) for the following projects within Clay County:

<u>Subgrantee</u>	<u>Title of Project</u>	<u>Dollar Amount</u>
Clay County, Florida	Clay County Drug Task Force	\$58,899.00
	Total	\$58,899.00

Please do not hesitate to contact our office should you have any further questions.

Very truly yours,

Diane Hutchings, Chairman  
Clay County Board of County Commissioners