



Florida Department of Law Enforcement Criminal Justice Information Services

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FY 2025-2026

FY21-22 FIBRS Implementation Assistance Program: Support for Local Law Enforcement Agencies Applications Due: October 31, 2025

In FY2021-2022, the Florida Department of Law Enforcement (FDLE) received authority to administer an estimated \$6 million to Florida law enforcement agencies to assist in the financial burden of transitioning to the technological requirements of the Florida Incident-Based Reporting System Project. From this funding, \$1,466,286 has been reverted and reappropriated through FY2025-2026. Of these funds, some agencies are approved to continue pre-existing projects, while approximately 1.2 million of the funding is available for new applications. To apply for this residual funding, please see the solicitation information below.

Funds under this program may be used for activities related to implementing incident-based reporting at your agency. Examples include, but are not limited to:

- Overtime for project staff;
- Equipment or supplies required for system upgrades;
- Training; and/or
- Procurement contracts for services such as data migration, system configuration, and/or consulting.

Items purchased prior to the start of the grant period are unallowable. Additional unallowable costs for this program include but are not limited to community outreach and education activities, food and beverage, and trinkets and giveaways.

Instructions

The completed application packet must be emailed to CJISfunding@fdle.state.fl.us by October 31, 2025, to be considered for funding. Applications will be reviewed and scored using the evaluation tool located as Appendix A in the application packet. After the deadline, awards will be determined.

Awards

Available funds will be distributed based on the requesting agency's application, as approved by FDLE. There is an anticipated amount of approximately 1.2 million for this residual funding application process.

Eligibility

FDLE welcomes applications from any Florida law enforcement agency as well as multiple entity applications (Parent/Child Contractual Relationship).

Note: Special consideration may be given to applications from agencies not already submitting FIBRS data; from multiple agencies or an entity representing multiple agencies; any agencies in fiscally constrained counties; and those who did not receive prior funding.

Project Period

Grants are awarded for the state fiscal year period, beginning July 1, 2025, and ending June 30, 2026. These awards cannot be extended. Any unused funds after June 30, 2026, will be reverted to the state. Extension of awards is contingent upon legislative approval for continuation of program funding into the next state fiscal year.

State Transparency

Section 215.985, F.S., makes the Department of Financial Services (DFS) responsible for the development and maintenance of a contract reporting system, the Florida Accountability Contract Tracking System (FACTS). State law requires all agreements (contracts, purchase orders and grants for state or federal financial assistance) to be entered in this transparency system and made available for public access.

FDLE provides all state financial assistance grant agreements to the Florida Accountability and Contract Tracking (FACTS) system, including original contract and amendment document images and payment information. Agreements containing information statutorily exempt from public records could qualify for partial or complete exemption from FACTS. Please contact CJIS for additional information, to determine whether an agreement would be exempt, and to obtain instructions on the requirements for requesting an exemption.

Reporting Requirements

Performance

Performance reports must be submitted within **15 days** of the end of each month. Failure to submit reports by the deadline will delay reimbursement of funds.

Financial

Financial reports are due monthly within **30 days** after the end of each month. The final financial report is due by Thursday, July 30, 2026. Final reconciliation and closeout of the agreement must be completed by both parties within forty-five (45) days of the end of the grant period.

Payments

Grant funds are distributed on a cost-reimbursement basis for eligible activities. The final approved grant agreement details all invoicing and documentation requirements. The recipient shall provide a monthly claim report to FDLE detailing all grant related expenditures. The claim reports serve as the request for payment. Only expenditures in the approved grant budget may be paid from the agreement.

Payments are processed in conjunction with the receipt and review of programmatic performance reports and supporting documentation. Additionally, the request and any corresponding supporting documentation must evidence the completion of all tasks required to be performed for the associated deliverable, including minimum performance standards established in the agreement.

Monitoring

Recipients of FDLE grant funds are required to establish and maintain effective internal control over the award that provides reasonable assurance the recipient is managing the award in compliance with statutes, regulations, and the terms and conditions of the grant agreement. The recipient must maintain effective control over all funds, property, and assets, and assure they are used solely for authorized purposes.

Contact Information

Contact CJISfunding@fdle.state.fl.us with any questions or for additional assistance.

FY2025-26 FIBRS Implementation Assistance Application

Instructions: Prospective applicants should review the program solicitation in its entirety prior to beginning their application. In order to receive funding, eligible applicants must complete and submit this questionnaire and the risk assessment to CJISFunding@fdle.state.fl.us.

Part I: Overview

Applicant Agency Name (Recipient): _____

Amount Requested: _____

Are you currently submitting FIBRS data? Yes ☐ No ☐

Is this application for multiple agencies (partnership/contract agencies)? Yes ☐ No ☐

If yes, please list the partnership agencies.

Part II: Problem Identification

Describe your agency's current capabilities to submit incident-based reporting.

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Briefly describe your agency's transition plan for incident-based reporting. Include planned activities, milestones, deliverables, and timeline.

Briefly describe any anticipated project constraints or obstacles and how you plan to overcome them.

Part III: Scope of Work

Explanations provided below must relate directly to implementing incident-based reporting. The explanations should be generic and explain the activity's correlation to a successful transition. Specific line items will be detailed on the budget worksheet.

Does your agency intend to use funds for:

a) Personnel Overtime?

Yes ☐

No ☐

Amount Allocated: _____

If yes, explain correlation to incident-based reporting.

b) Equipment?

Yes ☐

No ☐

Amount Allocated: _____

If yes, explain correlation to incident-based reporting.

c) Procurement Contracts?

Yes ☐

No ☐

Amount Allocated: _____

If yes, explain correlation to incident-based reporting and the spending plan.

d) Supplies?

Yes ☐

No ☐

Amount Allocated: _____

If yes, explain correlation to incident-based reporting.

e) Training?

Yes ☐

No ☐

Amount Allocated: _____

If yes, explain correlation to incident-based reporting.

f) Travel?

Yes ☐

No ☐

Amount Allocated: _____

If yes, explain correlation to incident-based reporting.

g) Other?

Yes ☐

No ☐

Amount Allocated: _____

If yes, explain correlation to incident-based reporting.

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Part IV: Performance

As a recipient of state funding, subgrantees must report specific data to FDLE on a monthly basis as indicated in the final subgrant agreement. **Failure to submit the performance report by the deadline will result in a withholding of funds on the subaward.** Data to be collected may include, but not be limited to:

- Amount of funding spent on each activity during the reporting period.
- Number of overtime hours used during the reporting period (if applicable).
- Amount of equipment and/or supplies purchased with funding (if applicable).
- Amount of test transactions submitted.
- Number of trainings conducted, including dates and amount of attendees (if applicable)

By checking this box, applicant acknowledges the monthly performance reporting requirement. ☐

Part V: Grant Contacts and Officials

Applicants for FIBRS funding must identify key officials in order to approve a subaward contract.

Note: A chief official or chief financial officer may delegate their authority to sign and execute agreements and reports to another individual. However, this action **requires** the submission of a delegation letter signed by the chief official or chief financial officer, as applicable, be emailed to CJISFunding@fdle.state.fl.us.

Chief Official

Name: _____ Title: _____

Address: _____

Phone: _____ Email: _____

Contract / Grant Manager

Name: _____ Title: _____

Address: _____

Phone: _____ Email: _____

Programmatic Contact

Name: _____ Title: _____

Address: _____

Phone: _____ Email: _____

Chief Financial Officer

Name: _____ Title: _____

Address: _____

Phone: _____ Email: _____

Official Payee

Name: _____ Title: _____

Address: _____

Phone: _____ Email: _____

FEID: _____

Part VI: Additional Information and Forms

What is the agency's operating capital outlay threshold? _____

This is the threshold for tagging a purchased item for inventory.

Describe the agency's procurement methods for items detailed in the Procurement Contracts section of the budget narrative.

Appendix A: Pre-Award Risk Assessment

1. How many years has your agency received awards from FDLE? Select Yea

2. List the Project Director for this award and years of services in this role.

**If your agency has received an award in the last five years,
please answer the following questions.**

3. Describe the results of your most recent Single Audit.

Examples include: Findings, Questioned Costs, Deficiencies, Weaknesses

4. Describe the results of your two previous years' audits.

Examples include: No complaints, recommendations only, findings of noncompliance

5. In the past two years, has your agency received a grant extension?

☐

Yes

☐

No

If yes, please describe the circumstances.

6. In the past two years, has your agency met all previous award program objectives?

☐

Yes

☐

No

If no, please describe the circumstances.

7. Does your agency have any outstanding conditions from previous awards?

☐

Yes

☐

No

If yes, please describe the circumstances.

Scored By:

Total Score:

FY25/26 FIBRS Subgrant Scoresheet FY21/22 FIBRS Implementation Assistance Program

Applicant:

Amount Requested:

General Application (A “no” response, places application in rejection pool)	Points
Application packet and budget detail worksheet were received before the deadline	2
All required forms are included (Risk Assessment)	2
TOTAL	4
Priority	Points
Applicant currently not submitting FIBRS incident-based data	10
Application is for more than one agency (includes partnerships or contracted agencies)	10
Applicant provided reasoning to support they are in a fiscally constrained county	5
Applicant has not been a recipient of previous funding opportunity	5
TOTAL	30
Overview & Problem Identification	Points
A Subrecipient agency name is provided	2
The amount requested is consistent with the total on the budget detail worksheet	2
Clearly describes current capabilities for submitting incident-based reporting	2
Clearly describes plan to implement incident-based reporting	2
Does plan include a list of activities & milestones?	2
Does plan include timeline with deliverable dates within defines project period?	2
Does plan include testing transactions with FDLE?	2
TOTAL	16
Scope of Work	Points
Budget narrative clearly describes every funding activity listed in the Budget Detail Worksheet	5
Budget narrative provides specific detail outlining the relevancy of each expenditure	5
Provides a clear spend plan for procurement contract deliverables	5
TOTAL	15
Performance	Points
Applicant acknowledges the monthly performance reporting requirements	5
Total	5
Grant Contacts and Officials	Points
Contact information for Subgrant Chief Official, Subgrant Chief Financial Officer, Project Director, and Application Manager is provided	5
TOTAL	5
Budget Detail Worksheet	Points
Applicant information is correctly filled out and consistent with the information in the application narrative	10
All budget line items clearly tied to eligible activities provided in the solicitation	15
TOTAL	25