



Sheriff Scott Israel
sheriff.org

Law Enforcement Trust Fund

W O R K S H O P

REQUEST FOR FUNDING



WELCOME AND OPENING REMARKS



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LAW ENFORCEMENT TRUST FUND (LETF) Source

The Law Enforcement Trust Fund (LETF) contains funds awarded to the Agency as a result of successful forfeiture litigation in State court and participation in the Federal Asset Sharing Programs.



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LAW ENFORCEMENT TRUST FUND (LETF) Source

The Statute requires that **no less than 15%** of the last fiscal years revenues be donated or expended for the support or operation of drug treatment, drug abuse education, drug prevention, crime prevention, safe neighborhood or school resource officer programs in accordance with F.S. 932.7055(5)(a).



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LETF FUNDING

YEAR	NUMBER OF AGENCIES FUNDED	TOTAL AMOUNT
2015	21	\$249,975
2016	52	\$510,077

Projected 2017 Funding = \$500,000

Agencies can apply for up to \$10,000



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LETF Application Timeline

LETF Application Period Opens	September 7, 2016
LETF Application Workshop	September 7, 2016
Application Deadline	October 19, 2016 11:59pm
Application Review	October – December 2016
Recommendations forwarded to County Commission	January 2017
County Commission Hearings on LETF Recommendations	March 2017
Execution of Memorandum of Understanding	March 2017



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LETF Review Process

Step One-- Objective Review

- Objective panel reviewers scores the applications.
- Each application is reviewed by at least TWO raters

Step Two— Legal Review

- Request reviewed by Legal to determine if project meets the LETF statutory requirement.
- Independent verification of an organization through public records, and may potentially include a site visit.

Step Three- Recommendation

- Applications are ranked, BSO makes recommendations to the County Commission
- The County Commission review BSO's recommended funding applications and has the independent authority to approve or deny the Sheriff's recommendations.



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LETF Application Submission

Applications must be received no later than **11:59pm Wednesday, October 19, 2016**. No late applications will be considered.

The completed, signed application with attachments must be scanned into ONE pdf and emailed with Agency Name as the subject to

LETF@sheriff.org

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LETF APPLICATION QUESTION #1

ORGANIZATIONAL BACKGROUND

Concise description of the Applicant Agency, including its history, years of operation, general mission statement, and primary services provided.



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LETF Application Question #2

Program Summary (1-3 sentences):

- Provide an overview of program services.
 - Must be Complete
- Executive Summary of the Program



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MEETING THE STATUTORY DEFINITION

Choose **ONE** of the Categories

- Crime Prevention
- Safe Neighborhood
- Drug Abuse Prevention and Education

The Statutory definition must be substantiated with DATA or RESEARCH that supports what you are proposing. It is essential that you connect the link – BUZZ words will NOT be enough.



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CRIME PREVENTION

- Risk reduction behaviors- less likely to engage in risky behaviors
- Teaching life skills
- Structured activities during unsupervised hours for youth
- Keeping kids off the streets
- Deterring youth from negative lifestyle choices
- Diverts at-risk youth from the criminal justice system
- Prevent youth involvement in crime and violence
- Domestic Violence



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SAFE NEIGHBORHOODS

- Leadership development
- Self sufficiency
- Academic/social success
- Productive civically engaged people
- Healthy lifestyle choices
- Reduce unemployment
- Increase HS graduation rate
- Teenage pregnancy rate reduction
- Reduction in SIDS-related deaths
- At risk--Delinquency
- Bullying
- Better nutrition and overall improved health outcomes—reduce rates of HIV.STD's etc.



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LETF Application Question #3

How does your proposed project address the LETF Category (see above) as well as the Sheriff's Priority Area?

- **Make the Case**
- **Ensure its supported by the narrative and Data**



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LETF Application Question #4

Why is this funding needed (What community problem does it address)?

What **data suggests that this program should be implemented with this population or in this geographical location?**



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LETF Application Question #5

Describe the program in detail and how it will be implemented: (Describe Who, What, Where, and When)

- Should be your Longest section
- “A day in the life” of your program
 - Be detailed yet clear



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LETF Project Budget

- Budgets must indicate what the LETF dollars are paying for.
- The budget must total to the request
- The budget can only include direct program costs. No indirect or overhead costs allowable
- Costs must be reasonable AND have a nexus to the program narrative



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LETF Project Budget

LETF Line Item Budget	Calculation	Total Amount
Program Expenses		
Personnel Costs/Salaries	\$ 10.00/hr x 20 hrs/week x 20 weeks x 2 staff	\$ 8000.00
Fringe Benefits	\$8000 * 15%	\$ 1200.00
Travel	1,000 miles at .50/mile	\$ 500.00
Supplies	500 workbooks @ 1.50/each	\$ 750.00
Printing Binding	50 training manuals x 10.00 each	\$ 500.00
Other (specify)		
Field Trips	\$20 (avg cost) x 50 youth x 4 field trips	\$ 4,000.00
	LETF Request	\$14,950.00



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PERSONNEL COSTS/FRINGE BENEFITS

LETF Line Item Budget	Calculation	Total Amount
Personnel Costs/Salaries	\$ 10.00/hr x 20 hrs/week x 20 weeks x 2 staff	\$8000.00
Personnel Costs/Salaries	\$50,000/yr x 10% of time	\$5000.00
Fringe Benefits	\$8000 * 15%	\$1200.00
Fringe Benefits	\$5000 * 15%	\$ 750.00

Budget Narrative

Two counselors will be conducting the group activities with youth enrolled in the program. A licensed therapist meets with clients needing such services we estimate that 10% of her time will be dedicated solely to the proposed project.

The fringe benefits included represent the portion of employer-paid benefits which include FICA, unemployment, 401(k), health benefits

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TRAVEL

LETF Line Item Budget	Calculation	Total Amount
Travel	1,000 miles at .50/mile	\$500.00
Travel	\$250.00/night x 2 nights x 2 staff	\$1000.00

Budget Narrative

Case Managers conduct home visits with clients, mileage is calculated at the current agency/state/IRS reimbursement rate for mileage.

Staff will be attending a conference in Orlando and the hotel rates are reflective of that area.



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Equipment

Must cost over \$1,000

LETF Line Item Budget	Calculation	Total Amount
Equipment	Used van (FMV) \$10,000	\$10,000.00

Budget Narrative

The van will be utilized to transport program participants to the various activities. The FMV is based on analysis of quotes received from local vendors.



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SUPPLIES

LETF Line Item Budget	Calculation	Total Amount
Supplies	500 workbooks @ 1.50/each	\$750.00
Supplies	100 T-shirts @5.00/each	\$500.00

Budget Narrative

Each participant will receive a consumable workbook while in the program the costs are current at the time of application. In order to be able to easily identify campers on field trips each child will receive two t-shirts



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PRINTING AND COPYING

Must be for outside printing jobs not internal copying

LETF Line Item Budget	Calculation	Total Amount
Printing Binding	50 training manuals x 10.00 each	\$500.00

Budget Narrative

The Train-the Trainer session has a need for reproduction of training materials in a bound manual. The cost is based quotes from local vendors.



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OTHER

LETF Line Item Budget	Calculation	Total Amount
Field Trips	\$20 (avg cost) x 50 youth x 4 field trips	\$4,000.00
Snacks	\$2.00/day x 50 youth x 10 days	\$1,000.00
Facility Rental	\$500 (avg cost) x 4 days	\$2,000.00
Uniforms	\$50 (avg cost) x 50 youth	\$2,500.00

Budget Narrative

- ❖ Quarterly educational field trips costs is an average of admission fees to the proposed venues.
- ❖ Each day the youth will be provided a healthy snack such as fresh fruit and juice, milk.
- ❖ The facility fee at XYZ Park to utilize gym space at the time of application this was the current published rates. Each youth participating in the program are required to have a complete uniform which includes fatigues, dress polo, t-shirt, gym shorts and boots.



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LETF APPLICATION BUDGET NARRATIVE

- Required for ALL applications
- Provide an explanation of what the budget will include and how those numbers were determined.
- Every item in the Budget Detail must be contained in the narrative



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LETF Application Question #6

Has your agency revived LETF Funding in the past 3 years? If yes, identify the source, \$ amount and type of program.

- Were you funded through BSO or another City?
- Include program performance data



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Signature/Certifications

SIGNED BY OFFICIAL AUTHORIZED TO
SIGN AND BIND APPLICANT AGENCY TO
APPLICATION

- Must be Notarized by a Current Notary
- Must have a current date



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LETF Application Attachments

Attachment “A”-- Certificate of Status (sunbiz.org)
Cost \$5.00

Attachment “B”-- IRS Form 501(c)(3) or pending IRS letter

Attachment “C”-- IRS Form W-9

Attachment “D” –Program location letter(s) of support

*Required if program activities take place at a location other than agency operated property.



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❖ Please scan and email all attachments into **one PDF** and email to LETF@sheriff.org by 11:59 pm on Wednesday, October 19, 2016.

❖ No Mail, Fax or hand delivered applications will be accepted.

❖ All emails MUST have the applicant agency name on the subject line.

❖ Applications must be submitted on time to be considered.

Please visit www.sheriff.org/letf for more information



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Questions and Answers



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