

**FY22- 23 Law Enforcement Trust Fund (LETF)**

**Broward Sheriff's Office**

**Responses to Questions from the LETF Application Workshops**

**1. Will the workshop presentation be shared?**

Yes. The PowerPoint presentation will be posted on our LETF web page.

**2. Can we apply for more than one program? Can we submit more than one application for two different programs under the same non-profit organization?**

An organization/agency may apply for funding for two programs; however, each program will require its own individual and unique application for LETF funding to include supplying all attachments.

**3. Can we apply for two or more locations?**

Yes, LETF programs can serve more than one location. Please keep in mind, if your program is not located on your agency's owned/rented property, you will need Letters of Support (Attachment D in the application) on that agency's letterhead for each location.

**4. We partner with multiple agencies where we provide our program; however, we often do not know where we will provide the program until just a few weeks prior. How do we handle the Location Letter of Support required in the application?**

As stated above, if your LETF program will not be located on your agency's owned/rented property, you will need Letters of Support (Attachment D in the application) for each location. For the purpose of your application, you will need to determine where your program will be offered and include letters from each entity.

**5. What if we have current Letters of Support or MOUs used in the past year? Do we have to get a new Letter of Support for a location we are partnering with?**

Yes. As it relates to attaining a Location Letter of Support, it must be new and should reference a potential LETF award. You cannot use already existing MOUs or letters of support.

**6. What if we our agency has more than one location? Do we need a letter of support from our other location(s)?**

No. However, if your program is not being housed in your main location, when indicating your program location on the application, it might be best to state this is on your agency property. That way, it will be clear a Location Letter of Support was not needed.

**7. Does every program have to be in a physical location?**

Yes. Programs must have a physical location and address as indicated on the application.

**8. For the clients we will work with, are there any age restrictions?**

No

**9. Do the Certification/Assurances in the application need to be initialed by the CEO/President/Executive Director?**

Yes. The Certification/Assurances must be initialed by the CEO/President/Executive Director of your agency in blue ink. The application must also be signed/dated by the same person.

**10. Can you combine LETF statutory requirement categories?**

Yes, but it would be best to pick the category that is most fitting. All applicants must select a statutory requirement category.

**11. Is the application in PDF (fillable) or MS Word format?**

The application is currently posted on our LETF web page. It is in MS Word format. Please download with Chrome or Firefox. Do not download with Microsoft Edge. Please type in responses to questions.

**12. Are there any requirements to the PDF we will submit?**

After you complete your application, you must convert it into PDF format (color). The attachments must be included in the same PDF. The PDF file should be named as your legal agency name.

**13. The application has a 10-page limit. Does that limit include the attachments required at the end of the application?**

No. The 10-page limit includes the entire application excluding your required Attachments A-D. Please note, any other documents provided outside of what is asked for in the application will not be reviewed/rated.

**14. Do we received a receipt that the application was received because sometimes my organization's email goes into a spam or junk mail folder?**

We will reply with a confirmation of receipt within normal business hours (8AM-4:30PM). It is strongly suggested that applicants do not wait until the deadline to submit if they wish to ensure their application has been received. Applications received after June 8<sup>th</sup> at 11:59PM to [LETf@sheriff.org](mailto:LETf@sheriff.org) will not be considered for funding.

**15. The application asks for data. Can you explain what this means?**

As part of your application, you will need to demonstrate why and how your program is needed in Broward County. Therefore, as part of your justification why there is a need and/or gap in services, you should provide current data regarding your target population and service area. For example, you might provide local data about school drop-out rates or crime data for a particular zip code. Data is important to illustrate and justify why your LETF project/program is needed in Broward. In addition, it will also be important to include data as to how many clients your program will serve.

**16. Where do LETF funds come from?**

LETf contains funds awarded to the Broward Sheriff's Office (BSO) as a result of successful forfeiture litigation in State court and participation in the Federal Asset Sharing Program. In accordance with F.S. 932.7055(5)(a), the Statute requires no less than 25% of the last fiscal year's revenues be donated in the form of grants to nonprofit programs in Broward.

**17. If our program costs \$30,000, will LETF fund a partial cost of the overall program?**

Yes. LETF grant awards are \$10,000 and can be used to partially assist or supplement a current program. When completing your budget in the application, please do not include your program's overall budget. Provide only the budget details for what you are requesting LETF funds to cover. LETF grants do not require match.

**18. Is a match required? Is this a reimbursement grant?**

Match is not required to apply. Grant funds are provided upfront. However, grant funds must be expended per your approved budget. Quarterly documentation of all expenses (providing receipts, timesheets, and paystubs) is a requirement to be submitted. Funds utilized to purchase non-authorized items will need to be refunded to the Broward Sheriff's Office.

**19. I'm a first-time applicant who will be proposing a summer program. However, I see the LETF grant award announcements will not be made until later this summer. Am I able to run my program in the summer of 2023?**

The LETF grant period of performance is 12 months. If you are awarded grant funds, your period of performance will begin at the time of check disbursement. Therefore, proposed summer-only programs should begin in 2023. Based on the estimated timeline for LETF grant awards, applicants should assume the grant period will begin in either late summer or early fall 2022.

**20. Does the grant cover personnel costs?**

Yes. LETF can cover a portion of one's salary. However, if the staff member already exists on your agency's budget and their time is 100% funded from another grant source, their position cannot be placed in your LETF budget. A staff member cannot be paid by more than one funding source for the same hours of work as that is considered supplantation.

As the grant awards are \$10,000, the grant will not fully fund a position within your agency. In the budget, you will determine the percentage of the position's salary which will be utilized during your one-year award period.

**21. Can an agency's CEO be included in the budget?**

It is our preference to pay for portions of salary for positions that are performing the direct work of your LETF project or program. Please refer to response above regarding personnel costs.

**22. If we have ordered/purchased something already, can we seek grant funding to cover that cost?**

No. All expenditures made with LETF funding must occur during your 12-month period of award. If you are awarded funding, the grant cannot reimburse for previous purchases prior to your check disbursement date. All funds must be expended during your award period only.

**23. What statutory category would we pick for serving the homeless? What about for serving foster youth?**

For these proposed programs, the statutory requirement of "Safe Neighborhood" would be most appropriate.

**24. Can you share the awarding rate from the last grant cycle?**

LETF grant awards are competitive. Of the grant applications that did not have a fatal flaw (met minimum requirements) and moved on to the rating round, approximately half of those 141 applications were awarded grant funding in our last open cycle.

**25. Can the program be offered over zoom?**

We made exceptions due to the COVID pandemic with some of our most recent LETF recipient agencies. If the pandemic forces programs to be offered virtually, we will work with our recipients again. However, it is not preferred to primarily offer programs virtually.