

2018
ST. PETERSBURG POLICE DEPARTMENT
FORFEITURE GRANT PROGRAM
INFORMATION SHEET



INSTRUCTIONAL MEETING NOTICE

ALL APPLICANTS ARE STRONGLY ENCOURAGED TO ATTEND THIS MEETING PRIOR TO COMPLETING THEIR PROPOSAL.

DATE: FRIDAY, AUGUST 3, 2018

TIME: 6:00 PM

**LOCATION: City Council Chambers, City Hall
175 – 5th Street North
St. Petersburg, Florida**

PURPOSE: To provide applicants with information about the grant program and the application process followed by a question and answer period. Any questions that remain after the meeting may be directed to Elizabeth “Lisa” Ledbetter at (727) 892-5427 or via e-mail at Elizabeth.Ledbetter@StPete.org.

If you are deaf/hard of hearing and require the services of an interpreter, please call our TDD number, 892-5259, or the Florida Relay Service at 711 as soon as possible. The City requests at least 72 hours advance notice, prior to the scheduled meeting, and every effort will be made to provide that service for you. If you are a person with a disability who needs an accommodation in order to participate in this/these proceedings or have any questions, please contact the City Clerk’s Office at 893-7448.

**ST. PETERSBURG POLICE DEPARTMENT
FLORIDA CONTRABAND FORFEITURE GRANT PROGRAM - 2018**

WHAT IS THIS PROGRAM?

The St. Petersburg Police Department is pleased to announce its 26th Annual Florida Contraband Forfeiture Grant Program. The purpose of this grant program is to provide financial support to neighborhood groups, associations, agencies, and non-profit organizations holding a 501c3 or 501c4 designation which are engaged in projects or programs that address the following areas of concern:

- Neighborhood safety;
- Crime prevention;
- Drug abuse education;
- Drug abuse prevention; or
- School resource officer programs.

The Police Department’s grant program provides grants without requiring the Applicant to provide matching funds. There is no restriction on the amount of funding an applicant may request. Additionally, an Applicant may request enough funding to cover their entire program or project, or any component of the program or project.

The grant amount the Police Department will distribute to successful Applicants is within the sole discretion of the Chief of Police and is based, in part, on the amount of funds available.

Each Applicant must fill out one pre-registration form and complete (at least) one Proposal. Applicants which offer multiple programs may include their different programs within one Proposal. An Applicant’s Proposal may request funding for any new project, ongoing program, or regularly held event, so long as the project, program, or event meets all of the eligibility criteria.

WHO MAY APPLY?

The grant program will provide funds to community groups, associations, agencies, or non-profit organizations holding a 501c3 or 501c4 designation which provide services to **residents within the municipal boundaries of the City of St. Petersburg.**

Applicants will be required to provide a **federal tax identification number** or **social security number**.

To assist you in determining whether your group or organization should apply for funds, you may want to consider the amount of funding available the past five years and the average amount of monies awarded.

Year	Amount Awarded	Programs Funded	Average Award
2013	\$50,731.00	32	\$1,585.00
2014	\$29,550.00	17	\$1,738.00
2015	\$100,000.00	34	\$2,940.00
2016	\$85,700.00	42	\$2,040.00
2017	110,400.00	52	\$2,123.00

WHAT ARE THE MINIMUM APPLICATION ELIGIBILITY CRITERIA?

Florida law permits funding of programs or projects that address the following issues:

- a. Crime prevention;
- b. Neighborhood safety;
- c. Drug abuse education;
- d. Drug prevention; or
- e. School Resource Officer Program(s).

To be considered for funding a program or project must:

1. Fall within the statutory criteria, a. through e. above.
2. Complete the "Pre-Registration for St. Petersburg Police Department Forfeiture Grant" form.
3. Submit a Proposal describing their program or project and providing a detailed, itemized list of items to be purchased with any awarded grant funds.
4. Follow the directions below regarding submission of the Proposal.

Funds shall NOT be awarded for:

1. Salaries, stipends, etc.;
2. Food or beverages;
3. Travel or transportation expenses;
4. Video surveillance systems; or
5. Newsletters, advertising, flyers, pamphlets, or other communication media.

Any organization which owes monies to the City of St. Petersburg will not receive funding until all debts and obligations are satisfied.

Any organization which has failed to completely and accurately account for all expenditures arising out of past forfeiture awards will not be eligible to receive additional funding.

All applicants approved for funding will be required to enter into a contract with the City setting forth the terms and conditions under which funds may be expended and outlining all accounting requirements.

WHAT ARE THE CRITERIA TO BE SELECTED FOR FUNDING?

The following criteria will be used to evaluate requests for funding which meet the eligibility criteria. Projects or programs will be rated using the criteria listed below.

1. **TIMELINESS.** All Applicants must return the Pre-Registration form to the Police Department before the posted deadline. Additionally, all Applicants must provide their proposal(s) to the Police Department prior to the posted deadline. An applicant who fails to submit the Pre-Registration form and the Proposal(s) before the deadline date and time will not be considered for funding.
2. **PREPARATION.** The Applicant has produced a proposal that provides a clear understanding of the program or project, including time frames for completion, expected benefits to the community affected, and how it meets the criteria for the grant. The proposal must include a complete budget with supporting

estimates, proper signatures, adequate number of copies, and has complied with all other requests outlined in the application package.

3. **PARTICIPATION.** The Applicant has a commitment from participants in the program or project as well as the participation and support of community members, neighborhood associations, and local businesses.
4. **NEIGHBORHOOD IMPACT.** The Applicant should provide a clear understanding of how the program or project addresses a need in the community in addition to identifying the specific benefits to the residents of the neighborhood(s) affected.
5. **INDIVIDUAL IMPACT.** The program or project should attempt to make as large an impact as possible in each of the participant's lives. Projects of all sizes are welcome to apply for funding, however, the committee would like the grant monies to impact as many people's lives as possible.
6. **PROJECT QUALITY.** The Applicant has developed a program or project that is well planned, adequately budgeted, and is ready for implementation or is a part of a broader ongoing effort, and includes a well-defined method for demonstrating that the funds are expended appropriately.
7. **ORIGINALITY.** The Applicant has proposed a project that is original and addresses a problem that is not already being addressed by other entities within that neighborhood. Creative thinking is welcome and encouraged but it must be accompanied by an action plan that has been researched and will succeed when implemented appropriately.
8. **QUALIFICATIONS.** The Applicant must demonstrate, via clearly stated qualifications, their ability to implement the proposed program or project.
9. **PAST PERFORMANCE.** Any Applicant who has received grant funds in the past will be required to have fully conformed to the accounting requirements for that grant period before being considered for additional funding. Failure to meet the accounting requirements from a prior grant will eliminate any group from future additional funding.

HOW WILL THE POLICE DEPARTMENT DECIDE WHICH PROJECTS ARE FUNDED?

All proposals that meet the minimum eligibility criteria will be reviewed by the Funding Approval Committee which is comprised of the Chief of Police and his three Assistant Chiefs. Upon reviewing the proposals, the Chief of Police will make the final determination of awards. **The decision of the Chief of Police will be final.**

HOW MAY MY AGENCY OR ORGANIZATION APPLY?

All Applicants wishing to receive these funds shall apply to the St. Petersburg Police Department Chief of Police for an appropriation via the following procedure:

1. Visit the St. Petersburg Police Department Website at www.stpete.org/police and click on the Department Shortcut for the Forfeiture Grant Program. The documentation can also be found at the City of St. Petersburg website: http://www.stpete.org/assistance/grants_and_contracts/internal_grants_program.php.
2. Download the *2018 Police Forfeiture Grant Information Sheet* and read the instructions.
3. Attend the Informational Meeting scheduled for **August 3, 2018**, at **6:00 PM** at City Hall, in City Council Chambers, 175 5th Street North, St. Petersburg, Florida 33701.
4. Complete the *Pre-Registration Form* and e-mail the completed form to Elizabeth Ledbetter, the Police Department's Forfeiture Grant Administrator, at Elizabeth.Ledbetter@stpete.org.
5. Complete the *Proposal* for the program or project for which you are requesting the funds. Please review the *Proposal Guidelines*.
6. Turn in the original Proposal and four (4) additional copies of the Proposal for a total of five (5) copies of the Proposal to the St. Petersburg Police Department headquarters. **Deadline to turn in the Proposal: Friday, August 31, 2018 at 5:00 PM.**
 - a. Applicants may provide their Proposals by mail or by hand delivery.
 - b. Mailing address: St. Petersburg Police Department, Legal Division, Attn: Elizabeth Ledbetter
1300 First Avenue North, St. Petersburg, FL 33705.
 - c. Hand delivery information: Information Desk in the lobby of the St. Petersburg Police Department Headquarters, located at 1300 First Avenue North, St. Petersburg. The lobby is open from 6:00 a.m. until midnight, every day.
 - d. Postmarks will not be considered when determining the timeliness of an application.

All proposals must be **RECEIVED** by the Police Department **NO LATER than 5:00 p.m., Friday, August 31, 2018. Proposals received after 5:00 PM will not be considered for funding. Proposals must be submitted with four (4) additional copies for a total of five (5) proposals to be considered for funding.**

WHEN WILL MY AGENCY OR ORGANIZATION RECEIVE FUNDING IF OUR APPLICATION IS APPROVED?

TIME LINE

Forfeiture Fund Award Instructional Meeting	Friday, August 3, 2018 - 6:00 P.M. City Council Chambers, City Hall 175 5th Street North, St. Petersburg, Florida
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Application due:	Before 5:00 PM, Friday, August 31, 2018
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Funding Committee
Application review: October 1, 2018

Notifications made: On or before October 19, 2018

Agreements mailed to
successful applicants: On or before November 2, 2018

Deadline to return
Agreement: On or before November 15, 2018

Disbursement Ceremony: Successful grant applicants will be notified of exact date/time.

WHO CAN I CONTACT IF I HAVE ANY QUESTIONS?

If any applicant has a question or concern not addressed in this information package, they can direct any and all questions to the Forfeiture Grant Administrator Elizabeth “Lisa” Ledbetter. She can be reached by calling (727) 892-5427 or by e-mail to: Elizabeth.Ledbetter@stpete.org.