

**LAW ENFORCEMENT TRUST FUNDS DISBURSEMENT AGREEMENT**

between

**GREGORY TONY, as SHERIFF OF BROWARD COUNTY**

and

**THE SCHOOL BOARD of BROWARD COUNTY, FLORIDA**

**THIS LAW ENFORCEMENT TRUST FUNDS DISBURSEMENT AGREEMENT** (the "Agreement") is made and entered into as of \_\_\_\_\_, 201\_\_\_, by and between Gregory Tony, as Sheriff of Broward County, having its principal place of business at 2601 West Broward Boulevard, Fort Lauderdale, Florida 33312 (hereinafter referred to as "BSO") and The School Board of Broward County, Florida, having its principal place of business at 600 S.E. 3<sup>rd</sup> Avenue, Fort Lauderdale, Florida 33301 (hereinafter referred to as "GRANTEE") for the one-time, disbursement, acknowledgement and use of Law Enforcement Trust Funds (LETF) pursuant to Florida Statute 932.7055. As used herein, "Agreement" shall refer to this agreement and all its exhibits and attachments.

**WITNESSETH:**

**WHEREAS**, BSO is interested in making a one-time disbursement of LETF to qualified recipients; and

**WHEREAS**, GRANTEE, desires to receive a one-time, disbursement of LETF from BSO and has previously submitted an application and supporting documentation for consideration to BSO for disbursement of LETF.

**NOW, THEREFORE**, in consideration of the covenants contained herein, and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

**ARTICLE I. PROGRAM SERVICES TO BE RENDERED**

GRANTEE covenants and agrees to use the LETF for the contemplated purpose identified in the attached application and Program Description (*Exhibit "A"*) (hereinafter referred to as Program) and made a part hereof under the Agreement. Any changes in the GRANTEE'S represented Statement of Work relative to the program requires the express written approval by BSO. LETF shall not be diverted or pledged towards any other uses. All Program activities are to directly benefit Broward County residents and/or visitors and support outreach and activities conducted within Broward County. Funds can only be used in support of qualified LETF purposes. The GRANTEE agrees no funds received in connection with this Agreement may be used by the GRANTEE, or an agent acting for the GRANTEE, to influence legislation or appropriations pending before the Congress or any State legislature pursuant to sections 11.062 and 216.347, Florida Statutes.

**ARTICLE II. PERIOD OF PERFORMANCE**

GRANTEE shall commence services required of it under this Agreement as soon as practical and reasonable under the circumstances. All program activities must be completed within one (1) year of disbursement, unless said date is extended by BSO, at BSO'S sole option and discretion.

**ARTICLE III.           AWARD**

The total one-time award of LETF under this Agreement for GRANTEE'S Program shall be Nine Thousand, Eight Hundred and Thirty-Two Dollars (\$9,832.00) unless amended by mutual written signed consent by both parties. BSO will notice the GRANTEE of the method and timing of said disbursement and GRANTEE shall not have any claim or cause of action whatsoever for any late or untimely or incomplete disbursement caused by BSO.

**ARTICLE IV.           PERMISSION TO PUBLISH/ADVERTISE AWARD**

GRANTEE hereby grants permission and licenses of its name, image, trademark or copyrights to BSO for the limited purposes of media publishing or advertising in all forms and informational outlets and/or on the internet the disbursement of LETF to GRANTEE. Notwithstanding the same BSO's is not under any obligation to publish or advertise said disbursement of LETF funds to GRANTEE.

**ARTICLE V.           REPORTS AND DELIVERABLES**

GRANTEE is required to keep clear and accurate records throughout the Program period so that the progress of the services rendered may be readily evaluated by BSO at mutually agreed upon times.

GRANTEE will provide BSO with an annual program report which shall include the current Program status by GRANTEE in completing/servicing the Program described in Exhibit A and the expenditure of funds under this agreement, in addition to such other pertinent information as requested by BSO. A Final report of activities and expenditures of the Program shall be submitted by GRANTEE to BSO within forty five (45) days of the end of the performance period. All cost and expense in generating and delivery of such documentation shall be burdened by GRANTEE and the documents shall be delivered in a format acceptable to BSO. Failure to comply with the reporting requirements could result in GRANTEE having to return LETF.

In accordance with 2CFR 200.331 grantee will be subject to monitoring of the activities and expenditures at any point by BSO.

ARTICLE VI.

AUTHORIZED REPRESENTATIVES / PROJECT DIRECTORS

Authorized Representative for BSO:

Colonel Sean Zukowsky  
Undersheriff  
Broward Sheriff's Office  
2601 West Broward Boulevard  
Fort Lauderdale, Florida 33312  
(954) 831-8301

Chantelle Read  
Chief of Staff  
Broward Sheriff's Office  
2601 West Broward Boulevard  
Fort Lauderdale, Florida 33312  
(954) 831-8301

Heather Mitchell  
Director of Finance  
2601 West Broward Boulevard  
Fort Lauderdale, Florida 33312  
(954) 321-4492

With copy to:

Office of the General Counsel  
Broward Sheriff's Office  
2601 West Broward Boulevard  
Fort Lauderdale, Florida 33312  
(954) 831-8920

Project Director for GRANTEE:

Wylie Howard Jr.  
Principal  
700 SW 26 Street  
Fort Lauderdale, Florida 33315  
754-321-7550

Authorized Representative for GRANTEE:

Superintendent of Schools  
The School Board of Broward County, Florida  
600 SE Third Avenue  
Fort Lauderdale, Florida 33301  
754-321-2600

**ARTICLE VII. ONE TIME DISBURSEMENT**

BSO will make a one-time disbursement of the funds identified in Article III to the GRANTEE. GRANTEE is not entitled to any further disbursements whatsoever GRANTEE shall abide by and comply with all of the terms and conditions set forth in this Agreement. GRANTEE should not rely on any representations that there will be future funding of any of GRANTEE'S projects by BSO whatsoever.

**ARTICLE VIII. ASSIGNMENT**

GRANTEE shall not assign its interests in this Agreement, nor any of its rights or obligations hereunder.

**ARTICLE IX. PUBLIC CRIMES DISQUALIFICATION**

GRANTEE represents that the execution of this Agreement will not violate the Public Entity Crime Act (Section 287.133, Florida Statutes), which essentially provides that a person or affiliate who is a contractor other provider and who has been placed on the convicted vendor list following a conviction for a Public Entity Crime may not submit a bid on a contract to provide any goods or services to BSO for a period of 36 months from the date of being placed on the convicted vendor list. Violation of this section shall result in termination of this Agreement and recovery of all monies paid hereto.

In addition to the foregoing, GRANTEE further represents that there has been no determination, based on an audit, that it committed an act defined by Section 287.133, Florida Statutes, as a "public entity crime" and that it has not been formally charged with committing an act defined as a "public entity crime" regardless of the amount of money involved or whether GRANTEE has been placed on the convicted vendor list.

**ARTICLE X. RELATIONSHIP OF PARTIES**

The parties agree that GRANTEE is an independent contractor. The conduct and control of the services rendered by GRANTEE will lie solely with GRANTEE. GRANTEE is not an employee of BSO for any purpose. GRANTEE shall be liable and responsible to pay all local, state, and federal employment taxes, including, without limitation, withholding, social security, worker's compensation, and employment security as required by law when carrying out its Program.

Nothing in this Agreement is intended to create, nor shall be construed to create a joint venture, partnership, or principal-agent relationship between the parties.

**ARTICLE XI. RETURN OF FUNDS**

GRANTEE represents and warrants to BSO that its Request for Funding Application and supporting documentation and statements (Application) submitted to BSO are truthful and accurate which has induced BSO into entering this Agreement.

If GRANTEE fails to perform any covenants and conditions contained within this agreement; or is determined later to not be qualified to receive LETF; or if there was an untruthful statement made by GRANTEE within its Request for Funding Application (Application); or fails to provide the necessary reporting documents to BSO, then all LETF disbursed to the GRANTEE shall be returned to BSO within ten (10) business days of BSO's written demand for the same and GRANTEE may be ineligible for any future LETF disbursements.

**ARTICLE XII. GOVERNING LAW, VENUE, AND JURISDICTION**

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. With respect to any action relating to this Agreement, the parties accept the exclusive jurisdiction of the state courts or federal courts in Florida, and agree that venue shall be exclusively in Broward County, Florida.

**ARTICLE XIII. SEVERABILITY**

If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, then the remaining provisions of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

**ARTICLE XIV. ATTORNEYS' FEES**

If either party institutes litigation with respect to this Agreement, then the prevailing party shall be entitled to collect from the non-prevailing party all reasonable attorneys' fees and costs incurred by the prevailing party.

**ARTICLE XV. STRICT ACCORDANCE**

No waiver or modification of this Agreement or of any covenant, condition or limitation contained herein shall be valid unless it is reduced to written form and duly executed by the parties. No evidence of any waiver or modification of the terms herein shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties arising, in any manner, out of this Agreement, unless such waiver or modification is in writing and duly executed by the parties.

Failure of a party to insist upon strict compliance with any of the terms, covenants or conditions of this Agreement shall not be deemed a waiver of such terms, covenant, or condition, nor shall any waiver or relinquishment of any right or power hereunder by a party, at any time or from time to time, be deemed a waiver or relinquishment of such right or power at any other time or times.

**ARTICLE XVI. NOTICE**

Any notice required or permitted to be given hereunder to either party hereto shall be in writing and shall be deemed given and received (a) when personally delivered with a receipt obtained, (b) on the date noted as received, refused, or uncollected if given by deposit with the United States Postal

Service and sent by certified or registered mail, postage prepaid and return receipt requested, or (c) the earlier of receipt or two (2) business days after acceptance for delivery by a nationally recognized overnight delivery service (e.g., Federal Express), to such party at its address as herein above set forth, or to such other address as such party may designate by notice similarly given. Any notice to GRANTEE shall be to the attention of the authorized representative for GRANTEE as listed in Article VI.

**ARTICLE XVII.        EXPENSES**

Except as otherwise provided herein, GRANTEE shall be fully and solely responsible for any and all expenses incurred by GRANTEE in the performance of this Agreement and Program, including, but not limited to, costs of supplies, fees, licenses, bonds, taxes and all other costs of doing business and carrying out its Program. GRANTEE shall not, in any manner, incur indebtedness on behalf of BSO.

**ARTICLE XVIII.       NON-DISCRIMINATION**

GRANTEE shall not discriminate on the basis of race, age, religion, pregnancy, color, gender, sexual preference, national origin, marital status, physical or mental disability or political affiliation in the course of rendering services under the Program.

**ARTICLE XIX.        INDEMNIFICATION**

GRANTEE shall indemnify, hold harmless and defend BSO, his officers, employees, agents, and servants, against any claims, demands, causes of action, lawsuits, liabilities, costs, and expenditures of any kind, including reasonable attorney's fees, resulting from the negligence or willful misconduct of GRANTEE or its personnel assigned to perform services under this Agreement or Program. GRANTEE shall not enter into any settlement which admits liability, other than financial liability, on the part of BSO without BSO's prior written consent.

Nothing in this Agreement is intended nor shall it be construed or interpreted to waive or modify the parties immunities and limitations on liability provided for in Florida Statutes section 768.28 as now worded or as may hereafter be amended.

The above indemnification provisions shall survive the expiration or termination of the Agreement.

**ARTICLE XX.        ENTIRE AGREEMENT**

This written Agreement, including any Exhibits, Attachments and Schedules referred to herein, contains the sole and entire agreement between the parties. The parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this Agreement or any representations inducing its execution and delivery except such representations as are specifically set forth in this writing, and the parties acknowledge that they have relied on their own judgment in entering into the same. The parties further acknowledge that any statements or representations that may have been made by either of them to the other are void and of no effect and that neither of them has relied on such statements or representations in connection with its dealings with the other.

**ARTICLE XXI. THIRD PARTY BENEFICIARIES**

Neither GRANTEE nor BSO intends to directly or substantially benefit a third party by this Agreement. Therefore, the parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against either of them based upon this Agreement.

**ARTICLE XXII. PUBLIC RECORDS**

12.1 Pursuant to Florida law (including but specifically but not limited to Section 119.0701, Florida Statutes), GRANTEE must comply with all applicable public records laws. Specifically, GRANTEE shall:

- (a) Keep and maintain public records required by BSO to perform the services contracted for in this Agreement.
- (b) Upon request from BSO, BSO's designee or BSO's custodian of public records, provide BSO or designee with a copy of the requested records or allow the records to be inspected or copied, at BSO's or designee's sole option, within a reasonable time at no cost to BSO.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to BSO.
- (d) Upon completion of the contract, transfer, at no cost, to BSO all public records in possession of GRANTEE or keep and maintain public records required by BSO to perform the services contracted for in this Agreement, at SHERIFF's sole option. If the GRANTEE transfers all public records to BSO upon completion of the contract, the GRANTEE shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the GRANTEE keeps and maintains public records upon completion of the contract, the GRANTEE shall meet all applicable requirements for retaining public records.
- (e) All public records stored electronically by the GRANTEE pertaining to the services contracted for in this Agreement must be provided to BSO, upon request from the BSO, or BSO's designee or BSO's custodian of records, designee, in a format that is compatible with the information technology systems of BSO.

In the event GRANTEE receives a public records request related to this Agreement and the services provided hereunder, GRANTEE shall promptly forward the same to BSO for BSO's records.

**IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: ERIN FOLEY,**

**RECORDS MANAGEMENT LIAISON OFFICER, ADMISTRATIVE SUPPORT BUREAU, BROWARD SHERIFF'S OFFICE, 2601 WEST BROWARD BLVD., FORT LAUDERDALE, FLORIDA 33312 (954) 321-8745 Erin Foley@sheriff.org OR THE OFFICE OF GENERAL COUNSEL, BROWARD SHERIFF'S OFFICE AT (954) 831-8920.**

12.2 The GRANTEE shall be subject to sub-recipient monitoring to include inspection of fiscal and programmatic documentation of program activities. The GRANTEE agrees to provide full and complete access to all records, documents, invoices, accountings etc... in hard copy and digital format to BSO at no cost and expense to BSO for BSO monitoring efforts at any time during the term of this Agreement and for three (3) years thereafter.

**ARTICLE XXIII. CONFLICTING TERMS**

In the event of a conflict between the terms and conditions set forth in this Agreement, the terms and conditions that are most favorable to BSO shall prevail.

**ARTICLE XXIV. FORCE MAJEURE**

Neither party shall be liable to the other for any failure or delay in performance hereunder due to circumstances beyond its reasonable control including, without limitation, Acts of God and governmental and judicial action not the fault of the party causing such failure or delay in performance.

**ARTICLE XXV. SPECIAL PROVISIONS**

25.1 All services should be provided exclusively in Broward County to Broward County residents.

25.2 GRANTEE will not qualify for subsequent year funding from BSO and will not be able to receive subsequent year funding until a complete report, approved by BSO has been obtained for any prior year activities that were funded by LETF award. Notwithstanding the forgoing, BSO shall not be obligated to award any subsequent funding unless and until the GRANTEE reapplies for the same and is approved for disbursements, at the discretion of BSO.

25.3 Failure to spend grant funds in accordance with the approved project budget in Exhibit A will result in return of funds to BSO.

25.4 Failure of the GRANTEE to submit a complete report with back-up documentation to BSO at no cost to BSO, will result in immediate return of funds to BSO.

25.5 Failure of the GRANTEE to comply with sub-recipients monitoring will result in immediate return of funds to BSO.

25.6 Any modifications to Exhibit A must have written PRE-Authorization by BSO.



25.7 The below signatory for the GRANTEE certifies that none of its principals or owners are convicted felons.

25.8 The below signatory for the GRANTEE certifies that your organization is not on the convicted vendors list maintained by SAM.gov

**IN WITNESS WHEREOF**, the parties hereto have duly executed this Agreement as of the day and year first written above.

Signed, sealed, and delivered in the presence of:

**GREGORY TONY, AS SHERIFF OF  
BROWARD COUNTY**

By: \_\_\_\_\_  
Chantelle Read  
Chief of Staff

Date: \_\_\_\_\_

Approved as to form and legal sufficiency subject to execution by the parties:

\_\_\_\_\_  
Terrence Lynch, General Counsel/Executive Director  
Broward Sheriff's Office

(Corporate Seal)

ACCEPTED BY:

THE SCHOOL BOARD OF BROWARD  
COUNTY, FLORIDA

By \_\_\_\_\_  
Heather P. Brinkworth, Chair

ATTEST:

Approved as to Form and Legal Content:

\_\_\_\_\_  
Robert W. Runcie, Superintendent of Schools

*Eric Abend*  
Digitally signed by  
Eric Abend  
Reason: BSO Grant  
2019  
Date: 2019.07.25  
13:25:23 -04'00'  
\_\_\_\_\_  
Office of the General Counsel

EXHIBIT A: Application and all Supporting Attachments



**ORIGINAL**

**BROWARD SHERIFF'S OFFICE  
2018 LAW ENFORCEMENT TRUST FUND  
(LETF)  
REQUEST FOR FUNDING**

**Sheriff Scott Israel**

The Broward Sheriff's Office has a long standing commitment to the reduction of crime and the implementation of crime and drug prevention initiatives throughout the county. Use of LETF Funds requires approval from the Board of County Commissioners, in accordance with F.S. 932.7055, upon request by the Sheriff. The Statute requires that a portion of the 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.

All applications must be scanned and emailed in PDF Format to [Letf@sheriff.org](mailto:Letf@sheriff.org) with the agency name on the subject line by 11:59pm Monday, November 6, 2017

**Applicant Agency Information**

Applicant Agency Legal Name (as listed in sunblz): Whiddon-Rogers Education Center	
Program Title:	Whiddon-Rogers Criminal Justice Academy
Main Administrative Address: 700 S.W. 26 <sup>th</sup> Street	
City & State, Zip Code: Fort Lauderdale, FL 33315	
Telephone Number: (754) 321-7550	
Website: www.whiddon-rogers.browardschools.com	
CEO/Executive Director: Wylie L. Howard, Jr.	
Office Phone Number: (754) 321-7550	E-mail Address: wylie.howard@browardschools.com
Name/ Title of Program Contact:	Valeshella Flanders
Cell Phone: (786) 985-4702	Email: valeshella.flanders@browardschools.com
Primary Program Activity Location	Whiddon-Rogers Education Center
City, State, Zip Code	700 SW 26 <sup>th</sup> Street, Fort Lauderdale, FL 33315
Program Performance Period	(Date) 8/21/17 To 6/6/18

**Organization's Background:** Provide a concise description of the Applicant Agency, including its history, years of operation, general mission statement, and primary services provided.

Formerly known as Gene A. Whiddon Adult Center, we opened in the early 1960's in a small 17-room building located in Ft. Lauderdale on Federal Highway (US-1). Until 1996, the adult center offered classes in adult academics and business courses. In fulfilling the demand of the district to open a centralized area alternative high school, the adult center was relocated to the former Rogers Middle and Edgewood Elementary school sites, which at that time, had recently closed due to under enrollment. To preserve the names of both the Whiddon and the Rogers families, for whom numerous contributions to education and the local community were made, the families were given special recognition when the now "restructured school" was renamed Whiddon-Rogers Education Center. The restructured Whiddon-Rogers Education Center serves as an alternative high school. Known as a "School of Choice" Whiddon-Rogers offers a variety of programs designed to provide a non-traditional high school setting to meet the individual needs of struggling students. Since opening in 1996, Whiddon-Rogers Education Center has evolved into a full-service Alternative high school educating students in middle, high, adult education and community school programs.

**PROGRAM INFORMATION**

1. Program Summary (3-5 sentences): Provide an overview of proposed program services.

Criminal Justice Academy is designed to introduce students to various careers in the Criminal Justice System. Students are provided with information to develop tools necessary to become successful in the Criminal Justice Career. The

Criminal Justice Academy focuses on providing students with knowledge of the following areas: Court Systems and trial processes, Juvenile Justice System, Correctional System, Personal interpersonal and communication skills. Including Crime Watch which will enhance school safety by preventing school violence, reporting on-campus and off-campus crimes. Promote students to educate their peers on youth crime prevention and to curb school crimes.

**LETf CATEGORY/STATUTORY REQUIREMENT** (Place an "X" to the left of one program area for which you intend to Apply):

<input checked="" type="checkbox"/>	<b>1. Crime Prevention</b>
<input type="checkbox"/>	<b>2. Safe Neighborhood</b>
<input type="checkbox"/>	<b>3. Drug Abuse Education and Prevention</b>

**SHERIFF'S PRIORITY AREA** (Place an "X" to the left of one program area for which you intend to Apply):

<input checked="" type="checkbox"/>	<b>1. Diverting Youth from Criminal Justice System</b>
<input type="checkbox"/>	<b>2. Reducing Gun Violence/Violent Crime</b>
<input type="checkbox"/>	<b>3. Programs that assist the Homeless/Mentally ill</b>

**2. How do you feel your proposed project addresses the LETf Criteria and/or the Sheriff's Priority Area (listed above)?**

Our school provides education to youth that comprises of 80% of the arrests for juveniles. The funding would enable the Criminal Justice Academy to expose underprivileged students to field trips to various criminal justice buildings, guest speakers, training, uniforms, affiliations to criminal justice organizations and conferences. This program covers areas of concern, which provides the students the opportunity to learn various programs that assist the homeless, mental health and juveniles with criminal records. The instructor also covers the dangers of the effects drugs abuse and how the long term effects.

**STATEMENT OF NEED**

**3. Why is this program needed (What community problem does it address)? What data suggests that this program should be implemented with this population or in this geographical location? (USE RECENT, RELEVANT DATA)**

The Whiddon-Rogers Criminal Justice Academy serves students in the central of Broward (Ft Lauderdale, Dania, Lauderhill, Lauderdale Lakes, Plantation, Sunrise, Weston, Oakland Park, Tamarac, and Davie). The community problems that the Criminal Justice Academy addresses are: negative perceptions that youth have about the Criminal Justice System; informing and educating students about various Criminal Justice career opportunities; effective and positive communication dealing with the Criminal Justice members and learning criminal laws at the federal, state, and local levels.

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

All programs must address a specific population and the narrative should indicate the number of clients served, services provided etc.

The Whiddon-Rogers Criminal Justice Academy address the needs of urban at risk youth by providing student with a positive insight of what the criminal justice system Intel. The Academy is led by Valeshella Flanders who is a former: Detention and Gang task force deputy, Field training, Police and Correctional officer. Her experience in law enforcement allow her to provide our student with first hand experiences and training. We over 100 students assigned in the Academy ranging from 14-19 years of age, which includes middle and high schoolers. The Academy run throughout the entire Broward County Public School year. The mission and objectives of the Criminal Justice Academy is implemented throughout the program and impacts every student assigned to attend the program. As a result of our Criminal Justice Academy. Recently, two of our current students decided to become police explorer with the Lauderdale Lakes and Plantation Police departments. These two students have exceled academically, demonstrate leadership and are constantly involved in positive activities around campus. Many of our students have gravitated to our Criminal Justice Academy and now have a positive view of our law enforcement, judicial and correctional systems. Funding is vitally needed to help grow the program by increasing the number of student participants by providing them with a first class program which will allow students to: attend educational field, hear from guest speakers, take certification classes and receive hands on training. Student involvement in this program will produce young positive productive citizens. Which in the long run will decrease the crime rate in our community and increase them relationship with Law Enforcement.

**PROJECT BUDGET** Project budget should ONLY include costs related to your funding request. Other match funds should not be included below.

<b>Program Expenses</b>	
Personnel Costs/Salaries	\$ Salaries 6600.00

**PROJECT BUDGET** Project budget should ONLY include costs related to your funding request. Other match funds should not be included below.

LETF Line Item/Budget	Calculation	Total Amount
<b>Program Expenses</b>		
Personnel Costs/Salaries- Summer Salary for Security Instructor	\$ 28.00 per hours x 120	\$3,360
Fringe Benefits	\$	
Travel- Field Trips	\$ 200.00 per bus schedule x 4 trips	\$800
Equipment- Lenovo Laptop/model N22	\$ 209.00	\$209
Supplies -Security student Training books	\$ 137.40 (per box books) x 5 for 30 students	\$687
Red Cross CPR Cards	\$ 35.00 per cards for 30 students	\$1,050
Security Completion Certificates	\$69 per box x 4 (set of 10) for 40 students	\$276
Printing and Copying	\$	
Other (specify)	\$	
Security Application/License	\$87 per license for 30 students	\$2,610
Security Polo Shirts	\$18.00 per polo for 30 students	\$540
Criminal Justice T-Shirts	\$10.00 per t-shirts for 30 students	\$300
End of the Year party and Graduation Celebration/Meetings	\$150.00/ pizza for 30 students, drinks, chips	\$150
<b>Total LETF REQUEST:</b>		<b>\$ 9982</b>

**BUDGET NARRATIVE** (Required for ALL applications (Provide a narrative explanation of what the budget will include and its relevance to the project in #4. Please explain any anomalies in the budget above.)

CONDUCTING 3 WEEKS OF SECURITY CLASSES AT WHIDDON ROGERS EDUCATION CENTER DURING THE SUMMER, WOULD ALLOW STUDENTS THAT WERE NOT ABLE TO ATTEND THE SECURITY CLASS DURING SCHOOL HOURS DUE TO THE RECOVERY OF THEIR CREDITS THE OPPORTUNITY TO BECOME SUCCESSFUL SECURITY OFFICERS AFTER GRADUATION. (Instructor Flanders' summer salary for 120 hours)

THE SECURITY EQUIPMENT WOULD ALLOW THE STUDENTS TO SUCCESSFULLY COMPLETE ALL THE STATE OF FLORIDA REQUIREMENTS FOR CLASS "D" SECURITY LICENSE, WHICH INCLUDES CERTIFICATION IN CPR, 40 HOUR SECURITY CLASS AND A PAID COMPLETE CLASS D LICENSE APPLICATION. (State of Florida Security license and Red Cross CPR certified card for 30 students)

CLASS "D" SECURITY WORKBOOKS WOULD GIVE THE STUDENTS THE OPPORTUNITY TO STUDY AND SUCCESSFULLY PASS THE REQUIRED STATE OF FLORIDA EXAM AT THE END OF THE CLASS. (Safe N Secure security books for 30 students)

THE CRIMINAL JUSTICE SHIRTS WOULD UNIFY THE CRIMINAL JUSTICE AND THE SECURITY CLASS STUDENTS, WHICH WOULD BE THE FIRST LEVEL OF DISPLAYING PROFESSIONALISM DURING CLASS AND FIELD TRIPS. (Boyd's Artistical Design)

ATTENDING SCHEDULED FIELD TRIPS WOULD GIVE THE STUDENTS THE OPPORTUNITY TO HAVE HANDS ON EXPERIENCE WITH VARIOUS CRIMINAL JUSTICE CAREERS. (Scheduled field trips through Broward County Schools Transportation)

THE STUDENTS WOULD UTILIZE THE LAPTOPS TO COMPLETE THEIR WEEKLY ASSIGNED CURRENT EVENTS ASSIGNMENTS. (Lenovo Laptops/Model N22 \$209.00)

THE CRIME WATCH STUDENTS WOULD HAVE MONTHLY MEETINGS TO AND AN END OF THE YEAR PARTY TO SERVE AS OPPORTUNITIES TO KEEP THE STUDENTS, STAFF AND THE SRO CONNECTED. THE END OF THE YEAR PARTY WOULD GIVE AN OPPORTUNITY TO SHOW APPRECIATION FOR BEING A MEMBER OF THE CLUB AND FAREWELL TO ALL THE STUDENTS THAT ARE SENIORS.

CERTIFICATION AND ASSURANCES (Please initial next to each, in blue ink. By initialing and signing this application for funding the applicant agrees to comply with the following terms and conditions if awarded LETF Funding.

PERIOD OF PERFORMANCE

Initial WJF APPLICANT shall commence services as soon as practical and reasonable under the circumstances. All program activities must be completed within one (1) year of disbursement, unless said date is extended by BSO. Any request for extension of time must be submitted no later than 30 days before the end of the performance period of the award.

REPORTS AND DELIVERABLES

Initial WJF APPLICANT will keep clear and accurate records throughout the Program period so that the progress of the services rendered may be readily evaluated by BSO at mutually agreed upon times.

Initial WJF APPLICANT will provide BSO with a quarterly program report which shall include the current Program status by APPLICANT in completing/servicing the Program and the expenditure of funds in addition to such other pertinent information as requested by BSO on the report form to BSO no later than fifteen (15) days of the end of each quarter.

Initial WJF A final report of activities and expenditures documented by receipts or other financial proof of expenditure of the Program shall be submitted by APPLICANT on the report form to BSO no later than forty five (45) days of the end of the performance period. All cost and expense in generating and delivery of such documentation shall be burdened by APPLICANT and the documents shall be delivered in a format acceptable to BSO. Failure to comply with the reporting requirements shall result in APPLICANT having to return LETF.

RETURN OF FUNDS

Initial WJF if APPLICANT fails to perform; or is determined later to not be qualified to receive LETF; or if there was an untruthful statement made by APPLICANT within its Request for Funding Application (Application); or fails to provide the necessary reporting documents to BSO, then all LETF disbursed to the APPLICANT shall be returned to BSO within ten (10) business days of BSO's written demand for the same and APPLICANT may be ineligible for any future LETF disbursements.

SPECIAL PROVISIONS

All services should be provided exclusively in Broward County to Broward County residents.

Initial WJF APPLICANT will not qualify for subsequent year funding from BSO and will not be able to receive subsequent year funding until a complete report, approved by BSO has been obtained for prior year activities that were funded by LETF award. Notwithstanding the foregoing, BSO shall not be obligated to award any subsequent funding unless and until the APPLICANT reapplies for the same and is approved for disbursements, at the discretion of BSO.

Initial WJF Failure to spend grant funds in accordance with the approved project budget will result in return of funds to BSO.

Initial WJF Failure of the APPLICANT to submit a complete report with backup documentation to BSO, at no cost to BSO, will result in immediate return of funds to BSO.

Initial WJF Failure of the APPLICANT to comply with sub-recipient monitoring will result in immediate return of funds.

False statements or claims made in connection with this LETF Funding Application may result in fines, imprisonment, and/or any other remedy available by law. I certify that the assurances provided are true and accurate to the best of my knowledge.

Applicant Agency Name: Whiddon - Rogers Education Center

OFFICIAL AUTHORIZING TO SIGN AND APPLICANT AGENCY TO APPLICATION:

Signature: [Signature]  
(Printed Name & Title)

Date: 4/8/18

STATE OF FLORIDA  
COUNTY OF Broward

Sworn to (or affirmed) and subscribed before me this 5<sup>th</sup> day of April 18 by (name of person making statement)

ARCDIA R. PAYNE  
Notary Public - State of Florida  
Commission # FF 125967  
Bonds Through National Notary Assn

[Signature]

Type of Identification Produced

**EXHIBIT B: LETF Program Reporting Form all supporting Attachments**

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## Exhibit B

### Report Form Directions:

- 1) Refer to your original grant agreement **BEFORE** completing this report.
- 2) The funded program efforts must include all program activities completed to date with Broward Sheriff's Office LETF funds covering period of the agreement.
- 3) Quarterly Reports: program report for expenditure of funds, must be completed using the electronic program financial report, and returned for EACH quarter no later than fifteen (15) days of the end of each quarter. After completion, print, insert your agency's name on the subject line and email to LETF@sheriff.org
- 4) Final Report: program report for expenditure of funds, must be completed using the electronic program financial report within forty-five (45) days of project completion. Report must include ALL required supporting documentation, such as, but not limited to: (cancelled checks, credit card receipts, payroll register etc) and include ALL items listed below. Status report (narrative review) of related program activity (e.g. include the difference grant made in your community or neighborhood for the population you are serving; evidence of effect numbers served, demographic information, client satisfaction survey results, pre-and post-test results, community indicators, outcomes; any changes from the original, approved application; any problems encountered in programmatic/budget activity, etc). You may add photos of program activities.
- 5) Per the LETF Agreement, the final report must include:
  - A. Program Financial Form
  - B. Program Reporting Certification Form
  - C. Status Report on Organization Letterhead (no more than 4 pages)
- 6) All reports must be accurately completed and approved by BSO before new requests are considered and/or new grant funds released.

### Forward Final Report to:

Grants Management Division  
ATTN: LETF  
Broward Sheriff's Office  
2601 West Broward Boulevard  
Ft. Lauderdale, FL 33312

# Reporting and Certification Form - Tab 2 - Instructions



## Broward County Sheriff's Office 2017/18 Law Enforcement Trust Funds (LETf) Program Financial Report

**Organization Name:** Enter Organization Name Here - Should be the same as 501(C)(3)

**Address:**

Enter the contract award date (refer to the top of page 1 of the disbursement agreement for date).

**Award Start/End:**

to

**Reporting Period:** Click to Select Reporting Period

Select Reporting Period from Drop Down List.

**Report Due By:**

Enter BSO approved Budget amounts. Once entered, changes can ONLY be made with BSO's approval.

LETf Awarded Line Items <i>Itemize all expenses</i>	Budget Awarded <i>Total LETf Approved</i>	from LETf Allocation										Total Expended	Remaining Balance
		Period 1		Period 2		Period 3		Period 4		Period 5			
		1/1	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
"Other" can be customized to match your specific line items.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Consultant/ Professional Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	



**Broward County Sheriff's Office  
2017/18 Law Enforcement Trust Funds (LETF) Program  
Financial Report**

**Organization Name:** Enter Organization Name Here - Should be the same as 501(C)(3)  
**Address:**

**Award Start/End:** \_\_\_\_\_ to \_\_\_\_\_  
**Reporting Period:** Click to Select Reporting Period  
**Report Due By:**

LETF Awarded Line Items <i>Itemize all expenses</i>	Budget Awarded Total LETF Approved	Actual/Current Expenses from LETF Allocation									Total Expended	Remaining Balance
		Period 1		Period 2		Period 3		Period 4		Period 5		
		1/1	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
Personnel/ Salary Cost	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Consultant/ Professional Fees	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Printing & Copying	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Other (Enter)	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Other (Enter)	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Other (Enter)	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Other (Enter)	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Other (Enter)	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

If you need to revise your original budget due to changing circumstances, all requests must be submitted no later than 90 days prior to grant expiration date. Please contact the LETF staff at [letf@sheriff.org](mailto:letf@sheriff.org) for approval.



Broward County Sheriff's Office
2017/18 Law Enforcement Trust Funds (LETF) Program
Certification Form

Organization Name: Enter Organization Name Here - Should be the same as 501(C)(3)
Address:

Reporting Period: Click to Select Reporting Period
Certification Due by Date:

I hereby declare under penalty of perjury that the foregoing information provided in the attached Program Reporting Form, Program Financial Form, Reporting Certification, and Status Report is true, accurate and complete to the best of my knowledge and that all expenses are for the purposes set forth in the award documents.

I understand that BSO reserves the right to request/inspect and/or monitor expenditures under this program. Failure to comply can result in returning funds to BSO.

Scan and email completed Financial Report AND Certification Form (two pages) to letf@sheriff.org

Signature

Date

Enter Name Here
Name

Enter Title Here
Title

STATE OF FLORIDA }
COUNTY OF BROWARD }

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_ the foregoing Program Reporting and Certification was acknowledged and subscribed before me by Enter Name in Blue Field as Enter Title in Blue Field of Enter Organization Name Here - Should be the same as 501(C)(3) who is personally know to me or who produced as identification.

Notary Public

[Seal]

Print Name

Commision Number