

## Coronavirus Emergency Supplemental Funding (CESF) Program

### ACCEPTANCE OF FEDERAL FUNDING ASSISTANCE

Subrecipient: Town of Cutler Bay

Subgrant Number: 2021-CESF-DADE-5-C9-101

Project Title: 2020-CESF PROGRAM

Pass-through Entity: Florida Department of Law Enforcement

This award is subject to all applicable rules, regulations, and conditions, as contained in the Department of Justice Grants Financial Guide, and the Office of Management and Budget Uniform Grant Requirements (2 C.F.R. Part 200). This award is also subject to the incorporated standard and special conditions, and such further rules, regulations, and policies as may be reasonably prescribed by the State or Federal Government.

In witness whereof, the parties affirm they each have read and understand the conditions set forth in this agreement, have read and understand the agreement in its entirety, and accept this agreement through the signature of their duly authorized officers on the date, month, and year set out below.

Town of Cutler Bay

Authorizing Official (Commission Chairperson, Mayor, or Designated Representative)



11/6/2020

Signature

Date

Rafael G. Casals, Town Manager

Printed Name and Title

Approved via Town Resolution \_\_\_ - \_\_\_

Town of Cutler Bay

Authorizing Official (Official, Administrator, or Designated Representative)

Same

Signature

Date

Printed Name and Title

Florida Department of Law Enforcement  
Office of Criminal Justice Grants

Signature

Date

Printed Name and Title

# Application for Funding Assistance

Florida Department of Law Enforcement  
Coronavirus Emergency Supplemental Funding

## Section 1: Administration

### Subgrant Recipient

**Organization Name:** Town of Cutler Bay

**County:** Dade

### Chief Official

**Name:** Tim Meerbott

**Title:** Mayor

**Address:** 10720 Caribbean Boulevard  
Suite 105

**City:** Cutler Bay

**State:** FL **Zip:** 33189-1257

**Phone:** 305-234-4262 **Ext:** 00

**Fax:**

**Email:** tmeerbott@cutlerbay-fl.gov

### Chief Financial Officer

**Name:** Robert Daddario

**Title:** Finance Director

**Address:** 10720 Caribbean Boulevard  
Suite 105

**City:** Cutler Bay

**State:** FL **Zip:** 33157-1257

**Phone:** 305-234-4262 **Ext:**

**Fax:**

**Email:** rdaddario@cutlerbay-fl.gov

# Application for Funding Assistance

Florida Department of Law Enforcement  
Coronavirus Emergency Supplemental Funding

## Section 1: Administration

### Implementing Agency

**Organization Name:** Town of Cutler Bay

**County:** Dade

### Chief Official

**Name:** Tim Meerbott

**Title:** Mayor

**Address:** 10720 Caribbean Boulevard  
Suite 105

**City:** Cutler Bay

**State:** FL **Zip:** 33189-1257

**Phone:** 305-234-4262 **Ext:** 00

**Fax:**

**Email:** tmeerbott@cutlerbay-fl.gov

### Project Director

**Name:** Stacey Burger

**Title:** Grants Coordinator

**Address:** 10720 Caribbean Boulevard  
Suite 105

**City:** Cutler Bay

**State:** FL **Zip:** 33189-1218

**Phone:** 305-234-4262 **Ext:**

**Fax:**

**Email:** sburger@cutlerbay-fl.gov

# Application for Funding Assistance

Florida Department of Law Enforcement  
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## Section 2: Project Overview

### General Project Information

**Project Title:** 2020 CESF PROGRAM  
**Subgrant Recipient:** Town of Cutler Bay  
**Implementing Agency:** Town of Cutler Bay  
**Project Start Date:** 2/1/2020 **End Date:** 1/31/2022

### Problem Identification

The Town of Cutler Bay issued a State of Emergency on March 13, 2020 in line with Miami-Dade County and the State of Florida. The Town's parks and youth programs were closed, and the Town began implementing the safety measures recommended by the CDC. To date, the Town has spent over \$200,000 to respond to the coronavirus pandemic. Expenses include the purchase of personal protective equipment (PPE), increased staff time dedicated to enforcing safety measures and training, cleaning and sanitation of public spaces, legal fees, health screening of staff, marketing and distribution of masks, and the purchase of additional cleaning supplies. The Town is experiencing a reduction in significant drop in revenue due to the virus particularly gas and sales taxes.

Miami-Dade County continues to be a hot-spot for the spread of the coronavirus in the State of Florida. The Town has shifted operations to increase visibility in the community to enforce the use of masks and personal distancing, resulting in overtime hours for Cutler Bay's police officers. The Town has increased outreach measures to include printing and electronic messaging. The Town has required each employee and officer to be tested for coronavirus and conducts daily screenings before employees and officers enter the building. The Town's janitorial vendor has increased the frequency and intensity of cleaning and sanitizing measures. The Town is still actively working to prevent the spread of the virus, and our neighboring zip code (33157) is now declared as one of five (5) hot spots in Miami-Dade County.

### Project Summary (Scope of Work)

The Town of Cutler Bay will use grant funds to support police department overtime and purchase equipment to prepare for, prevent, and/or respond to the coronavirus.

**Deliverable 1:** Grant funds will be used to support overtime costs associated with monitoring and enforcing social distancing guidelines and covering shift shortages for officers out of work due to the virus. Documentation to be provided at monitoring will include timesheets, payroll, and paystubs. Minimum performance is in accordance with employment agreements, position descriptions, and/or supervisor's command.

**Deliverable 2:** Grant funds will be used to purchase temperature screening equipment which will automatically take and record the temperature of anyone entering a building in the town. Documentation to be provided at monitoring will include: procurement documentation, purchase order, invoice, packing slip, inventory records and cancelled check or statements.

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## Section 3: Performance

### General Performance Info:

**Performance Reporting Frequency:** Quarterly

**Prime Purpose Area:** CESF - Coronavirus Emergency Supplemental Funding

**State Purpose Area:** 2O - Overtime

### Objectives and Measures

**Objective:** Overtime Questions - Questions for all recipients using overtime for personnel.

Measure: Overtime 01

Will the applicant expend funds on overtime?

Goal: Yes

Measure: Overtime 02

If yes, how much money is being allocated to overtime for personnel?

Goal: 91891

Measure: Overtime 03

How many overtime hours are estimated to funded with grant funds?

Goal: 1153

**State Purpose Area:** 3E - Equipment (OCO)

### Objectives and Measures

**Objective:** Equipment Questions - Questions for all recipients purchasing equipment.

Measure: Equipment 01

Will the applicant expend funds on equipment?

Goal: Yes

Measure: Equipment 02

If yes, how much money is being allocated to purchasing equipment?

Goal: 55000

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## Section 4: Financial

### General Financial Info:

**Note: All financial remittances will be sent to the Chief Financial Officer of the Subgrantee Organization.**

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 020768791

### Budget:

Budget Category	Prime	Match	Total
Salaries and Benefits	\$91,891.00	\$0.00	\$91,891.00
Contractual Services	\$0.00	\$0.00	\$0.00
Expenses	\$0.00	\$0.00	\$0.00
Operating Capital Outlay	\$55,000.00	\$0.00	\$55,000.00
Indirect Costs	\$0.00	\$0.00	\$0.00
<b>-- Totals --</b>	<b>\$146,891.00</b>	<b>\$0.00</b>	<b>\$146,891.00</b>
<b>Percentage</b>	<b>100.0</b>	<b>0.0</b>	<b>100.0</b>

### Project Generated Income:

Will the project earn project generated income (PGI)? No

# Application for Funding Assistance

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## Section 4: Financial (cont.)

### **Budget Narrative:**

The amounts below are estimates based on information available at the time of application.

Salaries and Benefits = \$91,891

Overtime for approximately 20 officers at an average rate of \$60.90 per hour. Benefits to be charged to the grant will include: FICA, retirement and health insurance.

Operating Capital Outlay = \$55,000

5 Temperature Screening Equipment @\$11,000 each = \$55,000

Grant funds will be used to pay for applicable shipping and freight charges. Extended warranties (if applicable) will not be requested for reimbursement on the grant.

The Town of Cutler Bay is responsible for any amount over the grant allocation of \$146,891.

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## Section 4: Financial

### Section Questions:

Question: What is the Operating Capital Outlay threshold used by the subgrantee? If the implementing agency is a sheriff's office, indicate the sheriff's office's threshold instead.

Answer: 5000