

**Florida Department of Education  
Project Award Notification**

<b>1 PROJECT RECIPIENT</b> Liberty County Sheriff's Office	<b>2 PROJECT NUMBER</b> 88T-90210-4D001
<b>3 PROJECT/PROGRAM TITLE</b> Guardian Program  <p align="center"><b>TAPS 24A096</b></p>	<b>4 AUTHORITY</b> CSFA 48.140 G.A.A. L.I. 82 USDE or Appropriate Agency  FAIN#:
<b>5 AMENDMENT INFORMATION</b> Amendment Number: Type of Amendment: Effective Date:	<b>6 PROJECT PERIODS</b>  Budget Period: 07/01/2023 - 08/31/2024 Program Period: 07/01/2023 - 08/31/2024
<b>7 AUTHORIZED FUNDING</b> Current Approved Budget:           \$100,000.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount:                 \$100,000.00	<b>8 REIMBURSEMENT OPTION</b> As Specified in the Terms and Conditions
<b>9 TIMELINES</b> <ul style="list-style-type: none"> <li>• Last date for incurring expenditures and issuing purchase orders: <span style="float: right;"><u>08/31/2024</u></span></li> <li>• Date that all obligations are to be liquidated and final disbursement reports submitted: <span style="float: right;"><u>09/06/2024</u></span></li> <li>• Last date for receipt of proposed budget and program amendments: <span style="float: right;"><u>07/31/2024</u></span></li> <li>• Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:</li> <li>• Date(s) for program reports:</li> <li>• Federal Award Date : <span style="float: right;"><u>07/01/2023</u></span></li> </ul>	
<b>10 DOE CONTACTS</b> <b>Program:</b> Tikerria James <b>Phone:</b> (850) 245-9211 <b>Email:</b> <a href="mailto:Tikerria.James@fldoe.org">Tikerria.James@fldoe.org</a> <b>Grants Management:</b> Unit A (850) 245-0735	<b>Comptroller Office</b> <b>Phone:</b> (850) 245-0401  <b>UEI#: CCN</b> <b>FEIN#: F596020341006</b>
<b>11 TERMS AND SPECIAL CONDITIONS</b> <ul style="list-style-type: none"> <li>• This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference.</li> <li>• Any unexpended general revenue funds must be returned by check issued to the Florida Department of Education, with the final expenditure report. The check must clearly identify the project number for which funds are being returned.</li> <li>• In the event that the Governor and Cabinet are required to impose a mandatory reserve on the current year appropriation, this Agreement shall be amended to place in reserve the amount determined by the Department of Education to be necessary because of the mandatory reserve in the appropriation.</li> <li>• All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification.</li> <li>• The Department's approval of this contract/grant does not excuse compliance with any law.</li> <li>• Other:</li> </ul>	
<b>12 APPROVED:</b>  Authorized Official on behalf of the Commissioner of Education	<p align="center"><u>1-16-24</u></p> Date of Signing  

**INSTRUCTIONS  
PROJECT AWARD NOTIFICATION**

- 1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- 6 Project Periods: The periods for which the project budget and program are in effect.
- 7 Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).
- 8 Reimbursement Options:
  - Federal Cash Advance –On-Line Reporting required monthly to record expenditures.
  - Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.
  - Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.
  - Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.
- 9 Timelines: Date requirements for financial and program reporting/requests to the Department of Education.
- 10 DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

DOE-200  
Revised 07/15

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## FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION

<b>Please return to:</b>  Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0735	<b>A) Program Name:</b>  <b>Chris Hixon, Coach Arron Feis, and Coach Scott Beigel Guardian Program</b>  <b>TAPS NUMBER: 24A096</b>	<b>DOE USE ONLY</b>  Date Received  11/20/2023
<b>B) Name and Address of Eligible Applicant:</b> Liberty County Sheriff's Office 12382 NW Central Ave. Bristol, FL 32321		<b>Project Number (DOE Assigned)</b>  88T-90210-4D001
<b>C) Total Funds Requested:</b>  <div style="text-align: center; border-bottom: 1px solid black; width: 80%; margin: 0 auto;"> <b>\$100,000.00</b> </div> <b>DOE USE ONLY</b>  <b>Total Approved Project:</b>  \$100,000.00	<b>D) Applicant Contact &amp; Business Information</b>	
<b>Contact Name: Chad Smith</b>  <b>Fiscal Contact Name: Bret Phillips</b>		<b>Telephone Numbers:</b> 850-643-2275
<b>Mailing Address:</b> PO Box 67 Bristol, FL 32321		<b>E-mail Addresses:</b> <a href="mailto:darnold@libertycountysheriff.org">darnold@libertycountysheriff.org</a> <a href="mailto:bphillips@libertycountysheriff.org">bphillips@libertycountysheriff.org</a> <a href="mailto:csmith@libertycountysheriff.org">csmith@libertycountysheriff.org</a>
<b>Physical/Facility Address:</b> 12832 NW Central Ave. Bristol, FL 32321		<b>UEI number: 615989910</b>  <b>FEIN number: 59-602-0341</b>
<b>CERTIFICATION</b>		
I, <u>Buddy Money</u> , (Please Type Name) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.		
Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.		
<b>E)</b>	 _____ Signature of Agency Head	_____ Title
		_____ Date

## **Narrative Section**

### **Project Abstract**

The Liberty County Sheriff's Office will continue to provide Guardian training for the 9 current Guardians also adding an additional 9 Guardian Trainees as well as materials to maintain the program and all applicable program costs for the Liberty County School District.

### **Project Design**

All district schools have agreed to continue implementation of the Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program, established in s. 30.15, Florida Statutes and per s 1006.12(3), Florida Statutes. There are no charter schools in Liberty County at this time.

Identification of measurable screening and training goals for participants who elect to participate in the Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program Grant will follow Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program Grant suggested guidelines and current LCSO processes.

The LCSO plans to utilize the following screening protocols, training plan, and other anticipated expenditures related to the Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program will follow Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program Grant suggested guidelines and current LCSO processes.

The LCSO applied for and received the Chris Hixon, Coach Aaron Feis, and Coach Scott Guardian Program funding beginning in 2022-23 academic year.

The LCSO plans to continue to maintain documentation of weapons and equipment inspections and identification and maintenance of inventory following Chris Hixon, Coach Aaron Feis, and Coach Scott Guardian Program Grant suggested guidelines and current LCSO processes. Trainings, Certification, inspection, and qualification records for each school guardian appointed by the sheriff as follows will also follow Chris Hixon, Coach Aaron Feis, and Coach Scott Guardian Program Grant suggested guidelines and current LCSO processes.

### **Project Deliverables**

All project deliverables are directly outlined in the Project Performance Accountability Form and are directly linked to specific line items and costs that are then reflected in project tasks/activities/services.

All project funds are directly related to training of and implementation of the LCSO/LCSB Chris Hixon, Coach Aaron Feis, and Coach Scott Guardian Program.

### **Support for the Strategic Plan**

The LCSO/LCSB Chris Hixon, Coach Aaron Feis, and Coach Scott Guardian Program supports the FLDOE Strategic Plan Goal 4, Quality Efficient Services.

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## Assurances, Terms, and Conditions for Participation in the Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program

The Department of Education has developed an "Assurances" document that must be signed by all agencies.

**Instructions:** These assurances will be in effect for the duration of the project it covers. The state agencies or boards administering the projects covered by the application shall not require the submission or amendment of such an application unless required by changes in state law, or by other significant change in the circumstances affecting an assurance in such application. The superintendent, agency head, or other authorized officer must sign the certification and return it to the department. No payment for project/grant awards will be made by this agency without a current signed Assurances form on file. For further information, contact the Florida Department of Education, Bureau of the Comptroller, at (850) 245-0401.

### Certification:

I, the undersigned official am legally authorized to bind the named agency/organization of the State of Florida, hereby apply for participation in state-funded education programs on behalf of the named agency/organization below. I certify that the agency will adhere to and comply with these Assurances, Terms, and Conditions and all requirements outlined in the "Project Application and Amendment Procedures for Federal and State Programs" (Green Book), except Section D – General Assurances, Terms and Conditions for Participation in Federal and State Programs, Section C-Fiscal and Program Accountability, and the Glossary. The following document serves as replacement to Section D, and the Glossary. A modified Section C is incorporated as attached.

<i>Liberty County Sheriff's Office</i>	<i>88T</i>	<i>Buddy Money, Sheriff</i>
Typed Agency Name	Agency Number	Typed Name and Title of Authorized Official (Agency Head)

I certify that the agency will adhere to each of the assurances contained in this set of *General Assurances, Terms, and Conditions for Participation in Federal and State Programs* as applicable to the project(s) for which this agency is responsible.

<i>Buddy Money</i>	<i>11/17/2023</i>	<i>(850) 643-2235</i>
Signature	Date	Area Code/Telephone Number

**Florida Department of Education  
Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program  
Attestation Form**

Check each box as applicable, sign, and return with the application.

In accordance with sections 30.15 and 1006.12, Florida Statutes, the sheriff's office identified below certifies the following:

- ✓ The sheriff's office has elected to implement the Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program and the program is consistent with the requirements of s. 30.15, Florida Statutes.
- ✓ Participation in the program is approved by the local school board; or

If not, is scheduled to be considered by \_\_\_\_\_ (date)

Furthermore, by signing this form, the sheriff's office attests that expenditures paid from this grant will not also be paid from another source.

In addition, expenditures will be for providing training, screening or stipends for the Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program during the identified project period.

Liberty County Sheriff's Office  
Sheriff Department

Buddy Mang  
Sheriff or Authorized Designee

11/17/2023  
Date

**FLORIDA DEPARTMENT OF EDUCATION  
BUDGET NARRATIVE FORM 101S**

<b>A) Name of Eligible Recipient/Fiscal Agent:</b>	<b>Liberty County Sheriff's Office</b>
<b>B) DOE Assigned Project Number:</b>	<b>88T-90210-4D001</b>
<b>C) TAPS Number:</b>	<b>24A096</b>

(1)	(2)	(3)	(4)	(5)	(6)
FUNCTION	OBJECT	Account Title and Narrative	FTE POSITION	AMOUNT	% Allocated to This Project
5900	160	Salary: 4 Sworn Deputies to teach the School Guardians program and renewal shooting (6 guardians/time). At hourly rate, @ \$37.50, 1216 total hours.		\$ 45,600.00	100%
5900	210	Retirement for 4 Sworn Deputy (32.64%)		\$ 14,897.52	100%
5900	220	Social Security & Medicare for 4 Sworn Deputies (6.2%)		\$ 3,488.40	100%
5900	240	Workers Comp for 1 Sworn Deputy (0.468%)		\$ 213.41	100%
5900	360	Facility Rental Fee for Guardian training and/ or shooting range @ rate of \$477.85/ guardian		\$ 4,300.67	100%
5900	510	Ammunition duty rounds & simunitions for guardian trainees for duration of the program 15 boxes of ammo for of the 10 trainees & current guardians recertifications		\$ 2,250.00	100%
5900	642	Weapons for School Guardian Trainees: To be used during training & during the duration of the Guardian Program. Will remain property of the LC Sheriff's Office. \$800 per gun * 5 guns total		\$ 4,000.00	100%
5900	230	Liability Insurance Coverage for Guardian Program participants (\$1,111.11) per year/participant.		\$ 20,000.00	100%
5900	642	Equipment to support Guardian program sashes, holsters, magazine cases, hearing protection, eye protection, paper silhouettes, steel targets, round targets		\$ 5,250.00	100%
<b>D) TOTAL</b>				<b>\$ 100,000.00</b>	

**DOE ATTESTATION (Program and Grants Management)**

The cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.



April 2022



## Project Performance Accountability Form

**Definitions**

- **Scope of Work-** The major tasks that the grantee is required to perform
- **Tasks-** The specific activities performed to complete the Scope of Work
- **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable
- **Evidence-** The tangible proof
- **Due Date-** Date for completion of tasks
- **Unit Cost-** Dollar value of deliverables

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)	Unit Cost (optional)
Train and Certify School Guardians	Certify School Guardian that meet the statutory requirements as qualified Guardians.	Documented training logs and instructional materials.	August 31,2024	

*Note: Add additional lines if necessary*