This template should be used for all FFWG concept papers, and a separate request should be submitted for each project. All sections should be completed thoroughly and clearly demonstrate how federal funds will be utilized and reported.

Concept papers for NCHIP will require at least 10% in-kind or cash match contribution.

Note: Every concept paper <u>must</u> clearly describe how it will improve the accuracy, completeness, or availability of records in the state's criminal history or mental health data repositories, and/or access to these records for federal systems.

SECTION I: ADMINISTRATION

Agency: Florida Department of Law Enforcement

Name of Council Member Sponsoring Project: Charles Schaeffer

Project Title: MECOM Reporting Assistance - Miami-Dade Pilot

Total Funding Amount: \$94,880

Federal Program Goal(s): Improve the completeness, automation, and transmittal of records to state and federal

systems used by NICS

Federal Priority Area(s): Supply accurate and timely information to the Attorney General concerning the identity of persons who have been federally prohibiting mental health adjudication or commitment.

SECTION I: PROJECT OBJECTIVE

This project will provide additional resources to Florida's Clerks of Court to support the timely and accurate entry of mental health records into the NICS Index.

Complete and accurate mental health and disposition records are vital when assessing the eligibility of an individual to purchase or possess a firearm or be issued a firearm license.

SECTION II: STATEMENT OF THE PROBLEM

Clerks of Court are required to submit criminal court dispositions as well as mental health records that are disqualifying for the purchase or possession of a firearm. Mental Health Records - The Florida Inspector General audit revealed 17% of mental health records are reported late (beyond 30 days of adjudication). Clerks report staff shortages as the major issue to timely reporting.

The risk of late reporting of mental health records is that an individual who is prohibited from purchasing or possessing a firearm may be approved at the time of the background check if the disqualifying mental health record is not available.

Grant funds will be used to hire personnel who will report to a supervisor at the FDLE regional operations center. Staff will be assigned to a county Clerk and receive training and access to local Clerk systems. The pilot will focus on Miami-Dade Clerk of Court to provide at least one staff member who will be responsible for identifying, researching, and entering disqualifying mental health records within expected time frames.

Participating Clerks shall enter into a Memorandum of Understanding (MOU) with FDLE. FDLE will conduct personnel services to screen, hire, and perform background checks on applicants for positions. Clerks shall agree to train personnel and provide appropriate level of access to location and systems that will allow the member to identify and submit disqualifying mental health records. Clerks are authorized to grant additional access to systems and files as is appropriate to the experience and training level of the member. The MOU shall state the work schedule and number of hours for the member. Candidates may include persons who have retired from the Clerk's office and who are seeking re-employment or other previous clerk staff members who separated on good terms.

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If this project is not funded, the Clerks offices will continue to struggle to balance resources to perform all functions. Mental health records may continue to be entered late.

SECTION III: SCOPE OF WORK

The scope of work should identify and quantify all tasks and activities proposed for funding. List the tasks and activities to be performed and include responses to the questions below for *each* activity or service.

Also, include a description of the procurement method intended to be used for each item or service that will be purchased with grant funds (e.g. guotes, competitive bids, sole source, etc.).

- 1. Who is going to complete the activity or provide the service?
- 2. Who is the ultimate beneficiary of the completed activity or provided service?
- 3. How will the activity be performance or service be acquired?
- 4. Where will the activity or service be performed?
- 5. How many people will be served by the activity or how many service units will be received?
- 6. How often will the activity or service be provided or used?
- 7. What documentation will be provided to verify the activity or service was completed?
- 8. What is the intended result or benefit of each activity or service?
- 9. What is the expected budget cost for the activity or service?

FDLE will provide human resource services to advertise, screen, hire and employ members. The Clerk's office will provide a work space, access to location, equipment, and information systems as appropriate to perform needed functions. The Clerk and FDLE will work together to set goals and measure effectiveness. Using the clerks resources, the staff will research FDLE requests for firearm purchases and timely, accurately submit data to FDLE for so that a decision can be made on the firearm transfer. Florida law now requires all research be complete prior to the release of the firearm. Therefore, without these additional resources, piloted in one the largest counties, we will not be able to timely complete research to determine a citizens eligibility to possess a firearm. This will also increase the quality and number of Mental Health records available and reduce the number of missing dispositions on open arrests. Having more complete and accurate data will significantly reduce our turnaround time on research.

Work completed by the staff will be monitored and tracked by supervisor personnel by continuous monitoring of reports available in FLDE databases.

To pilot this project, FDLE intends to use grant funds to support one professional level position to conduct research.

SECTION IV: PROJECT TIMELINE

Provide a detailed timeline for each task or activity identified above that includes targeted start and end dates, milestones, and the name and title of the responsible persons.

Start Project – when funds are available

Establish current service level for mental health record submission

Hire Staff Members – within 90 days of start of project – CJIS Director's Office

Evaluate submission and turnaround times monthly - FEB Eligibility Resource Unit

Conclude Pilot – September 30, 2019. Make recommendations based on findings for continuation, expansion, or cessation of project.

SECTION V: PERFORMANCE

Provide information detailing the performance data that will be collected and reported for the proposed project. This section should describe how performance will be quantified, measured, collected, and reported for each activity defined above and the source for each type of data.

This section must address the performance measures (applicable to this proposal) described in the federal program solicitations below:

NARIP (page 15); https://www.bis.gov/content/pub/pdf/narip18_sol.pdf

NCHIP (page 18): https://www.bjs.gov/content/pub/pdf/nchip18_sol.pdf

A baseline will be established based on the number open arrests that are missing dispositions in this county. Once fully trained, the staff will be held to a standard on turnaround times to ensure timely completion of the records researched. This project will ensure the accurate and complete Category 5 records and status of these records will be conducted on a monthly basis.

SECTION VI: BUDGET NARRATIVE

The U.S. Department of Justice (DOJ) has issued a new Budget Detail Worksheet which must be submitted with the federal application. This new worksheet is a detailed, Microsoft Excel-based document designed to calculate totals. Additionally, this document contains multiple worksheets for multiple budget years, if applicable to the proposed project.

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Each concept paper must include a corresponding detailed project budget using this Budget Detail Worksheet.

The form can be accessed at: https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm

One OPS CJIAII position 40 hours per week. 2 years + benefits = \$94,880