

BOARD MEETING  
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STATE OF FLORIDA  
DEPARTMENT OF COMMUNITY AFFAIRS

EMERGENCY MANAGEMENT • HOUSING AND COMMUNITY DEVELOPMENT • RESOURCE PLANNING AND MANAGEMENT

LAWTON CHILES  
Governor

JAMES F. MURLEY  
Secretary

March 13, 1996

The Honorable Jimmy L. Higginbotham  
Chairman, Nassau County  
Board of Commissioners  
Post Office Box 1010  
Fernandina Beach, Florida 32034

Dear Chairman Higginbotham:

The State of Florida anticipates an award of federal Drug Control and System Improvement Program (Edward Byrne) funds for State Fiscal Year 1997 totaling \$13,475,933, which may be used by local units of government to implement local drug control and system improvement projects designed to reduce the production, transfer and use of controlled substances, reduce the incidence of drug-related violent crime, and make improvements to the criminal justice system.

Based on the provisions of Rule Chapter 9B-61, Florida Administrative Code, which governs the administration of these grant funds, the Department of Community Affairs, Bureau of Community Assistance, has allocated \$74,665 of these funds for use by all units of government within Nassau County. It is important to note that this allocation may fluctuate up or down once Congress appropriates funds to the U.S. Department of Justice. In the event it becomes necessary to revise the county allocation reflected, you will be notified immediately.

Obviously, these funds are not sufficient to meet the total needs of each unit of government within the county. Therefore, Rule 9B-61.008, Florida Administrative Code, requires that, as a

2740 CENTERVIEW DRIVE • TALLAHASSEE, FLORIDA 32399-2100

FLORIDA KEYS AREA OF CRITICAL STATE CONCERN  
FIELD OFFICE  
2796 Overseas Highway, Suite 212  
Marathon, Florida 33050-2227

SOUTH FLORIDA RECOVERY OFFICE  
P.O. Box 4022  
8600 N.W. 36th Street  
Miami, Florida 33159-4022

GREEN SWAMP AREA OF CRITICAL STATE CONCERN  
FIELD OFFICE  
155 East Summerlin  
Bartow, Florida 33830-4641

**APPROVED**

DATE 3/25/96

The Honorable Jimmy L. Higginbotham  
March 13, 1996  
Page Two

condition of participation in this program, the units of government in each county reach consensus concerning the expenditure of these funds, including the project(s) to be implemented and the agency responsible for such implementation.

Developing such consensus will require someone to exercise leadership and assume a coordinating role in the development of an application(s) for these funds. The department requests that the board of county commissioners assume this responsibility. Please complete the enclosed Certification of Participation and return it to Clayton Wilder at the Bureau of Community Assistance as soon as possible, but not later than 30 days from the date of receiving this correspondence. Program details are contained in the application kit that will be sent to the individual assigned to coordinate this activity. Additionally, if you are working in a Windows environment and use WordPerfect 6.1 for Windows, you may include a diskette with the Certification of Participation and the application package and required forms will be copied to the diskette and sent to the County Coordinator along with the hard copy.

We look forward to working with you. If you have any questions or if we can provide you with any assistance, please contact Mr. Clayton Wilder, Community Program Administrator, Ms. Colleen Matthews or Mr. Dennis Pritchett, Planning Managers, at 904/488-8016.

Sincerely,



Rosa M. Morgan, Chief  
Bureau of Community Assistance

RMM/CM/dc

Enclosures

cc: Mayors in Nassau County  
Project Directors

CERTIFICATION OF PARTICIPATION

Mr. Clayton H. Wilder  
Department of Community Affairs  
Division of Housing and Community  
Development  
Bureau of Community Assistance  
2740 Centerview Drive  
Tallahassee, Florida 32399-2100

Dear Mr. Wilder:

This is to inform you that the Board of County Commissioners  
X Accepts        Declines the invitation to serve as the  
coordinating unit of government in the Department of Community  
Affairs' Drug Control and System Improvement Program (Edward  
Byrne).

For purposes of coordinating the preparation of our  
application(s) for grant funds with the Bureau of Community  
Assistance, we have designated the following person:

Name: Walter D. Gossett  
Title: County Coordinator  
Agency: Nassau County Board of County Commissioners  
Address: 3163 Bailey Road  
Fernandina Beach, FL 32034  
Telephone: (904)321-5782

Sincerely,

  
Chairman, Board of County  
Commissioners

# ***Drug Control and System Improvement Formula Grant Program***

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## ***(Edward Byrne Memorial State and Local Assistance Program)***

### **Introduction**

The State of Florida, Department of Community Affairs (DCA), has available from the United States Department of Justice \$13,475,933, in local share Drug Control and System Improvement Formula Block Grant funds. Local governments applying for these federal funds must use them to implement local drug control and system improvement projects designed to reduce the production, transfer and use of controlled substances, reduce the incidence of drug-related violent crime, and make improvements to the criminal justice system.

Applicants must supply no less than *25 percent* of a project's cost in *cash* from non-federal funds; however, Indian Tribes are exempt from this matching requirement. These matching funds must be funds that would *not* have been available for drug control and system improvement efforts in the absence of federal funds; that is, they must represent an *additional* local effort in addressing the drug abuse problem.

*Rule Chapter 9B-61, Florida Administrative Code (F.A.C.)*, governs program administration and funding. Local governments should thoroughly review rule provisions before applying for subgrant funds (See Appendix I).

### **Program Strategy and Purposes**

This program uses a balanced strategy of prevention, education, rehabilitation, treatment, law enforcement and criminal justice subgrant funded projects in its effort to reduce human suffering associated with drug abuse and drug-related violent crime. It provides federal financial assistance to units of local government committed to coordinating a comprehensive effort that implements Florida's Drug and Violent Crime Control Strategy. This strategy is prepared by the Office of the Governor, Office of Planning and Budgeting, Public Safety Policy Unit, The Capitol, Tallahassee, Florida 32301. Projects must comply with federally authorized program areas identified in state rule and may provide personnel, equipment, training, technical assistance and information systems (*See Rule 9B-61.007, F.A.C.*).

### **Program Development**

Federal and state funds cannot meet all local drug control and system improvement needs. Therefore, this program requires maximum coordination among all units of government. For these reasons, the DCA allocates by rule a sum of money to each county for the use of all local governments within the county. The department requests a county board of commissioners to coordinate all local governments within the county to:

- Define local drug problems and drug-related violence, and describe current efforts to control them (including prevention, education, rehabilitation, treatment, law enforcement, and criminal justice activities);
- Identify additional resources needed to address drug control and system improvement issues;
- Develop subgrant funded projects to provide additional resources;
- Identify local government agencies and service providers to implement projects; and,
- Ensure that local governments within a county agree on projects receiving subgrant funds.

***Drug Control and System Improvement Formula Grant Program***  
***(Edward Byrne Memorial State and Local Assistance Program)***

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To accomplish these tasks, the department *encourages* each county to appoint a substance abuse policy advisory board. Board members represent all components of the criminal justice system (law enforcement officers, prosecutors, public defenders, judges, and corrections officials), the education system, and the treatment system [See Rule 9B-61.008(2)(A), F.A.C.]. Each county is also encouraged to designate an office of substance abuse policy to:

- Develop a countywide drug control and drug-related violent crime strategy (including short-range and long-range plans);
- Coordinate local government agencies in implementing the strategy;
- Prepare and submit subgrant project applications agreed upon by at least 51 percent of local units of government representing at least 51 percent of the county population; and,
- Administer subgrant funds and monitor project activities.

The department *strongly discourages* local subgrant funding of projects of *less than \$25,000*. Local governments *should not* submit subgrant applications for amounts less than this figure. The costs of any small project may outweigh anticipated long-term benefits that would be derived from it, especially if local project funding is in doubt in future years. Economies of scale also play an important role in whether a project can achieve its targeted objectives. In addition, if the project is a new one and not an enhancement of an existing program, the initial start-up costs may substantially limit a project's program effectiveness. Finally, *all* projects, regardless of the amount of subgrant funding, must meet federal and state financial and program compliance requirements which represent a significant fixed administrative cost of "doing business" under the federal Act.

**Applications**

Once the Certificate of Participation is returned to the Bureau of Community Assistance, a hard copy of the application package will be mailed to the County Coordinator. Additionally, if (1) you work in a Windows environment and have WordPerfect 6.1 for Windows; and (2) submit a diskette with the Certificate of Participation, we will copy the application and required forms to the diskette and mail it with the hard copy to the County Coordinator.

A total of two (2) copies of each application for funding (both with *original signatures*) must be received by the department no later than 5:00 P.M., Monday, June 10, 1996. **A separate application must be submitted for each proposed project.** Applications should be mailed or hand delivered to the following:

**Mr. Clayton H. Wilder**  
**Bureau of Community Assistance**  
**Department of Community Affairs**  
**2740 Centerview Drive**  
**Tallahassee, Florida 32399-2100**

Rules  
of the  
Department of Community Affairs  
Division of Housing and Community Development  
Chapter 9B-61  
Anti-Drug Abuse Act of 1988

- 9B-61.001 Purpose.
- 9B-61.002 Definitions.
- 9B-61.003 Funds Availability.
- 9B-61.004 Matching Requirements.
- 9B-61.005 Title to Personal Property.
- 9B-61.006 Limitations on Funds Use.
- 9B-61.007 Eligible Purposes and Programs.
- 9B-61.008 Application and Award Procedures.
- 9B-61.009 Forms and Instructions.

Rule 9B-61.001 Purpose. The purpose of this rule chapter is to provide for the allocation of criminal justice grant funds provided through the U. S. Department of Justice under Public Law 100-690, the Anti-Drug Abuse Act of 1988, hereinafter referred to as the Act. It is the intent of the Department that these rules permit maximum flexibility within the limits of the Act, yet define procedures consistent with sound public funds management principles and consistent with the need to apprise potential applicants, funds recipients and the public of the Department's policy governing administration of the Act.

Specific Authority 120.53(1), 163.03(3) FS. Laws Implemented 163.03(3) FS. History - New 2-6-90, Formerly 9G-16.001.

Rule 9B-61.002 Definitions. As used in these Rules, except where the context clearly indicates a different meaning, the following terms shall have the meaning indicated:

(1) "Act" means the Anti-Drug Abuse Act of 1988, Public Law 100-690, as amended.

(2) "BJA" means the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice.

(3) "BCA" means the Bureau of Community Assistance, Division of Housing and Community Development, Florida Department of Community Affairs.

(4) "Department" means the Florida Department of Community Affairs.

(5) "Narcotics Control" means activities pertaining to the enforcement of state controlled substances laws, including but not limited to, police efforts to prevent, control, or reduce the manufacture, importation, distribution, possession, or use of controlled substances or to apprehend individuals, including juveniles involved in the manufacture, importation, distribution, possession or use of controlled substances; activities of courts having criminal jurisdiction, and related agencies, including but not limited to prosecutorial and defender services, juvenile delinquency agencies, and pretrial release agencies as those activities relate to the processing of individuals charged with or convicted of violations of state controlled substances laws; activities of corrections, probation or parole authorities and related agencies assisting in the rehabilitation, supervision, and care of offenders convicted of violations of state controlled substances laws; and programs which identify and meet the needs of drug-dependent offenders.

(6) "Controlled Substance" means any substance named or described in Schedules I through V of Section 893.03, Florida Statutes.

(7) "Criminal Justice System" means agencies established by state and local units of government to apprehend, prosecute, and adjudicate criminal offenders, including correctional agencies established to carry out the sentence imposed upon criminal offenders.

(8) "Comprehensive Anti-Drug Abuse Strategy" means those activities necessary to formulate and implement local policies designed to reduce the use, transfer and production of controlled substances, including the coordination of drug control efforts and the targeting of Federal, state and local anti-drug abuse resources within the applicant's jurisdiction.

(9) "State Applicant" means any unit of the executive, legislative or judicial branches of state government which performs functions related to the purposes of the Act and is involved with the Governor's Drug Policy Task Force.

(10) "Local Applicant" means any governing body of a city or county, however styled, including that of a consolidated or metropolitan government and including an Indian Tribe which

performs law enforcement functions as determined by the Secretary of the Interior. Each application for anti-drug abuse funds shall represent agreement on expenditure of grant funds among at least 51 percent of the local units of government which also represent at least 51 percent of the population within the geographic boundaries of the applicant's county.

(11) "Eligible Application" is an application for Act funds, which meets the requirements of Rule 9B-61.003, 9B-61.006, 9B-61.007 and 9B-61.008.

(12) "Drug Problem Identification Matrix" means a set of statistical factors and values used by the Department to ascertain the degree of the drug problem within any particular county relative to any other particular county.

(13) "Criminal History Records (CHR) Set-aside Funds" means that percentage of available Anti-Drug Abuse Act of 1988 funds as determined by the BJA which must be utilized by state and local units for the purpose of improving the completeness, accuracy and timely submission of the information contained within offender criminal history records.

(14) "Florida's Criminal Justice Records Improvement Task Force" means that organizational body which will provide oversight to the state's effort to improve the contents of Florida's Criminal History Records in accordance with the requirements of the federal Anti-Drug Abuse Act of 1988. The task force shall consist of a representative from the Office of the State Courts Administrator, the Florida Department of Law Enforcement, the Florida Department of Corrections, the Florida Department of Community Affairs and the Florida Association of Court Clerks.

Specific Authority 120.53(1), 163.03(3) FS. Laws Implemented 163.03(3) FS. History - New 2-6-90, Amended 4-2-92, 2-7-95, Formerly 9G-16.002.

Rule 9B-61.003 Funds Availability. (1) The amount of funds available shall be that amount allocated each federal fiscal year to the State of Florida by the federal government under the Act and appropriated by the legislature.

(2) The Department shall attempt to obligate all of the funds available in the current federal fiscal year, but may obligate part or all of the funds in a later federal fiscal year, when permitted by Federal law and applicable Florida Statutes.

(3) The percentage of funds obligated to state units of government, in the aggregate, including state law enforcement



agencies, state corrections agencies, state attorneys, public defenders and circuit courts shall be no more than that percentage equal to the state government share of total state and local criminal justice expenditures as determined annually by the BJA.

(a) Based on appropriations by the Florida Legislature, the Department shall notify in writing those state agencies known to have been appropriated a portion of the Act funds, including CHR set-aside funds. Such notice shall identify funding available, the purposes for which these funds may be used and the procedures required for receipt of such funds.

(b) State agencies so notified shall be obligated the appropriated funds upon receipt of an application for such funds from the affected agency.

(4) The percentage of federal funds obligated to local units of government, in the aggregate, shall be no less than the percentage equal to the local government share of total state and local criminal justice expenditures as determined annually by the BJA.

(a) The Department shall establish a Drug Problem Identification Matrix which shall be used to determine the priority order in which Act funds, less Criminal History Records Set-aside Funds, will be made available to units of local government. It shall also be used, in conjunction with population, to determine the amount of funds allocated to each county in accordance with paragraph 9B-61.003(4)(c) of this subsection. Through analysis of statewide data bases, the Department shall determine the rate, trend and magnitude of the following group indices and their identified variables for the previous five years in each of Florida's counties:

1. Serious Crime Index
  - a. Number of Burglar Offenses
  - b. Number of Larceny Offenses
  - c. Number of Robbery Offenses
  - d. Number of Murder Offenses
2. Juvenile Involvement in Drugs Index
  - a. Number of juveniles arrested for sale of marijuana.
  - b. Number of juveniles arrested for possession of marijuana.
  - c. Number of juveniles arrested for sale of cocaine.
  - d. Number of juveniles arrested for possession of cocaine.
3. Drug Arrest Index
  - a. Number of arrests for selling any drug.
  - b. Number of arrests for possession of any drug.
4. Cocaine Factor Index

- a. Number of arrests for sale of cocaine.
- b. Number of arrests for possession of cocaine.

(b) Based on the rate, trend and magnitude of these indices in each county relative to every other county, the Department shall generate a rank order listing of the counties. Such rank order listing shall be generated every two years.

(c) Each county, in rank order, shall be allocated a percentage of local share federal funds equal to one-half of the sum of that county's percentage of statewide need as determined by the Drug Problem Identification Matrix plus that county's percentage of the total state population.

(d) In the event that at least 51 percent of the units of government which also represent at least 51 percent of the population in any county are unable to agree upon the expenditure of funds by the application deadline established by the program announcement or are unable to expend all of their allocated funds by the end of the grant period, said funds shall be distributed at the discretion of the Department.

(5) The Department, in consultation with the Florida Criminal Justice Records Improvement Task Force, shall allocate local CHR set-aside funds to the Florida Association of Comptrollers and Clerks of the Court for the purpose of improving the completeness, accuracy and timely submission of information contained in the Florida Department of Law Enforcement's offender criminal history records.

Specific Authority 120.53(1), 163.03(3) FS. Laws Implemented 163.03(3) FS. History - New 2-6-90, Amended 4-2-92, 2-7-95, Formerly 9G-16.003.

Rule 9B-61.004 Matching Requirements. (1) Subgrant recipients shall provide matching funds as required by the Act. Funds required to pay the non-Federal portion of program or project costs shall be in cash and shall be in addition to funds that would otherwise be available for addressing narcotics control by the recipients of grant funds. Matching funds shall be provided on a project by project basis. Cash from the sale of assets forfeited in criminal cases may be used to pay the non-Federal portion of project costs, as provided for in state law.

(2) Funds granted to an Indian Tribe which performs law enforcement functions, as determined by the United States Secretary of the Interior, shall be used to pay 100 percent of the cost of a program or project.

Specific Authority 120.53(1), 163.03(3) FS. Laws Implemented 163.03(3) FS. History - New 2-6-90, Formerly 9G-16.004.

Rule 9B-61.005 Title to Personal Property. Title to all expendable and nonexpendable personal property purchased with funds made available under the Act shall vest in the criminal justice agency that purchased the property if it certifies to the Department that it will use the property for criminal justice purposes. If such certification is not made, title to the property shall vest in the Department which shall seek to have the property used for criminal justice purposes elsewhere in the State prior to using it or disposing of it in any other manner.

Specific Authority 120.53(1), 163.03(3) FS. Laws Implemented 163.03(3) FS. History - New 2-6-90, Formerly 9G-16.005.

Rule 9B-61.006 Limitations on Funds Use. Restrictions on the use of monies for routine equipment, personnel costs, construction, supplanting of state and local funds, land acquisition, and the number of months applicants may receive financial support are as follows:

(1) Equipment and Hardware. The purchase or acquisition of equipment or hardware with grant funds is prohibited unless the purchase or acquisition is utilized in an approved program.

(2) General Salaries and Personnel Costs. Payment of personnel costs with grant funds is prohibited unless the costs for services are directly related to the grant as a part of a program. Grant funds may be used to compensate personnel for time engaged in conducting or participating in training programs or to compensate personnel engaged in research, development, demonstration or short-term programs related to the purposes of the Act.

(3) Construction. Use of the grant funds for construction projects is prohibited, except construction of correctional facilities.

(4) Land Acquisition. Acquisition of land with grant funds is prohibited.

(5) Non-Supplantation. Grant funds shall not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would, in the absence of grants funds, be made available for drug law enforcement activities.

(6) Projects which have received grant funds made available under the Act for an aggregate of 48 calendar months, including funds received under the Anti- Drug Abuse Act of 1986 and the

Justice Assistance Act of 1984, shall not be considered an eligible project in any subsequent funding cycle, except for the following projects:

- (a) Administration.
- (b) Victims Assistance Programs, or Multijurisdictional Gang or Drug Task Forces.
- (c) Criminal History Records.

Specific Authority 120.53(1), 163.03(3) FS. Laws Implemented 163.03(3) FS. History - New 2-6-90, Amended 2-7-95, Formerly 9G-16.006.

Rule 9B-61.007 Eligible Purposes and Programs. The Act provides that funds may only be used for the purposes listed below. Any other uses, or proposed uses shall be denied.

(1) Demand reduction education programs in which law enforcement officers participate.

(2) Multijurisdictional programs that integrate federal, state and local law enforcement agencies and prosecutors for the purpose of enhancing interagency coordination and intelligence and facilitating multijurisdictional investigations.

(3) Programs designed to target the domestic sources of controlled and illegal substances such as precursor chemicals, diverted pharmaceuticals, clandestine laboratories and cannabis cultivations.

(4) Providing community and neighborhood programs that assist citizens in preventing and controlling crime, including special programs that address the problems of crimes committed against the elderly and special programs for rural jurisdictions.

(5) Disrupting illicit commerce in stolen goods and property.

(6) Improving the investigation and prosecution of white-collar crime, organized crime, public corruption crimes and fraud against the government with priority attention to cases involving drug-related corruption.

(7) Improving the operational effectiveness of law enforcement through the use of crime analysis techniques, street sales enforcement, school yard violator programs, and developing and implementing anti-terrorism plans for deep water ports, international airports and other important facilities.

(8) Career criminal prosecution programs, including the development of model drug control legislation.

(9) Financial investigative programs that target the identification of money laundering operations and assets obtained

through illegal drug trafficking, including the development of model legislation, financial investigative training and financial information sharing systems.

(10) Improving the operational effectiveness of the court process, such as court delay reduction programs and enhancement programs.

(11) Programs designed to provide additional public correctional resources and improve the corrections system, including treatment in prisons and jails, intensive supervision programs and long-range corrections and sentencing strategies.

(12) Providing prison industry projects designed to place inmates in a realistic working and training environment which will enable them to acquire marketable skills and to make financial payments for restitution to their victims, for support of their own families and for support of themselves in the institution.

(13) Providing programs which identify and meet the treatment needs of adult and juvenile drug-dependent and alcohol-dependent offenders.

(14) Developing and implementing programs which provide assistance to jurors and witnesses, and assistance (other than compensation) to victims of crime.

(15) Developing programs to improve drug control technology, such as pre-trial drug testing programs, programs which provide for the identification, assessment, referral to treatment, case management and monitoring of drug dependent offenders; enhancement of state and local forensic programs, and criminal justice information systems to assist law enforcement, prosecution, courts and corrections organizations, including automated fingerprint identification systems.

(16) Innovative programs which demonstrate new and different approaches to enforcement, prosecution and adjudication of drug offenses and other serious crimes.

(17) Addressing the problems of drug trafficking and the illegal manufacture of controlled substances in public housing.

(18) Improving the criminal and juvenile justice system's response to domestic and family violence, including spouse abuse, child abuse and abuse of the elderly.

(19) Drug control evaluation programs which state and local units of government may utilize to evaluate programs and projects directed at state drug control activities.

(20) Providing alternatives to prevent detention, jail and prison for persons who pose no danger to the community.

(21) Programs to strengthen urban enforcement and prosecution

efforts targeted at street drug sales.

(22) Counties which appoint a Substance Abuse Board and designate an Office of Substance Abuse Policy may use a percentage of their total allocation, as determined by the Act, to provide administrative support to such Board and Office.

(23) Programs that address the need for effective bindover systems for the prosecution of violent 16- and 17-year-old juveniles in courts with jurisdiction over adults for the crimes of:

- (a) Murder in the first degree.
- (b) Murder in the second degree.
- (c) Attempted murder.
- (d) Armed robbery when armed with a firearm.
- (e) Aggravated battery or assault when armed with a firearm.
- (f) Criminal sexual penetration when armed with a firearm.
- (g) Drive-by shooting.

(24) Law Enforcement and prevention programs relating to gangs, or to youth who are involved or at risk of involvement in gangs.

(25) Developing or improving in a forensic laboratory a capability to analyze deoxyribonucleic acid (DNA) for identification purposes.

(26) Assisting in the litigation processing of death penalty Federal habeas corpus petitions.

Specific Authority 120.53(1), 163.03(3) FS. Laws Implemented 163.03(3) FS. History - New 2-6-90, Amended 2-7-95, Formerly 9G-16.007.

Rule 9B-61.008 Application and Award Procedures. (1) Notification Process.

(a) To initiate a funding cycle, the Department shall notify all eligible agencies and jurisdictions through publication in the Florida Administrative Weekly. The funding cycle shall be advertised in the Florida Administrative Weekly at least 30 days prior to the deadline for submitting applications.

(b) In addition to the notice specified in paragraph (1)(a) of this section, the Department shall send notice of the funding cycle, a program announcement and application forms to the Chairman, Board of County Commissioners, in each county. The Department shall also provide a courtesy copy of said notice and program announcement to the Chairman of the governing body of each city located in each county so notified.

(c) The Chairman, Board of County Commissioners, in each

county so notified shall return to the Department within 30 days of receiving notification, a statement of certification indicating the county's willingness to serve as the coordinating unit of government for at least 51% of the units of government which also represent at least 51 percent of the population located in said county.

(d) In the event the county declines to serve as the coordinating unit of government, the Department shall request the governing body of each municipality, in descending order of population, to serve as the coordinating unit of government.

(2) Local Application Process.

(a) Each applicant is encouraged to appoint a Substance Abuse Policy Advisory Board, the membership of which shall include at a minimum the following persons or their authorized designee: Chief Circuit Judge, State Attorney, Public Defender, Sheriff, Chief of Police of each municipality within the county or a Chief of Police designated by those Chiefs of Police as their representative, Jail Administrator, Clerk of the Court, Superintendent of Education and a representative of local drug treatment programs. An existing Board or Council whose membership includes the listed representatives may be utilized in lieu of appointing a new Board or Council. The Substance Abuse Policy Advisory Board shall serve as the primary body for coordinating drug abuse efforts undertaken with funds provided by the Act.

(b) Each applicant is encouraged to designate an Office of Substance Abuse Policy for the purposes of:

1. Providing administrative support to the Substance Abuse Policy Advisory Board;

2. Preparing an application on behalf of at least 51 percent of the local units of government which also represent at least 51 percent of the population in the applicant's county;

3. Administering funds received from the BCA, including receipt, review, processing, monitoring, progress and financial report review, technical assistance, grant adjustment, accounting, auditing and fund disbursements; and

4. Coordinating the drug control activities of the county's criminal justice system, education system and drug treatment systems.

(c) An office or agency performing other functions within the applicant unit of government may be designated as the Office of Substance Abuse Policy.

(d) Applicants who submit proposals to the Department for consideration shall submit three originals and three copies of the

completed application package, Subgrant Application for Anti-Drug Abuse Act Funds, DCA-NA Form 1, effective 2-7-95, as incorporated herein by this reference.

(e) The Department shall review all applications for Act funds and shall reject any application not meeting the requirements of these rules and applicable federal and state laws.

1. The application must be received by the Department on or before the submission deadline noted in the program announcement.

2. The application must be signed in accordance with the subgrant application instructions.

Specific Authority 120.53(1), 163.03(3) FS. Laws Implemented 163.03(3) FS. History - New 2-6-90, Amended 2-7-95, Formerly 9G-16.008.

Rule 9B-61.009 Forms and Instructions. Copies of the materials and forms incorporated by reference herein may be obtained by writing or calling: Bureau Chief, BCA, Department of Community Affairs, 2740 Centerview Drive, Tallahassee, Florida 32399-2100. Telephone: 904/488-8016.

Specific Authority 120.53(1), 163.03(3) FS. Laws Implemented 163.03(3) FS. History - New 2-6-90, Amended 2-7-95, Formerly 9G-16.009.