



HPD Fraud Initiative

Prepared by Hollywood Police Department
for Florida Department of Law Enforcement FY2021-22 Identity Theft and Fraud Grant Program

Primary Contact: Thomas Hughes



Opportunity Details

Opportunity Information

Title

FY2021-22 Identity Theft and Fraud Grant Program

Description

This grant program was created to provide support to local law enforcement agencies in the investigation of personal identification information theft and fraud.

Awarding Agency Name

Florida Department of Law Enforcement

Agency Contact Name

Patty Stark

Agency Contact Phone

850-617-1252

Agency Contact Email

patriciastark@fdle.state.fl.us

Opportunity Manager

Tennille Robinette

Announcement Type

Initial Announcement

Assistance Listings Number

71.042

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/5647993b-b791-4ee5-acdf-18d8a9d39f07>

Funding Information

Total Program Funding

\$150,000.00

Funding Sources

State

Funding Source Description

The Florida Department of Law Enforcement received authority to administer \$150,000 for the Identity Theft and Fraud Grant program, under 943.0412, Florida Statutes. The program is supported through criminal fines for qualifying convictions relating to identity theft as provided in 817.568(12), Florida Statutes.

Funding Restrictions

All expenditures must comply with the Department of Financial Services Reference Guide for State Expenditures. Professional licensing and certification costs are not allowable under this program.

Award Information

Award Range

\$10,000.00 Ceiling

Award Period



01/01/2022 - 06/30/2022

Award Type

Competitive

Capital Grant

No

Expected Number of Awards

15.00

Indirect Costs Allowed

No

Matching Requirement

No

Submission Information

Submission Window

Closes 12/01/2021 12:00 AM

Submission Timeline Type

One Time

Eligibility Information

Eligibility Type

Public

Eligible Applicants

- City or township governments
- County Governments

Additional Eligibility Information

To be eligible to receive an Identity Theft and Fraud Grant award, applicants must be a local law enforcement agency within the State of Florida.

Award Administration Information

State Award Notices

Florida Accountability and Contract Tracking System (FACTS)

Section 215.985, F.S., makes the Department of Financial Services (DFS) responsible for the development and maintenance of a contract reporting system, the Florida Accountability Contract Tracking System (FACTS). State law requires all agreements (contracts, purchase orders and grants for state or federal financial assistance) to be entered in this transparency system and made available for public access.

FDLE will provide all state financial assistance grant agreements to the FACTS system, including original contract and amendment document images and payment information. Agreements containing information statutorily exempt from public records could qualify for partial or complete exemption from FACTS. Please contact OCJG for additional information, to determine whether an agreement would be exempt, and to obtain instructions on the requirements for requesting an exemption.

Reporting

Performance reports must be submitted within 15 days of the end of each month. Failure to submit reports by the deadline will delay reimbursement of funds.

Financial reports are due monthly within 30 days after the end of each month. The final financial report will be due by



Thursday, July 30, 2020. Final reconciliation and closeout of the agreement must be completed by both parties within forty-five (45) days of the end of the grant period.

Grant funds are distributed on a cost-reimbursement basis for eligible activities. The final approved grant agreement will detail all invoicing and documentation requirements. The recipient shall provide a monthly claim report to FDLE detailing all grant related expenditures. The claim report will serve as the request for payment. Only expenditures in the approved grant budget may be paid from the agreement.

Payments will be processed in conjunction with the receipt and review of programmatic performance reports and supporting documentation. Additionally, the request and any corresponding supporting documentation must evidence the completion of all tasks required to be performed for the associated deliverable, including minimum performance standards established in the agreement.

Other Information

Special consideration will be given to applications proposing to use grant funds to address theft and fraud in vulnerable populations within their jurisdictions, to include vulnerable adults as defined by 415.102(28), Florida Statutes, or minor children. Additional preference may be given to agencies that do not currently have a unit designated to address Identity Theft and Fraud cases.



Project Information

Application Information

Application Name

HPD Fraud Initiative

Award Requested

\$9,940.80

Total Award Budget

\$9,940.80

Primary Contact Information

Name

Thomas Hughes

Email Address

thughes@hollywoodfl.org

Address

3250 Hollywood Blvd
Hollywood, Florida 33021

Phone Number

(954) 967-4636



Project Description

Organization Details

Overview

Name of Recipient Agency

Hollywood Police Department

In which county is the Recipient Agency located?

Broward

Recipient's FLAIR Vendor Number (9 digits, no dash)

596000338

Grant Manager (GM) Contact Information

This individual serves as the primary point-of-contact for the grant and project activities, is responsible for overseeing all programmatic/financial reporting, and ensures overall compliance with the grant agreement.

GM Name (First Last)

Thomas

GM Title

Police Officer

GM Address 1

3250 Hollywood Blvd

GM Address 2

GM City

Hollywood

GM State

FL

GM Zip Code + 4 (XXXXXX-XXXX)

33021-6907

GM Phone Number (XXX-XXX-XXXX)

954-967-4544

GM Email Address

thughes@hollywoodfl.org

Chief Official (CO) Contact Information

This individual is the agency head for the recipient entity named above. For example: County Chairperson, Sheriff, Mayor, Police Chief, President, Chief Executive Officer, etc.

CO Name (First Last)

Chris O'Brien



CO Title

Chief of Police

CO Address 1

3250 Hollywood Blvd

CO Address 2

CO City

Hollywood

CO State

FL

CO Zip Code + 4 (XXXXX-XXXX)

33021-6907

CO Phone Number (XXX-XXX-XXXX)

954-967-4300

CO Email Address

cobrien@hollywoodfl.org

Will the Chief Official be designating another individual to execute agreements on their behalf?

☐ Yes

☒ No

Chief Financial Officer (CFO) Contact Information

This individual is responsible for the Recipient's accounting system, financial management, and certifying the financial claim reports submitted for payment.

CFO Name (First Last)

David Keller

CFO Title

Fiscal Affairs Director

CFO Street Address 1

2600 Hollywood Blvd

CFO Street Address 2

CFO City

Hollywood

CFO State

FL

CFO Zip Code + 4 (XXXXX-XXXX)

33022-9045

CFO Phone Number (XXX-XXX-XXXX)

954-921-3551

CFO Email Address



dkeller@hollywoodfl.org

Will the Chief Financial Officer be designating another individual to certify reimbursement requests on their behalf?

- ☐ Yes
- ☒ No



Project Details

Project Objective

Provide a statement describing the intent of this project?

The Hollywood Police Department (HPD) investigates approximately 800 Fraud case per year. A majority of the Fraud cases stem from unauthorized credit or debit card usage. Many of these cases have been linked back to information illegally gathered from card reading "skimmers" that are illegally placed on gas pump payment devices. The HPD Fraud Unit will use Grant funding to conduct 2 separate city wide operations that will inspect gas station payment devices and attempt to locate any illicit "cardskimmers". In partnership with the Department of Agriculture, HPD has located a a skimmer on all previous sweeps conducted. One skimmer could have thousands of victims associated to it.

Both assigned Fraud Detectives will utilize the remainder of the Grant funding to work additional time on their current cases involving identified Vulnerable Victims. Vulnerable Victims are those persons who are unusually due to age, physical or mental condition, or who otherwise particularly susceptible to the criminal conduct.

If awarded this project, what would be your highest priority?

- ☒ Providing overtime for investigations
- ☐ Acquiring investigative equipment
- ☐ Solving crimes for vulnerable populations
- ☐ Hosting/Attending identity theft/fraud training

Does your agency currently have an Identity Theft and/or Fraud Unit?

- ☒ Yes
- ☐ No

If yes, describe how the unit operates:

The Hollywood Police Department (HPD) Fraud Unit consists of 2 full-time Detectives supervised by 2 Detective Sergeants. The Fraud cases are created by Patrol officers receiving the victim information, which in turn they create a police report. The Detective Sergeants review the reports and assign them to one of the Detectives based on geographical division. The Unit is divided into an East district and West district.

Provide the approximate case clearance rate for identity theft and fraud crimes:

2.4% (based on arrest data)

Scope of Work

The Scope of Work will identify and quantify all major tasks and activities propose for funding, including descriptions of how they will be completed.

Project Activities

List the major project activities and identify their purpose in relation to the goals and objectives of the program. Please be descriptive. Projects can only be reimbursed for activities described in the scope of work.

For example:

Activity 1 - overtime for identity theft investigations

Activity 2 - training for investigators related to financial/identity theft crime

Activity 3 - procuring devices to assist in investigations

Activities Response:

Activity 1 - Overtime for "card skimmer" sweep operation. Sweep will be conducted by 4 investigators working a 10



hour shift. Investigators will traverse the city checking gas stations payment devices.

Activity 2 - Overtime for "card skimmer" sweep operation. Sweep will be conducted by 4 investigators working a 10 hour shift. Investigators will traverse the city checking gas stations payment devices.

Activity 3 - Overtime for additional investigation time for 2 Fraud Detectives to work on cases with Vulnerable Victims. Vulnerable Victims are those persons who are unusually due to age, physical or mental condition, or who otherwise particularly susceptible to the criminal conduct.

Performance Verification

Describe how performance will be verified for each activity described above.

For example:

Activity 1 - overtime approval documentation

Activity 2 - training rosters, cirrcula documentation

Activity 3 - procurement and installation records

Performance Response:

Activity 1 - Overtime approval documentation for each Detective involved in project.

Documentation Maintained

Describe what type of documentation will be maintained to support reimbursement for each activity.

For example:

Activity 1 - timesheets, paystubs, activity reports

Activity 2 - rosters, agendas, invoices, cancelled checks/statements

Activity 3 - procurement records, invoices, packing slips, cancelled checks/statements

Documentation Response:

Activity 1 - Timesheets, pay stubs and activity reports, operations logs and lineups

Project Timeline

Provide a timeline that describes major milestones and activities.

For example:

Quarter 1 - July through September - conduct procurement processes for Activity 3

Quarter 2 - October through December - order equipment and work overtime on identity theft and fraud cases

Quarter 3 - January through March - receive equipment, work overtime on identity theft and fraud cases and attend training



Quarter 4 - April through June - implement equipment and work overtime on identity theft and fraud cases

Timeline Response:

Quarter 1 - January through March - Overtime worked for Vulnerable Victim Cases, Overtime worked for "Card Skimmer" Sweep, Overtime worked for Vulnerable Victim Cases

Quarter 2 - April through June - Overtime worked for Vulnerable Victim Cases, Overtime worked for "Card Skimmer" Sweep, Overtime worked for Vulnerable Victim Cases

Spending Plan

Instructions

This form is used to collect summary narrative data to prepare the budget section of the award agreement. Line item details and costs DO NOT need to be added in this section; they will be added on the separate budget template form.

Personnel

Salaries & Overtime

This category includes costs associated with paying salaries and overtime.

Will you be using funds to support personnel costs?

- ☒ Yes
☐ No

If yes, how much funding is being allocated to personnel costs?

\$9,941.00

Briefly describe the responsibilities and duties of each position in relationship to meeting your project goals and objectives.

The HDP Fraud unit will conduct two (2) city wide "skimmer sweeps" to attempt to locate illicit card skimmers at gas stations within the City. The Detectives will also provide education to store owners and reinforce our community policing strategy.

Both assigned Fraud Detectives will participate in the sweeps and use additional overtime funding to supplement their cases involving Vulnerable Victims.

Two Officers, that are both former Fraud Detectives will participate and assist in the sweeps.

Fringe Benefits

This category includes costs associated with paying the fringe benefits associated with salaries and overtime costs above. This may include: FICA, Medicare, Retirement, Health Insurance, Life Insurance, Worker's Comp, etc.

Will you be using funds to support fringe benefits?

- ☐ Yes
☒ No

Travel

This category includes costs associated with travel. All travel will be conducted and reimbursed in accordance with Section 112.061, Florida Statutes. NOTE: Registration fees do not go in the Travel category; they should be reflected in the "Other Cost" category.

Will you be using funds to support travel costs?

- ☐ Yes
☒ No

Equipment

This category includes costs for non-consumable items in excess of the organization's capital outlay threshold, or in the absence of an established threshold \$5,000, that has a useful life of more than one year. This may include equipment that does not meet the preceeding criteria but is inventoried by the recipient organization.

Will you be using funds to purchase equipment?

- ☐ Yes
☒ No

Supplies

This category includes costs for small, consumable project supplies. These typically are below the organization's capital outlay threshold, have a useful life of less than a year, and/or are not inventoried on a regular schedule.

Will you be using funds to purchase supplies?

- ☐ Yes
☒ No

Other Costs

This category includes costs that do not fall into any other category. These items may include things such as rental agreements, utilities, subscriptions, training registrations, etc.

Will you be using funds to support other costs?

- ☐ Yes
☒ No

Procurement Contracts

Procurement

This category includes third-party agreements with a vendor, provider, consultant, etc. to assist in accomplishing the goals and objectives of the project.

Will you be using funds to support procurement contracts?

- ☐ Yes
☒ No

Policies and Procedures

Policies and Procedures Upload

Please upload relevant policies and procedures below. Failure to upload relevant policies will result in the withholding of funds until the policies are received.

Organization's Pay Policy

SOP 158 - Fiscal Management

Procurement Policy



SOP 158 - Fiscal Management

Upload additional agreement(s). You may wish to combine multiple agreements into one file to upload.

SOP 245 - Criminal Investigations

Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
Personnel		
Detective Carl LeBlanc	\$1,242.60	\$1,242.60
Detective Lucy Daviglus	\$3,727.80	\$3,727.80
Detective Vanessa Quintero	\$3,727.80	\$3,727.80
Officer Christopher Campbell	\$1,242.60	\$1,242.60
Subtotal	\$9,940.80	\$9,940.80
Total Proposed Cost	\$9,940.80	\$9,940.80

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	\$9,940.80	\$9,940.80
Subtotal	\$9,940.80	\$9,940.80
Total Proposed Revenue	\$9,940.80	\$9,940.80

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

Personnel

Detective Lucy Daviglus

Det Daviglus is assigned to the HPD Fraud Unit.

Detective Vanessa Quintero

Det Quintero is assigned to the HPD Fraud Unit.

Detective Carl LeBlanc

Det LeBlanc is assigned to the HPD Homicide Unit and has previously served in the HPD Fraud Unit.

Officer Christopher Campbell



Ofc. Campbell is assigned to the Patrol Division and previously served in the HPD Fraud Unit.