

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 250087
Number Assigned by Purchasing Dept.



CONTRACT REVIEW

BOARD MEETING DATE:
[REDACTED]
WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED
 Must Have Board Approval over \$100,000.00

Date Submitted: 10/15/24
 Name of Contract Initiator: K. Houston Telephone #: _____
 School/Dept Submitting Contract: Safety & Sec Cost Center # 4022
 Vendor Name: CCSD
 Contract Title: FY 24/25 Chris Hixon, Leann Aaron Fris, Scott Bilsal, Lora...
 Contract Type: New Renewal Amendment Extension Previous Year Contract # Grant Program
 Contract Term: Begin in last signed - 8/31/25 Renewal Option(s): 240166
 Contract Cost: MOU

BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT
 Funding Source: Budget Line # Grant
 Funding Source: Budget Line # _____

NO COST MASTER (COUNTY WIDE) CONTRACT - SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT

INTERNAL ACCOUNT - IF FUNDED FROM SCHOOL IA FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO SBAO

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE (when applicable):

- ____ Completed Contract Review Form
- ____ SBAO Template Contract or other Contract (NOT SIGNED by District / School)
- ____ SIGNED Addendum A (if not an SBAO Template Contract) - When using the Addendum A, this Statement **MUST BE** included in the body of the Contract:
"The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."
- ____ Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:
*COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A- or better.
 General Liability = \$1,000,000 Each Occurrence & \$2,000,000 General Aggregate.
 Auto Liability = \$1,000,000 Combined Single Limit (\$5,000,000 for Charter Buses).
 Workers' Compensation = \$100,000 Minimum
 [If exempt from Workers' Compensation Insurance, vendor/contractor must sign a Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage].*
- ____ State of Florida Workers Comp Exemption (<https://apps.fldfs.com/bocexempt/>) (If Applicable)
- ____ Release and Hold Harmless (If Applicable)

RECEIVED
By Elaine at 11:00 am, Oct 16, 2024

****AREA BELOW FOR DISTRICT PERSONNEL ONLY****

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department REVIEWED By Bertha Staefe at 1:07 pm, Oct 16, 2024	Grant _____ _____ _____
School Board Attorney JPS Review Date 10/21/24	Approved _____ _____ _____
Other Dept. as Necessary Review Date	_____ _____ _____
PENDING STATUS: <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR

TENTATIVELY APPROVED

FINAL STATUS _____

**MEMORANDUM OF UNDERSTANDING BETWEEN THE CLAY COUNTY
SHERIFF'S OFFICE AND CLAY COUNTY DISTRICT SCHOOLS**

**FY 24 -25 CHRIS HIXON, COACH AARON FEIS
AND SCOTT BEIGEL GUARDIAN PROGRAM**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into by and between the Clay County Sheriff's Office, headquartered at 901 North Orange Avenue, Green Cove Springs (hereinafter referred to as "CCSO"), the Clay County District Schools, headquartered 900 Walnut Street, Green Cove Springs (hereinafter referred to as "CCDS").

WITNESSETH:

WHEREAS, The Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program was established in 2018 through the Marjory Stoneman Douglas High School Public Safety Act. establish a school guardian program pursuant to s. 30.15, Florida Statutes; and

WHEREAS, the CCSO in coordination with the CCDS will establish a school guardian program pursuant to s. 30.15, Florida Statutes to aid in the prevention or abatement of active assailant incidents on school premises.;

WHEREAS, funds are available from the General Revenue Fund, State of Florida to the Department of Education for the CCSO to establish a school guardian program pursuant to s. 30.15, Florida Statutes;

WHEREAS, the CCSO in coordination with the CCDS will use funds for screening-related and training-related costs and provide a one-time stipend of \$500 to school guardians who participate in the school guardian program.

WHEREAS, any person certified as a school Guardian has no authority to act in any law enforcement capacity, except to the extent necessary to prevent or abate an active assailant incident.

NOW, THEREFORE, the parties agree as follows:

1. TERM

This MOU shall begin on the date of last signature by the parties and shall continue through August 31, 2025

2. OBLIGATION OF AGENCIES

A. The CCSO will apply for and receive the funding under the Chris Hixon, Coach Aaron Feis, and Scott Beigel Guardian Program. The CCSO will administer and account for the funds, including initiation of purchase orders, payment of invoices, as

applicable, etc., for approved budget line items. The CCSO will not charge for administering this grant.

- B. The CCDS will be responsible for any costs associated with the program and training not covered by grant funds.
- C. The CCSO and CCDS agree that the Chris Hixon, Coach Aaron Feis, and Scott Beigel Guardian Program grant funds must be used to supplement existing funds for program activities and cannot replace, or supplant, nonfederal funds that have been appropriated for the same purpose.
- D. CCDS will maintain documentation on the initial fingerprint results and background check as well as random drug screens during the period of the agreement.
- E. The CCSO Human Resources section will be provided with copies of the file of proof of background screening, drug screening results, and psychological evaluation.
- F. The CCSO Training section will ensure that the Guardian is made aware of requalification dates annually. HR will verify they continue to have an active Concealed Weapons License prior to allowing the qualification to occur. .
- G. The CCSO Training section will provide the Guardian with Active Assailant Training.
- H. The CCSO Training section will maintain documentation on the make, model, and serial number of the firearm assigned to the Guardian. All recommended repairs to the firearms shall be at the expense of the CCDS. Any modifications to the firearm shall require prior approval and secondary inspection by the CCSO Armorer. The CCSO Armorer shall inspect all authorized firearms and ammunition annually.
- I. The CCSO Human Resources will maintain the results of the Guardian's annual Concealed Weapons License check in the guardian file.
- J. The CCSO Training section will maintain a record of the participant's training certifications, qualifications, firearm inspections, and training records.
- K. Upon proof of compliance with training and screening requirements and in accordance with sections 30.15 and 1006.12 Florida Statutes, the Sheriff will appoint the candidate as Guardian for the Clay County District Schools.
- L. CCDS agrees to notify CCSO in writing within 10 business days of any changes in the employment status of school guardians. This includes the hiring of new guardians, as well as the termination, resignation, or departure of any existing guardians.

3. TERMINATION

A. Termination at Will

This MOU may be terminated by any party upon no less than thirty (30) calendar days' notice without cause, unless the parties mutually agree upon a shorter time. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained or in-person with proof of delivery.

B. Termination for Cause

If the CCDS breaches any of the terms of this MOU, the CCSO may, by written notice to the respective agency, terminate this MOU upon twenty-four (24) hours' notice. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained or in-person with proof of delivery.

4. RESPONSIBILITY OF USER AGENCY FOR ACTS OF EMPLOYEES

The CCSO and CCDS shall at all times be and remain responsible for the acts or failures to act, including negligence, of its officers, agents and employees in complying with the terms and conditions of this MOU, and hereby relieves and releases each other of and from any and all such responsibility, (due to the acts, omissions, or negligence of their respective officers, agents, and employees), as and to the extent permitted by law.

IN WITNESS THEREOF, the parties hereto have caused this Memorandum of Understanding to be executed by their undersigned officials as duly authorized.

For Clay County Sheriff's Office



Michelle Cook
Sheriff of Clay County Florida

10-8-24

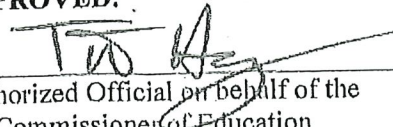
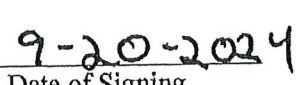
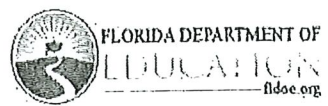
Date

For Clay County District Schools

Ashley Gilhousen, Board Chair
Clay County District Schools

Date

**Florida Department of Education
Project Award Notification**

1 PROJECT RECIPIENT Clay County Sheriffs Office	2 PROJECT NUMBER 96G-90210-5D001
3 PROJECT/PROGRAM TITLE Guardian Program <p align="center">TAPS 25A096</p>	4 AUTHORITY LI 86A GAA USDE or Appropriate Agency FAIN#:
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 07/01/2024 - 08/31/2025 Program Period: 07/01/2024 - 08/31/2025
7 AUTHORIZED FUNDING Current Approved Budget: \$99,528.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$99,528.00	8 REIMBURSEMENT OPTION As Specified in the Terms and Conditions
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>08/31/2025</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>09/06/2025</u> • Last date for receipt of proposed budget and program amendments: <u>07/31/2025</u> • Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: • Date(s) for program reports: <u>07/01/2024</u> • Federal Award Date : 	
10 DOE CONTACTS Program: Tikerria James Phone: (850) 245-9211 Email: Tikerria.James@fldoe.org Grants Management: Unit A (850) 245-0735	Comptroller Office Phone: (850) 245-0401 UEI#: C73VQTB1BMP5 FEIN#: F596000555001
11 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> • 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. • 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. • 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. • 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. • The Department's approval of this contract/grant does not excuse compliance with any law. • Other: Terms for payment will be described of the Project Award Notification (DOE 200) and the project t number will include the payment code "D." All disbursements reports must be supported by the appropriate documents, including but not limited to the deliverables completed for the reporting period, activity reports that time directly to the tasks performed or deliverables completed for the reporting period, copied of invoices, time sheets, receipts, and paid checks or bank statements. Each report shall also include, as appropriate, the DOE 300 and DOE 301 and reported on the DOE 399 from with an original signature of the official who is authorized to legally bind the entity. Upon receipt of the award notification, funding will be based on agency request and budget release. Funds for guardian stipends may be requested in advance. 	
12 APPROVED:  _____ Authorized Official on behalf of the Commissioner of Education	 _____ 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.

FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION

Please return to: Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0735	A) Program Name: Chris Hixon, Coach Aaron Fels, and Coach Scott Belgel Guardian Program <p style="text-align: center;">TAPS NUMBER: 25A096</p>	DOE USE ONLY Date Received 8/19/2024
B) Name and Address of Eligible Applicant: Clay County Sheriff's Office 901 N. Orange Avenue Green Cove Springs, FL 32043		Project Number (DOE Assigned) 96G-90210-5D001
C) Total Funds Requested: <p style="text-align: center;">\$99,528</p> <hr style="width: 50%; margin: auto;"/> <p style="text-align: center;">DOE USE ONLY</p> Total Approved Project: \$ 99,528.00	D) Applicant Contact & Business Information	
Contact Name: Tina Chatmon, Assistant Chief Fiscal Contact Name: Vicki Adams, Chief Financial Officer		Telephone Numbers: 904-529-6098 904-529-6069
Mailing Address: 901 N. Orange Avenue Green Cove Springs, FL 32043		E-mail Addresses: tchatmon@claysheriff.com vadams@claysheriff.com
Physical/Facility Address:		UEI number: C73VQTB1BMP5 FEIN number: 59-6000555
<h3>CERTIFICATION</h3>		
<p>I, <u>Michelle Cook</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.</p>		
<p>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.</p>		
E) <u>Michelle Cook</u> Signature of Agency Head	<u>Sheriff</u> Title	<u>8.16.24</u> Date

CLAY COUNTY SHERIFF'S OFFICE

Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program

Project Abstract

The Clay County Sheriff's Office (CCSO), in cooperation with the Clay County District Schools (CCDS), will continue the Clay County Sheriff's Office Guardian Program to provide Guardians (School Safety Officers) for the Clay County District Schools.

In 2023, the school district negotiated with the Clay County Sheriff's Office (CCSO) to replace district police, and the school board moved forward with the transition one day after the district police department's contract ended. School District Officers transitioned to CCSO School Resource Officers on July 1, 2024. CCSO has the responsibility for providing security in the forty-three (43) public schools. We have a total of twenty-nine (29) School Resource Officers (sworn CCSO deputies) supported by eleven (11) CCSO law enforcement supervisors.

Additionally, the CCDS will continue to employ and supervise the daily activities of the thirty-two (32) Guardians, who provide support to the School Resource Officers at their assigned schools. During the FY 23-24 grant period, seventeen (17) new guardian candidates successfully completed the required training and became certified. They joined the existing fifteen (15) guardians returning for this new school year for a combined total of three (32) active Guardians.

In the upcoming FY 24-25 grant period, the CCSO requests funds to train 10 new guardians. We hope to be able to increase that number to 25, if additional funds become available. We will also use funds to conduct a firearms requalifying and active shooter training classes for the current active Guardians.

Program Narrative

Program Implementation:

History of the Clay County School Guardian Program:

The Clay County Sheriff's Office (CCSO), in cooperation and coordination with the Clay County District Schools (CCDS), implemented the Clay County Sheriff's Office Guardian Program in June 2018. Currently, the CCDS employs thirty-two (32) guardians who assist with school security in the Clay County's public schools.

On November 2, 2023, the Clay County School Board (CCSB) voted to disband the CCDSPD at the end of the contract and return the school security responsibility to CCSO. On July 1, 2024, CCSO assumed this responsibility and created a School Safety and Youth Services Department. Currently there are a total of twenty-nine (29) School Resource Officers in the department supported by eleven (11) CCSO law enforcement supervisors.

In coordination with CCSO, CCDS will continue the Guardian Program and plan to hire and train additional guardians in FY 24-25. In compliance with legislative changes to F.S.S. 34.15, effective July 1, 2024, CCSO will also provide access to guardian training for local charter and private schools in the County.

Project Design and Continuation:

CCSO will assign a sworn deputy (School Resource Officer) to every public school in the district, and this security will be further enhanced with the thirty-two (32) active School Safety Officers (guardians). This project incorporates Florida's State Board of Education's K-20 Strategic Plan's first goal, *Highest Student Achievement*. In the area of conditions of safe and healthy schools, the project's primary focus is ensuring all schools have a School Resource Officer (sworn CCSO deputy) and additional support from School Safety Officers (guardians). When students, faculty, and staff feel safe in the school setting, it promotes a better environment for learning and interaction at all levels.

The CCSO Training Section will offer training to new guardians during the FY 24-25 grant period. CCSO has the capacity to train a total of twenty-five (25) guardians. Our initial plan is to train ten (10) guardians, with hopes of being able to expand that number to twenty-five (25), if additional funding is available. The first priority is to fill the slots with guardians for CCDS, followed by charter schools and then private schools. For the public schools and charter schools, funds will be used to cover the cost of the one-time \$500 stipend for new guardians, screening costs, instructor time to provide the modified curriculum of the Criminal Justice Standards and Training Commission Law Enforcement basic course as well as materials and supplies for the class. Private school guardian training costs will be handled separately.

We will also use funds to cover the cost of bulletproof vests for guardians, guardian liability insurance, instructor time for the firearms requalification and active assailant training classes for current guardians, along with the materials and supplies for this training.

To become a guardian, the Superintendent of the CCSD requires all candidates to submit to a background check and fingerprinting process. Applicants who successfully complete this screening process must then meet specific screening and training requirements of CCSO, which include:

- Undergo a drug screen test for detection of illegal drug use prior to final approval for participation. The test is performed at a medical laboratory designated by the Sheriff's Office and is in compliance with applicable Florida Statutes;
- Successfully pass a Psychological Evaluation (emotional/psychological fitness examination) conducted and assessed by a licensed psychologist, selected by the Sheriff's Office, to determine the applicant's suitability;
- Successfully complete a 144-hour modified curriculum of the Criminal Justice Standards and Training Commission Law Enforcement basic course with a minimum score of eighty-five percent (85%) on all examinations;
- Successfully complete the Precision Pistol course; and
- Possess a valid Concealed Weapons License prior to the start of their training and have the license in their possession while acting in their capacity as a Sheriff's Guardian Program participant.

The CCSO Training Section maintains a file on each guardian with their training records and firearm inspections. The CCSO Human Resources Section will also continue to maintain a personnel file on each guardian with their initial drug screening and psychological evaluation documents. CCDS will coordinate the guardians' primary campus assignments, backup coverage, and daily supervision.

Continuous Screening/Training/Inspections Requirements:

The CCDS Human Resource section shall ensure that guardians participate in random drug screening as required of regular school district personnel.

The CCDS will continue to ensure that an approved pistol and retention holster is purchased and supplied for CCSO Guardian Program participants. All recommended repairs to the firearms shall be at the expense of the CCDS. Any modifications to the firearm shall require prior approval and secondary inspection by the CCSO Armorer. The CCSO Armorer shall inspect all authorized firearms and ammunition annually.

The CCSO Training Section will ensure that the guardians requalify annually with their approved firearm and verify they all continue to have an active concealed weapon license.

Documentation and Record Retention:

The CCSO Training Section shall maintain the following documentation:

- The make, model, and serial number of the firearms assigned to Sheriff's Guardian Program participants;
- Results of the annual Concealed Weapons License check; and

- Sheriff's Guardian Program participants' certifications, qualifications, inspection, and training records.

The CCSO Human Resources Section shall maintain the following documentation on each participant:

- A record of the initial drug-screening test results; and
- A report of the results of the Psychological Evaluation.

The CCSO Finance Department shall maintain records on the following:

- CCSO Grant applications to fund the program activities;
- Grant award documents for all grant awards; and
- Required grant progress reports and financial reports with supporting documentation.

The CCDS Human Resources Section shall maintain the following documentation on each participant:

- Results of the initial fingerprint results and background check; and
- A record of the random drug-screening test results.

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.

Clay County Sheriff's Office	96G	Michelle Cook, Sheriff
------------------------------	-----	------------------------

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.



8-16-24

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 Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program during the identified project period.

Clay County Sheriff's Office

Sheriff Department



Michelle Cook
Sheriff or Authorized Designee

Date

**FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM 1015**

Clay County Sheriff's Office						
A) Name of Eligible Recipient/Fiscal Agent:						
96G-90210-5D001						
B) DOE Assigned Project Number:						
25A.096						
C) TAPS Number:						
(1) FUNCTION	(2) OBJECT	(3) Account Title and Narrative	(4) FTE POSITION	(5) AMOUNT	(6) % Allocated to This Project	EXPLANATION
	3384	Salaries - Requalifying Instructor Time: Average hourly instructor rate for the Firearms Recertification class and the Active Assallant class for Guardians. Average rate \$36.50 x 80 estimated hours = \$2,920		\$2,920	100%	Funds will be used to cover the cost of instructor time for the annual guardian firearms requalifying and Active Assallant class. We anticipate 80 hours of instructor time will be devoted to this training. The cost is based on an average hourly pay rate, retirement and FICA.
	3384	Special Risk Retirement @ 32.79% (\$957.47)		\$957	100%	
	3384	FICA @ 7.65% (\$223.38)		\$223	100%	
		Total		\$4,101		
	3384	Guardian Training: Criminal Justice Standards and Training Commission LE (modified) course & CCSO Precision Pistol Course		\$24,090	100%	Funds will be used to cover the cost of instructor time for a new Guardian training class. We anticipate that the course will require 660 hours of instructor time and will involve a Lieutenant, Sergeant, Legal Counsel and at least 3 deputies. The cost is based on an average hourly pay rate, retirement and FICA.
		Total		\$7,899	100%	
	3384	Special Retirement \$24,090 x 32.79% = \$7,899.11		\$1,843	100%	
		Total		\$33,832		
	3384	Screening Costs - Psychological Evaluations. Cost per evaluation is \$350 x 10 participants = \$3,500.		\$3,500	100%	Guardian participants will complete psychological evaluation conducted and assessed by a licensed psychologist.
		Total		\$3,500		
	3384	Screening Costs - Drug Testing. The cost will be approximately \$300. (10 x \$30 = \$300).		\$300	100%	Guardians must submit to an initial drug screen to participate in the training. The cost of a 10 panel Drug Screen is \$30
		Total		\$300		
	3384	Liability Insurance for School Guardians - the CCSO must pay for liability insurance for all Guardians. The cost is approximately \$1,033.28 per person x 32 Guardians = \$33,064.96		\$33,065	100%	CCSO must pay liability insurance for the current guardians for FY24-25. There was a slight increase in the premium this year over last year.
		Total		\$33,065		
	3384	One Time Stipend for Guardians - \$500 stipend for 10 new Guardians certified to participate in the program. (10 x \$500 = \$5,000)		\$5,000	100%	As allowed in the grant agreement, we are requesting funds to pay the \$500 stipend for each new guardian.
		Total		\$5,000		
	3384	Materials and Supplies - Firearm Ammunition for CCSO Guardian Recertification Class. The cost will be 20 rounds of 9mm rounds at .75 per round x 32 guardians = \$480. 300 rounds of 9mm 147 gr FMJ at .35 per round x 32 guardians = \$3360. Total will be \$3,840		\$3,840	100%	Guardians must requalify with their firearms annually and there is currently 32 guardians in the program for the FY24-25 school year. These funds will cover the cost of ammunition.
		Total		\$3,840		

3384	<p>Materials and Supplies - Firearm Ammunition for New Guardian Training Class: The cost of ammunition for this training course will be 40 rounds of 9mm Sim rounds at .75 per round x 10 guardians = \$300. The cost of 1500 9mm 1.47 gr ammunition at .35 per round x 10 guardians = \$5,250. Total \$5,550.</p>	100%	\$5,550	<p>Participants must complete a firearms training course prior to being appointed to the position of Guardian. These funds will cover the cost of ammunition for the Pistol Precision Course that is part of the required training.</p>
Total			\$5,550	<p>Range Supplies will be purchased for both the annual requalifying class and the new guardian training class. The supplies include targets, target backing and range supplies (staples, paint, etc). Based on previous range supply purchases, the amount will be \$600.</p>
3384	<p>Materials and Supplies - Range Supplies: Range supplies will be needed for the Requalifying Class and new guardian training class for a total cost of \$600.</p>	100%	\$600	<p>Funds will be used to pay for bullet proof vests for 15 new guardians that just completed training.</p>
Total			\$9,740	
3384	<p>Bullet Proof Vests - Point Blank Hi Lite Level custom vests with 2 carriers at \$649.35 each x 15 guardians = \$9,740.25</p>		\$9,740	
Total			\$9,740	
			D) TOTAL	
			\$9,528	100%
<p align="center">DOE ATTESTATION (Program and Grants Management)</p> <p>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.</p>				



DOE 101S

April 2022

Project Performance Accountability Form

Definitions

- **Scope of Work Tasks and Activities-** The tasks and activities that the grantee is required to perform 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 that services were provided
- **Due Date-** Date for completion of tasks

Scope of Work Tasks/Activities	Deliverables (product or services)	Evidence (verification)	Due Date (completion)
CERTIFICATIONS – The certifications for Guardians will be maintained by the Clay County Sheriff's Office (CCSO)			
Certification and supporting documents in accordance with sections 30.15 and 1006.12, Florida Statutes	Each participant who completes the Guardian training program will receive a Certificate Of Completion.	Copies of the Guardians' Certificate of Completion will be maintained in the Guardians' training file in the CCSO Training Section.	8/31/2025
Concealed Weapon License	Each participant will possess a valid Concealed Weapons License.	Guardians will present their valid Conceal Weapon License to CCSO Training Section staff who will verify that it is valid through NCIC/FCIC annually.	8/31/2025
Survey for Guardian Status	Initial survey completed on active Guardians.	Initial survey to include the proposed number of Guardians, number and type of weapon, type of guardian (school-based employee, teacher, private), and host district name	8/31/2025
SCREENING - All screening will be provided by the Clay County District Schools (CCDS) and the Clay County Sheriff's Office (CCSO)			
Background Screening	Each new guardian candidate will have a background check and be fingerprinted through the CCSD.	A copy of the background screening report will be maintained in the Guardian's personnel file at the CCSD.	8/31/2025
Psychological Evaluation	Each new guardian candidate will undergo an emotional / psychological fitness examination by a licensed psychologist.	A copy of the Psychological Evaluation report will be maintained in the CCSO Human Resources Section.	8/31/2025
Initial Drug Screening Test	Each new guardian candidate will undergo an initial drug screening by the CCSO to detect illegal drug use prior to final approval for participation in the program.	A record of the drug screening test results will be maintained in the CCSO Human Resources Section.	8/31/2025
Random Drug Screening Test	All guardians are subject to random drug screening by the CCDS throughout their participation in the program.	Random Drug Testing will be conducted in accordance with CCDS policies. A record of the drug screening test results will be maintained in the Clay County District School's Human Resources Department.	8/31/2025.
TRAINING – The Clay County Sheriff's Office (CCSO) Training Section will provide the modified curriculum of the Criminal Justice Standards and Training Commission LE course & Precision Pistol Course and the annual requalification training.			

Modified curriculum of the Criminal Justice Standards and Training Commission LE course & Precision Pistol Course	The law enforcement agency providing the training for the new guardian candidates will provide the CCSO Training Section with a copy of the training curriculums for all training provided to the new guardians.	A list of participants who are enrolled and complete in the new guardian training course will be maintained in the CCSO Training Section	
Annual Firearms Requalification	Each participant will be required to requalify with their approved firearm semi-annually.	A copy of the requalifying results will be maintained in the CCSO Training Section.	8/31/2025
Annual Firearms Inspection	Each participant will be required to have their approved pistol and retention holster inspected by the Armorer at the CCSO.	A record of the inspection results will be maintained by the CCSO Training Section.	8/31/2025
Active Assailant Training	Each participant will be required to participate in an Active Assailant Training class.	A copy of the Active Assailant Training hours will be maintained in the CCSO Training Section.	8/31/2025
Survey for Guardian Training	Updated survey completed on active Guardians	Updated survey to include the number of Guardians, number and type of weapon, type of guardian (school-based employees, teacher, private), and host district name of Guardians that have completed the training and have been appointed	8/31/2025