



Florida Department of  
Law Enforcement

Gerald M. Bailey  
*Commissioner*

**Office of Criminal Justice Grants**  
Post Office Box 1489  
Tallahassee, Florida 32302-1489  
(850) 617-1250  
[www.fdle.state.fl.us](http://www.fdle.state.fl.us)

Charlie Crist, *Governor*  
Bill McCollum, *Attorney General*  
Alex Sink, *Chief Financial Officer*  
Charles H. Bronson, *Commissioner of Agriculture*

July 21, 2009

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JUL 27 2009

Ms. Brenda Quattlebaum  
Coordinator  
Lake County Board of Commissioners  
Post Office Box 7800  
Tavares, Florida 32778

Dear Ms. Quattlebaum:

The Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants, received a Certificate of Participation from Lake County. The form indicates that you have been selected as the county coordinator for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

Allocations for the JAG funds must be used for one of the seven federal purpose areas. Please note that the available state purpose areas and program objectives have changed significantly from prior years as have the instructions. Applicants should carefully read and follow the instructions when completing the application.

Also, letters from at least 51 percent of the local units of government representing at least 51 percent of the county population must be submitted with the hard copies of the application for funding.

Please refer to <http://www.fdle.state.fl.us/Content/Grants/jagc.aspx> for instructions regarding the application process along with purpose areas and a sample 51 percent letter. **Please distribute the above information to your applicants as soon as possible.**

Recipients must apply on-line using FDLE's grant management system, Subgrant Information Management On-Line (SIMON). SIMON can be accessed at <http://simon.fdle.state.fl.us>. Application completion will require an announcement code which is a security feature allowing access to the application. The announcement code is **JAGC0910**. Note that this code will be activated on July 17, 2009. Application completion will not be possible without the announcement code. To assist you in

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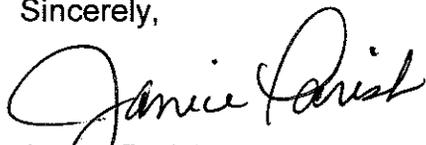
completing this application a user manual and a video guide are available on-line. The deadline for this on-line submission is **August 21, 2009 at 5:00 p.m.** at which time the announcement code will be deactivated.

In addition to the on-line submission, recipients must print out the completed application and required certifications and submit two hard copies (with original signatures) by **August 28, 2009** to:

Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
2331 Phillips Road  
Tallahassee, Florida 32308  
Attention: Clayton H. Wilder, Administrator

Our office is available for any assistance needed Monday through Friday, 8:00 a.m. – 5:00 p.m. EDT. For issues relating to SIMON, call (850) 617-1250 and ask for the SIMON Help Desk; otherwise, please give me a call.

Sincerely,



Janice Parish  
Planning Manager

JP/ajm