

Agenda Item No.

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: September 11, 2007 [x] Consent [] Regular
[] Ordinance [] Public Hearing

Department:
Submitted By: Palm Beach County Sheriff's Office
Submitted For: Palm Beach County Sheriff's Office

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: (A) Ratify the Chairperson's signature on the Drug Farm Phase II Enhancement grant award in the amount of \$50,000 for the period of July 01, 2007 through June 30, 2008; (B) Approve a budget amendment in the amount of \$50,000 increasing the Sheriff's Grant fund (Fund 1152).

Summary: The purpose of the program is to assist units of local government to develop and implement residential substance abuse treatment programs in local correctional facilities in which prisoners are incarcerated from a period of time sufficient to permit substance abuse treatment. The Phase II segment of the Sheriff's Drug Farm will benefit from this continued funding by enhancing the treatment parameters to include: Domestic Violence Reduction, Anger and Stress Management, Effective Parenting, and Job Skills Enhancement. The PBSO will exceed the 25% match requirement by providing \$73,615 through its approved operating budget. No additional positions are needed and no County funds are required in FY 2007 or FY 2008. Countywide. (DW)

Background and Justification: The Palm Beach County Sheriff's Office Drug Farm was established in 1990. The Drug Farm offers three phases of treatment. Phase I consists of a 30 day eligibility screening process coupled with drug education. Phase II is the actual Drug Farm program, which lasts up to 12 months. Phase III offers life skill classes that are provided through a service contract with the Drug Abuse Foundation. The State of Florida Department of Law Enforcement (FDLE) awards funding under the Residential Substance Abuse Treatment for State Prisoners (RSAT) grant program to units of local government that have correctional facilities which house prisoners for a time period sufficient to accommodate substance abuse treatment. The time period specified by the State is no less than 6 months, and no longer than 12 months. The enhancement of services provided by the Sheriff's Drug Farm has been accepted by the Florida Department of Law Enforcement (FDLE) as meeting the criteria of the grant through the awarding of the grant. The Catalog of Federal Domestic Assistance (CFDA) Number for this program is 16.593 and the contract number is 2008-RSAT-PALM-1-Q8-002. The grant period is July 01, 2007 through June 30, 2008

Attachments:

- 1. Budget Amendment
- 2. Sub-grant Award Certificate
- 3. Application

=====

RECOMMENDED BY: [Signature] DEPARTMENT DIRECTOR DATE 9/4/07

APPROVED BY: [Signature] ASSISTANT COUNTY ADMINISTRATOR DATE 9/10/07

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2007	2008	2009	2010	2011
Capital Expenditures					
Operating Costs	\$ 30,905	\$ 92,710			
External Revenues	(\$ 12,500)	(\$ 37,500)			
Program Income					
(County)					
In-Kind Match (County)					
Net Fiscal Impact	\$18,405	\$ 55,210			
# Additional FTE					
Positions	0	0			
(Cumulative)					

Is Item Included in Current Budget: YES _____ NO X

Budget Account No.: Fund _____ Agency _____ Org _____ Object _____
 Reporting Category _____

B. Recommended Sources of Funds / Summary of Fiscal Impact:

The Residential Substance Abuse Treatment for State Prisoners (RSAT) program funds this grant. Funds are passed through the Florida Department of Law Enforcement to local units of government. The grant match will be provided by the PBSO operating budget.

Residential Substance Abuse Treatment for State Prisoners			
	FY 2007	FY 2008	Total
Federal Funds	12,500	37,500	50,000
PBSO General Fund (Match)	18,405	55,210	73,615
Total	30,905	92,710	123,615

III REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

Jim Ork 9-6-07
 9/6/07 OFMB
 DM 9-6-07 CN 9/5/07

John P. White for JS
 Contract Administration 9/7/07

B. Legal Sufficiency:

[Signature] 9/7/07
 Assistant County Attorney

**This item complies with current
 County policies.**

C. Other Department Review:

 Department Director

07- 1375

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

BGEX-160-090507-2218
BGRV-160-090507-046

Use this form to provide budget for items not anticipated in the budget.

FUND 1152 SHERIFF'S GRANTS FUND

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED	REMAINING BALANCE
Revenues								
<u>Drug Farm Phase II 2007</u>								
160-2104-3129	Federal Grant - Other Public Safety	0	0	50,000	0	50,000		
TOTAL FUND REVENUES		\$36,270	\$4,809,677	\$50,000	\$0	\$4,859,677		
Expenditures								
<u>Drug Farm Phase II 2007</u>								
160-2104-9498	Transfer to Sheriff Fund	0	0	50,000	0	50,000		
TOTAL EXPENDITURES		\$36,270	\$4,809,677	\$50,000	\$0	\$4,859,677		

Palm Beach County Sheriff's Office

Signatures

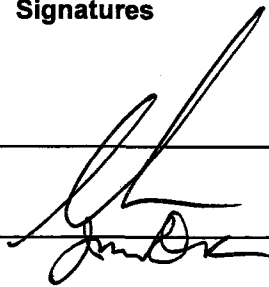
Date

By Board of County Commissioners
At Meeting of September 11, 2007

INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted



 9/4/07
 9-6-07

 Deputy Clerk to the
 Board of County Commissioners

9/6/07



County Administration

P.O. Box 1989
West Palm Beach, FL 33402-1989
(561) 355-2030
FAX: (561) 355-2030
www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

Addie L. Greene, Chairperson

Jeff Koons, Vice Chair

Karen T. Marcus

Mary McCarty

Burt Aaronson


Jess R. Santamaria

County Administrator

Robert Weisman

"An Equal Opportunity
Affirmative Action Employer"

TO: Chairperson Addie L. Greene
Board of County Commissioners

FROM: Vincent J. Bonvento 
Assistant County Administrator

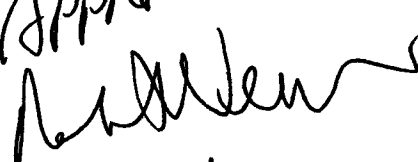
DATE: August 15, 2007

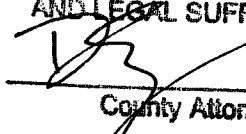
RE: Grant Award

I have attached the acceptance of the sub-grant award for the residential substance abuse treatment grant for your signature. The Sheriff's Office had applied for this grant to assist in their residential substance abuse treatment program.

If you have any questions, please do not hesitate to contact me at 355-3260.

VJB/jmt
Attachment

Approved

8/16/07

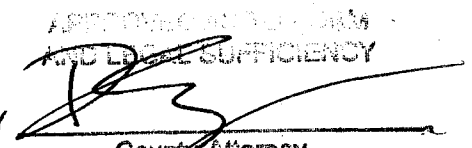
APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY  7/10/07
County Attorney

State of Florida
Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida 32308

CERTIFICATION OF ACCEPTANCE OF SUBGRANT AWARD

The subgrantee, through its authorized representative, acknowledges receipt and acceptance of subgrant award number 2008-RSAT-PALM-1-Q8-002, in the amount of \$ 50,000.00, for a project entitled, PALM BEACH SHERIFF'S OFFICE-DRUG FARM PHASE II, for the period of 07/01/2007 through 06/30/2008, in accordance with the statement of work contained in the subgrant application, and subject to the Florida Department of Law Enforcement's Conditions of Agreement and any special conditions governing this subgrant.


Signature of Subgrantee's Authorized Official


COUNTY ATTORNEY
AND LEGAL SUFFICIENCY
BY
County Attorney

Typed Name and Title of Official

Date of Acceptance



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

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

JUL 23 2007

The Honorable Addie Greene
Chairperson
Palm Beach County Board of Commissioners
301 North Olive Avenue
West Palm Beach, FL 33401

Re: Contract No. 2008-RSAT-PALM-1-Q8-002

Dear Chairperson Greene:

The Florida Department of Law Enforcement is pleased to award a Residential Substance Abuse Treatment for State Prisoners grant in the amount of \$ 50,000.00 to your unit of government.

A copy of the approved subgrant application with the referenced contract number is enclosed for your file. All correspondence with the Department should always refer to the project number and title.

Your attention is directed to the Standard Conditions of the subgrant. These conditions should be reviewed carefully by those persons responsible for project administration to avoid delays in project completion and costs reimbursements.

The enclosed Certification of Acceptance should be completed and returned to the Department within 30 calendar days from the date of award. This certificate constitutes official acceptance of the award and must be received by the Department prior to the reimbursement of any project expenditures.

The Honorable Addie Greene
Page Two

We look forward to working with you on this project. If we can be of further assistance, please contact Martha McWilliams at 850/410-8700.

Sincerely,


Clayton H. Wilder
Administrator

CHW/MKM/dh

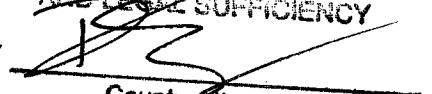
Enclosures

State of Florida
Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida 32308

CERTIFICATION OF ACCEPTANCE OF SUBGRANT AWARD

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Signature of Subgrantee's Authorized Official

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY 
County Attorney

Typed Name and Title of Official

Date of Acceptance

State of Florida
Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida 32308

SUBGRANT AWARD CERTIFICATE

Subgrantee: Palm Beach County Board of Commissioners

Date of Award: 7-23-07

Grant Period: From: 07/01/2007 TO: 06/30/2008

Project Title: PALM BEACH SHERIFF'S OFFICE-DRUG FARM PHASE II

Grant Number: 2008-RSAT-PALM-1-Q8-002

Federal Funds: \$ 50,000.00

BGMTF Funds:

State Agency Match:

Local Agency Match: \$ 73,615.00

Total Project Cost: \$ 123,615.00

Program Area: 0001 : Residential Substance Abuse Treatment

Award is hereby made in the amount and for the period shown above of a grant under Title IV of the Violent Crime Control and Law Enforcement Act of 1994, P.L. 103-322, as amended, to the above mentioned subgrantee and subject to any attached standards or special conditions.

This award is subject to all applicable rules, regulations, and conditions as contained in the Financial and Administrative Guide for Grants, Office of Justice Programs, Common Rule for State and Local Governments and A-87, or OMB Circulars A-110 and A-21, in their entirety. It is also subject to such further rules, regulations and policies as may be reasonably prescribed by the State or Federal Government consistent with the purposes and authorization of P.L. 103-322, as amended.

SUBGRANT AWARD CERTIFICATE (CONTINUED)

This grant shall become effective on the beginning date of the grant period provided that within 30 days from the date of award, a properly executed Certification of Acceptance/ Request for Payment is returned to the department.

Clayton H. Wilder
Authorized Official
Clayton H. Wilder
Administrator

7-23-17
Date

() This award is subject to special conditions (attached).

Application for Funding Assistance

Florida Department of Law Enforcement
Residential Substance Abuse Treatment

Section 1: Administration

Subgrant Recipient

Organization Name: Palm Beach County Board of Commissioners

County: Palm Beach

Chief Official

Name: Addie Greene
Title: Chairperson
Address: 301 North Olive Avenue
City: West Palm Beach
State: FL Zip: 33401
Phone: 561-355-2207 Ext:
Fax: 561-355-3990
Suncom:
Email: Agreene@pbcgov.com

Chief Financial Officer

Name: Carter Hammer
Title: Chief Financial Officer
Address: 301 North Olive Avenue
City: West Palm Beach
State: FL Zip: 33401
Phone: 561-355-6845 Ext:
Fax: 561-355-6727
Suncom:
Email: CHammer@pbcgov.com

RECEIVED

JUN 13 2007

OFFICE OF
CRIMINAL JUSTICE GRANTS

Application for Funding Assistance

Florida Department of Law Enforcement
Residential Substance Abuse Treatment

Section 1: Administration

Implementing Agency

Organization Name: Palm Beach County Sheriff's Office
County: Palm Beach

Chief Official

Name: Ric Bradshaw
Title: Sheriff
Address: 3228 Gun Club Road
City: West Palm Beach
State: FL **Zip:** 33406
Phone: 561-688-3021 **Ext:**
Fax: 561-688-3033
Suncom:
Email: bradshawr@pbsso.org

Project Director

Name: David Gillert
Title: Project Director
Address: 3228 Gun Club Road
City: West Palm Beach
State: FL **Zip:** 33406
Phone: 561-688-4952 **Ext:**
Fax: 561-688-4959
Suncom:
Email: gillertd@pbsso.org

Application for Funding Assistance

Florida Department of Law Enforcement
Residential Substance Abuse Treatment

Section 2: Project Overview

General Project Information

Project Title: PALM BEACH SHERIFF'S OFFICE-DRUG FARM PHASE II
Project Sequence No: 1
Subgrant Recipient: Palm Beach County Board of Commissioners
Implementing Agency: Palm Beach County Sheriff's Office
Project Start Date: 7/1/2007 **End Date:** 6/30/2008

Problem Identification

The correlation between substance abuse and criminal behavior has been cited and consistently substantiated in the research literature. The most evident link between substance abuse and criminal behavior is that the use, possession, or sale of drugs is illegal. Substance abuse is also related to impairments in judgment and behavioral control that contribute to a variety of offenses including all forms of interpersonal violence such as assault and domestic violence. Also, individuals with addictive disorders may engage in many personal and property crimes in order to sustain their drug lifestyle.

In light of this, effective treatment of substance abuse disorders in the offender population is of critical importance. The involvement of the offender in the criminal justice system provides a unique opportunity for intervention. The aftermath of chronic substance abuse leaves offenders sick emotionally, mentally, spiritually and physically. All of these areas of malady must be addressed to help rebuild the offenders potential as a productive citizen.

Specialized treatment programs within the criminal justice system can greatly benefit offenders by providing alternatives other than alcohol or drug abuse as a method of coping with stress. Mandated or coerced participation has been shown to result in increased treatment retention, an important predictor of positive outcomes.

To provide this special needs population with the building blocks necessary to become productive members of society, offenders need to develop a sense of community, feel supported, take constructive personal risks, alter erroneous life perceptions, accept the correlation between substance abuse and criminal behavior and develop life-enhancing skills.

In Palm Beach County, approximately 85% of all bookings into a correctional facility are for drug or drug related offenses. To that end, the Palm Beach Sheriffs Office (PBSO) created the Substance Abuse Awareness Program (SAAP) in a collaborative effort with the State Attorneys Office, Public Defenders Office, the Judiciary, Clerk of the Courts, and the Department of Corrections Probation and Parole Division, to encourage and support the process of recovery from substance abuse. SAAP was developed between 1990 and 1993 to provide a continuum of treatment alternatives to traditional incarceration for drug and alcohol addicted offenders at all levels of the criminal justice system. Treatment services for offenders are provided by a consortium of local substance abuse treatment providers.

This consortium developed the comprehensive plan for the provision of treatment services that range from basic drug education to intensive residential treatment for individuals who enter any of the five SAAP Programs which include 1) the Weekend Civil Drug Court, 2) Treatment Release Program (TRP), 3) In Jail Drug Intervention, 4) In Jail Freelance Drug Education, and 5) the Sheriffs Drug Farm Program. Each program has its unique eligibility requirements, treatment modalities, intervention participation time,

Application for Funding Assistance

Florida Department of Law Enforcement
Residential Substance Abuse Treatment

Section 2: Project Overview

benefits for participation and consequences for non-compliance.

The Palm Beach Sheriffs Office is requesting continuation grant funds to enhance the Sheriffs Drug Farm Phase II Program. The Drug Farm is a structured, military-style intensive therapeutic treatment program within a minimum-security jail setting. This unique therapeutic community subscribes to a holistic approach which promotes cognitive, behavioral, social, academic, and vocational skills development. The Drug Farms long-term goal is for participants to return to society as self-sufficient productive citizens who are no longer trapped by their addiction to illegal substances.

Project Summary

The Drug Farm program operates in four distinct phases: Phase I consists of a 30 day eligibility screening process coupled with the preparatory drug education intended to ease the transition into the intensive therapy and boot camp environment. Phase II is the actual Drug Farm program, which lasts up to 12 months. Phase III consists of up to a four month residence in a halfway house intended to reintegrate Phase II graduates back into the community; and Phase IV is the aftercare component, where individuals are required to continue with regular AA/NA meetings and obtain employment. Individuals enter the Drug Farm as part of an agreed-upon disposition to a non-violent drug related crime and are sentenced to the program by a county or circuit court judge. Participants are required to remain in the Drug Farm program for a minimum of 6 months to a maximum of 12 months. Drug Farm participants are segregated from the general population (separate housing, dining and recreational facilities) and are offered a supportive clinical setting that promotes a personal recovery process. Upon acceptance to the Drug Farm program, an individual treatment plan with aftercare services is developed which outlines the participants treatment goals and objectives.

The following intervention/services are provided: 1) 12 Step Program follows therapeutic methods, utilized by Alcoholics Anonymous/Narcotics Anonymous for a structured recovery; 2) Individual Counseling is provided to each resident to address individualized concerns and methods of recovery and meet regularly with a primary therapist for individualized treatment and goal planning; 3) Group Counseling is conducted by a primary therapist with resident peers. The objective is that residents learn to help one another with the recovery process; 4) Drug Testing is administered randomly by State Probation and Drug Farm staff and monthly urinalyses are conducted using the Roche On-Track Drug Test System. Staff is trained on proper administration and testing protocols. Positive tests will result in expulsion from the program; 5) Family Counseling promotes a functional family system and mechanism of mending wounds inflicted by substance use and abuse. The objective is that family members will engage in the participants recovery and that reconciliation will occur between the participant and his/her family members; 6) Mentoring partners are assigned to each new Drug Farm resident participant for the first 30 days of their residency. The objective is to ensure that each participant has a personal relationship with a specific individual who will help the new participant adjust to the program and buy in to the entire program; 7) Work Activities are assigned to each resident participating in the Drug Farm Program. Success is achieved when each participant successfully performs his or her part of required work; 8) Structured Leisure Time or Recreation consists of board games, horseshoes, art therapy, basketball, relaxation techniques, woodshop and bicycle repair. The objective is to ensure that residents learn pro-social and acceptable methods to occupy their leisure time; and 9) Aftercare Services are provided to each Drug Farm resident during the final 4 months of a Drug Farm residency. A case manager prepares the resident for the transition from an institutional to a community setting. While residing in the halfway

Application for Funding Assistance

Florida Department of Law Enforcement
Residential Substance Abuse Treatment

house, participants must obtain employment and follow the probationary guidelines established by the judiciary. He/she must continue participation in group counseling and involvement with AA/NA meetings. Residents and their therapist develop treatment plans with targeted completion dates. Once the resident has achieved the level of independent living, he/she moves out of the halfway house into independent living.

RSAT funds are being requested to continue the successful Drug Farm Phase II Life Skills Program with a new job readiness component for those participants who are ready to graduate into Phase III of the program. The life skills classes are provided through a service contract with the Drug Abuse Foundation (DAF) which employs three full time therapists who are required to hold a minimum BA degree plus have at least one year of related work experience. Participants will continue to benefit from the following life skills classes: 1) Domestic Violence Reduction focuses on tearing down the defenses and encourages participants to retrospectively and introspectively consider the ways their addictions have affected relationships. The objective is to minimize the incidents of domestic violence and monitor the extent of forgiveness obtained by the resident from his/her family. Success is measured through feedback from family members during counseling sessions; 2) Anger Management utilizes a lecture series that address methods of healing wounds and restructuring the resident's belief system. The objective is to teach residents how to handle their anger in socially acceptable ways without resorting to violence or substance abuse. Success is measured by residents demonstrating methods learned to control anger in role play situations and feedback obtained during counseling sessions; 3) Parenting Training provides the foundation of knowledge and skills needed for residents to start changing their parental attitudes and behaviors. The objective is that residents will reestablish positive relationships with their children and that this relationship will become a motivating factor in the residents life to compel him/her to remain substance free. Success is measured through feedback obtained during counseling sessions and input from both the participant and his/her child(ren); and 4) Job Skills Development teaches participants how to make positive presentations while interviewing for a job (i.e. appropriate dress, attitude and responses to interview questions). The objective is that every participant will be gainfully employed during Phase III of the program and that this employment will carry forward upon full transition back to the community.

Recognizing that obtaining and sustaining gainful employment is critical to the recovery efforts of our participants, we are proposing to add a new component to the Job Skills Development module which will include an individual assessment for 35 targeted participants who are ready to graduate to Phase III.

The new Job Readiness Component will include: 1) an individualized assessment to determine the participants level of education and skills, their interests, their understanding of the principles of successful employment, and their readiness. It will identify areas of need for the participant to obtain employment through an employment readiness checklist to include: Valid Florida Drivers License or ID; Visa/Green Card/Passport, Birth Certificate, Address, Social Security Card, Transportation, Career interests, Resume, Dress Code, Interview Skills, Vocational Skills, GED/Educational Attainment, Employment Application techniques and Employment References; 2) Participation in Employment Readiness Workshops which will teach the participant: a) About Potential Career Interests, b) How to Write a Resume, c) How to Complete an Employment Application, d) Proper Dress and Hygiene, e) Interviewing Skills, and f) How to Perform Job Searches through the Internet, 3) Videotaped Mock Job Interview sessions so that both the counselor and participant could critique the interview and suggest areas

Application for Funding Assistance

Florida Department of Law Enforcement
Residential Substance Abuse Treatment

for improvement; and 4) Linkage to prospective employers through our local Work Force Development Job Bank. Through RSAT funding, we expect 88% of the participants will successfully complete Phase II and 85% will complete the aftercare program. We will continue to collect data to measure success of the life skills program and the new Job Readiness Component and the objectives required by the grant. We will seek local financial support if RSAT funds are no longer available.

Application for Funding Assistance

Florida Department of Law Enforcement
Residential Substance Abuse Treatment

Section 3: Performance

General Performance Info:

Performance Reporting Frequency: Quarterly

Federal Purpose Area: 0001 - Residential Substance Abuse Treatment

State Purpose Area: 0001 - Residential Substance Abuse Treatment

Activity Description

Activity: Domestic Violence Reduction
Target Group: Adult Females
Geographic: State of Florida
Location Type: Jail

Address(es) :

Palm Beach County Sheriff's Office Stockade
673 FairGrounds Road
West Palm Beach , FL 33411

Activity Description

Activity: Domestic Violence Reduction
Target Group: Adult Males
Geographic: State of Florida
Location Type: Jail

Address(es) :

Palm Beach County Sheriff's Office Stockade
673 FairGrounds Road
West Palm Beach , FL 33411

Activity Description

Activity: Impulse/Anger Control
Target Group: Adult Males
Geographic: State of Florida
Location Type: Jail

Address(es) :

Application for Funding Assistance

Florida Department of Law Enforcement
Residential Substance Abuse Treatment

Section 3: Performance

Palm Beach County Sheriff's Office Stockade

673 FairGrounds Road
West Palm Beach , FL 33411

Activity Description

Activity: Impulse/Anger Control
Target Group: Adult Females
Geographic: State of Florida
Location Type: Jail

Address(es) :

Palm Beach County Sheriff's Office Stockade
673 FairGrounds Road
West Palm Beach , FL 33411

Activity Description

Activity: Job Skills Development
Target Group: Adult Males
Geographic: State of Florida
Location Type: Jail

Address(es) :

Palm Beach County Sheriff's Office Stockade
673 FairGrounds Road
West Palm Beach , FL 33411

Activity Description

Activity: Job Skills Development
Target Group: Adult Females
Geographic: State of Florida
Location Type: Jail

Address(es) :

Palm Beach County Sheriff's Office Stockade
673 FairGrounds Road
West Palm Beach , FL 33411

Application for Funding Assistance

Florida Department of Law Enforcement
Residential Substance Abuse Treatment

Section 3: Performance

Activity Description

Activity: Parenting Training
Target Group: Adult Males
Geographic: State of Florida
Location Type: Jail

Address(es) :

Palm Beach County Sheriff's Office Stockade
673 FairGrounds Road
West Palm Beach , FL 33411

Activity Description

Activity: Parenting Training
Target Group: Adult Females
Geographic: State of Florida
Location Type: Jail

Address(es) :

Palm Beach County Sheriff's Office Stockade
673 FairGrounds Road
West Palm Beach , FL 33411

Objectives and Measures

Objective 0001 - To continue to fund previously funded RSAT beds during this grant cycle.

Measure: 0001

Specify the number of previously funded RSAT beds continued during this grant cycle.

Goal: 114

Objective 0002 - To provide treatment beds with RSAT funds during this grant cycle.

Measure: 0002

Specify the number of new treatment beds added with RSAT funds during this grant cycle.

Goal: 0

Application for Funding Assistance

Florida Department of Law Enforcement
Residential Substance Abuse Treatment

Section 3: Performance

Objective 0003 - To enhance RSAT treatment beds previously funded through other sources.

Measure: 0003

Specify the number of treatment beds previously funded through other sources to be enhanced with RSAT during this grant cycle.

Goal: 114

Objective 0004 - To maintain adequate sentencing so that a minimum of 6 months and a maximum of 12 months of residential treatment is provided to each participant during this grant cycle.

Measure: 0004

State the anticipated average length of stay (in days) for those who will complete the residential program during this grant cycle.

Goal: 261

Objective 0005 - To provide a minimum of six months and a maximum of 12 months of residential treatment services to each participant during this grant period.

Measure: 0005

Specify the number of days residential treatment services are to be provided during the grant period.

Goal: 365

Objective 0006 - To make aftercare treatment available to offenders completing the RSAT program.

Measure: 0006

Specify the anticipated number of days aftercare will be provided to offenders completing the RSAT program.

Goal: 365

Objective 0007 - To enroll adult male offenders into the RSAT program during the grant cycle.

Measure: 0007

Specify the anticipated number of adult male offenders who will enter the RSAT program during the grant cycle.

Goal: 103

Objective 0008 - To enroll adult female offenders into the RSAT program during the grant cycle.

Measure: 0008

Specify the anticipated number of adult female offenders who will enter the RSAT program during the grant cycle.

Application for Funding Assistance

Florida Department of Law Enforcement
Residential Substance Abuse Treatment

Section 3: Performance

Goal: 11

Objective 0015 - To successfully treat RSAT participants enrolled in the residential program during the grant cycle.

Measure: 0015

Specify the anticipated number of successful RSAT completions during the grant cycle.

Goal: 100

Objective 0016 - To maintain records of offenders that dropped out of the residential program during the grant cycle.

Measure: 0016

Specify the anticipated number of offenders who will drop out of the residential program during the grant cycle.

Goal: 15

Objective 0017 - To maintain records of offenders that were terminated from the residential program during the grant cycle.

Measure: 0017

Specify the anticipated number of offenders who will be terminated from the residential program during the grant cycle.

Goal: 15

Objective 0018 - For RSAT completions to successfully complete the aftercare program.

Measure: 0018

Specify the anticipated number of RSAT completions who will successfully complete the aftercare program during the grant cycle.

Goal: 85

Objective 0019 - To maintain records of offenders that dropped out of the aftercare program during the grant cycle.

Measure: 0019

Specify the anticipated number of offenders who will drop out of the aftercare program during the grant cycle.

Goal: 15

Objective 0020 - To maintain a reasonable and consistent average cost per day for the RSAT program during the grant cycle.

Measure: 0020

State the anticipated average cost per day for the RSAT program during the

Application for Funding Assistance

Florida Department of Law Enforcement
Residential Substance Abuse Treatment

Section 3: Performance

grant cycle.
Goal: 2637

Objective 0022 - For RSAT completions to remain drug-free during the residential program.

Measure: 0022
Of the number of RSAT completions, specify the anticipated number who will remain drug-free during the residential program.
Goal: 100

Objective 0025 - To fund RSAT beds during the grant cycle.

Measure: 0025
Specify the number of RSAT beds to be funded during this grant cycle.
Goal: 114

Objective 0026 - To keep RSAT participants separate and apart from the general population of the facility.

Measure: 0026
Specify the manner in which the RSAT participants are to be kept separate and apart from the general population of the facility during the grant cycle.
Goal: RSAT participants will be living in a self-contained intensive therapeutic community, located within the Palm Beach Sheriff's Stockade, which is a minimum-security jail facility. A fence perimeter separates and segregates RSAT participants from the general inmate population.

Objective 0027 - To provide adequate treatment activities to be carried out during the grant period.

Measure: 0027
List the treatment activities to be carried out during the grant cycle.
Goal: Domestic Violence, Anger/Stress Management, Parental Skills Training, Job Development and Job Readiness Enhancement services, daily supervision of work activities, 12 Step Program, group counseling, family counseling, mentoring services, and aftercare services.

Objective 0030 - To be in accordance with federal and state licensure laws.

Measure: 0030
Specify the entity issuing licensure for RSAT services rendered during the grant cycle.
Goal: Florida Department of Children and Families

Application for Funding Assistance

Florida Department of Law Enforcement
Residential Substance Abuse Treatment

Section 3: Performance

Objective 0031 - To maintain notable progress throughout the life of the grant.

Measure: 0031

Specify the progress anticipated to occur in the RSAT program during the grant cycle.

Goal: We anticipate that RSAT participants will continue to benefit from the life skills classes and new job readiness component and 100 participants will graduate from Phase II-Drug Farm Residential Program to Phase III-Community Setting/Halfway House component and eventually maintain their drug-free lifestyle through aftercare supportive services.

Objective 0032 - To employ an adequate number of sufficiently trained and licensed staff to render RSAT services during the grant cycle.

Measure: 0032

Specify the title(s) and anticipated date of hire for each grant funded position to be filled during the grant cycle.

Goal: The Palm Beach Sheriff's Office will sub-contract with the Drug Abuse Foundation who will employ three full-time therapists to deliver the life skills classes and job readiness component. The date of hire will occur prior to July 1, 2007.

Objective 0033 - To perform drug testing of all RSAT participants during the grant cycle.

Measure: 0033

Specify the frequency and type of drug testing to be performed during the grant cycle. State the sanction imposed for positive tests.

Goal: RSAT participants are tested randomly by the State Probation and Drug Farm staff and monthly urinalysis are conducted using the Roche On-Track Test System.

Application for Funding Assistance

Florida Department of Law Enforcement
Residential Substance Abuse Treatment

Section 4: Financial

General Financial Info:

Note: All financial remittances will be sent to the Chief Financial Officer of the Subgrantee Organization.

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

SAMAS / Vendor Number: 596000785

Budget:

Budget Category	Federal	Match	Total
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$50,000.00	\$73,615.00	\$123,615.00
Expenses	\$0.00	\$0.00	\$0.00
Operating Capital Outlay	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
-- Totals --	\$50,000.00	\$73,615.00	\$123,615.00
Percentage	40.4481	59.5518	100.0

Project Generated Income:

Will the project earn project generated income (PGI) ? No

Application for Funding Assistance

Florida Department of Law Enforcement
Residential Substance Abuse Treatment

Section 4: Financial (cont.)

Budget Narrative:

I. Contractual Services:

The Palm Beach Sheriff's Office will sub-contract with the Drug Abuse Foundation (DAF) to deliver the Drug Farm Phase II Life Skills Program and Job Readiness Component as outlined in the Program Narrative.

Payment for services will be based on a unit-cost budget as follows:

1. Life Skills Classes= 114 Participants x 401.5 hours x \$2.5/Hr=\$114,427.5
2. Job Readiness Component= 35 Participants x 105 hours x \$2.5/Hr=\$9,187.5

Total Project Cost=\$123,615

Federal Request= \$50,000

Cash Match= \$73,615

The Palm Beach Sheriff's Office will use ad valorem funds for the cash match.

Application for Funding Assistance

Florida Department of Law Enforcement
Residential Substance Abuse Treatment

Section 4: Financial

Section Questions:

Question: Identify specific sources of matching funds.

Answer: The Palm Beach County Sheriff's Office General Fund

Question: Indicate the Operating Capital Outlay (OCO) dollar threshold established by the subgrantee.

Answer: 1000

Question: Are indirect costs included in the budget? If so, has a copy of the subgrantee's Indirect Cost Plan approved by the cognizant federal agency, been submitted to the OCJG?

Answer: No

Question: If a contract for contractual services will be executed by the subgrantee, has a copy been received by the OCJG?

Answer: Yes

Question: If salaries and benefits are included in the budget, is there a net increase in personnel?

Answer: No

Question: Will the project earn Program Generated Income?

Answer: No

Question: Will the applicant be requesting an advance of federal funds?

Answer: No

Standard Conditions

Conditions of agreement requiring compliance by units of local government (subgrant recipients), implementing agencies and state agencies upon signed acceptance of the subgrant award appear in this section and will become binding upon approval of this subgrant. Failure to comply with provisions of this agreement will result in required corrective action up to and including project costs being disallowed.

All persons involved in or having administrative responsibility for the subgrant must read these conditions. This Section must be returned as part of the completed application.

Definitions:

"Department", unless otherwise stated, refers to the Florida Department of Law Enforcement.

"Recipient" refers to the governing body of a county that performs criminal justice functions as determined by the U.S. Secretary of the Interior, and includes an "Implementing Agency" which is a subordinate agency of a county or an agency under the direction of an elected official (for example, Sheriff).

1. Reports

A. Project Progress Reports:

Regardless of whether project activities occur or not, the recipient must submit Quarterly Project Progress Reports to the Office of Criminal Justice Grants (OCJG) by February 1, May 1, August 1, and November 1 covering subgrant activities occurring during the previous calendar quarter. In addition, if the subgrant award period is extended beyond the "original" project period, additional Quarterly Project Progress Reports shall be submitted.

B. Financial Reports:

- (1) The recipient shall have the choice of submitting either Monthly or Quarterly Reimbursement Requests to the OCJG. All Reimbursement Requests are due thirty-one (31) days after the end of the reporting period. A final Reimbursement Request and a Criminal Justice Contract (Financial) Closeout Package shall be submitted to the OCJG within forty-five (45) days of the subgrant end date. Such Reimbursement Requests shall be distinctly identified as "final".
- (2) Regardless of whether costs are incurred or not, all claims for reimbursement of recipient costs shall be submitted on the Reimbursement Request forms prescribed and provided by the OCJG. A recipient shall submit either monthly or quarterly reimbursement requests in order to report current project costs. Reports are to be submitted even when no reimbursement is being requested.
- (3) Before the "final" Reimbursement Request will be processed, the recipient must submit to the OCJG all outstanding project performance reports and

must have satisfied all special conditions. Failure to comply with the above provisions shall result in forfeiture of reimbursement.

- (4) The recipient shall submit Quarterly Project Generated Income Reports to the OCJG by February 1, May 1, August 1, and November 1, covering subgrant project generated income and expenditures occurring during the previous quarter.

C. Other Reports:

The recipient shall submit other reports as may be reasonably required by the OCJG.

2. Fiscal Control and Fund Accounting Procedures

- A. The recipient shall establish fiscal control and fund accounting procedures that assure proper disbursement and accounting of subgrant funds and required non-federal expenditures. All funds spent on this project shall be disbursed according to provisions of the project budget as approved by the OCJG.
- B. All expenditures and cost accounting of funds shall conform to the requirements of the Office of Justice Programs' *Financial Guide*, U.S. Department of Justice *Common Rule for State and Local Governments*, and those specified in the federal Office of Management and Budget (OMB) *Circulars A-21, A-87, A-110 or A-102*, as applicable, in their entirety.
- C. All funds not spent according to this agreement shall be subject to repayment by the recipient.

3. Compliance with "Consultant's Competitive Negotiation Act"

The recipient, when applicable, agrees to satisfy all requirements provided in Section 287.055, F.S., known as the "Consultant's Competitive Negotiation Act".

4. Approval of Consultant Contracts

The OCJG shall review and approve in writing all consultant contracts prior to employment of a consultant. Approval shall be based upon the contract's compliance with requirements found in the Office of Justice Programs' *Financial Guide* and in applicable state statutes. The OCJG's approval of the recipient agreement does not constitute approval of consultant contracts.

5. Allowable Costs

Allowance for costs incurred under the subgrant shall be determined according to "General Principles of Allowability and Standards for Selected Cost Items" set forth in the Office of Justice Program's *Financial Guide* and federal OMB's *Circular No. A-87*, "Cost Principles for State and Local Governments", or OMB's *Circular No. A-21*, "Cost Principles for Educational Institutions".

All procedures employed in the use of federal funds to procure services, supplies or equipment, shall be according to U.S. OMB's *Common Rule for State and Local*

Governments, or OMB Circular No. A-110 or A-102 as applicable and Florida Law to be eligible for reimbursement.

6. Delegation of Signature Authority

When a chief officer or elected official of a subgrant recipient designates some other staff person signature authority for him/her, the chief officer or elected official must submit to the OCJG a letter or resolution indicating the staff person given signature authority. The letter indicating delegation of signature authority must be signed by the chief officer or elected official and the person receiving signature authority.

7. Personnel Changes

Upon implementation of the project, in the event there is a change in Chief Executive Officers for the Subgrantee or Implementing Agency, Project Director, or Contact Person, the OCJG must be notified in writing with documentation to include appropriate signatures.

8. Travel and Training

- A. All travel reimbursement for out-of-state or out-of-grant-specified work area shall be based upon written approval of the OCJG prior to commencement of actual travel. Recipients shall obtain written approval from the OCJG for reimbursement of training costs and related travel prior to commencement of training, if the specific training was not listed in the approved budget.
- B. The cost of all travel shall be reimbursed according to local regulations, but not in excess of provisions in Section 112.061, F.S.
- C. All bills for any travel expenses shall be submitted according to provisions in Section 112.061, F.S.

9. Written Approval of Changes in this Approved Agreement

Recipients must request in writing any significant changes to the agreement and receive approval from OCJG. These include, but are not limited to:
Changes in project activities, designs or research plans set forth in the approved agreement;

- A. Budget deviations that do *not* meet the following criterion. That is, a recipient may transfer funds between budget categories as long as the total amount of transfer does *not* exceed ten (10) percent of the total approved budget and the transfer is made to an approved budget line item; or,
- B. Transfers of funds above the ten (10) percent cap shall be made only if the Department approves a revised budget.
- C. Under no circumstances can transfers of funds increase the total budgeted award. Transfers do not allow for increasing the quantitative number of items documented in any approved budget line item. (For example, equipment items in

Operating Capital Outlay or Expense categories or staff positions in the Salaries and Benefits category.)

10. Reimbursement Subject to Available Funds

The obligation of the State of Florida to reimburse recipients for incurred costs is subject to the availability of federal funds authorized under the Residential Substance Abuse Treatment for State Prisoners Formula Grant Program.

11. Procedures for Reimbursement Request

All requests for reimbursement of recipient costs shall be submitted on the form prescribed and provided by the Department. A recipient shall submit reimbursement requests on a monthly or quarterly basis, as specified in Section G, Item 1b of this agreement, in order to report project costs incurred during the specified reporting period.

All requests for reimbursement shall be submitted in sufficient detail for proper pre-audit and post-audit.

12. Advance Funding

Advance funding is authorized up to twenty-five (25) percent of the federal award for each project according to Section 216.181(15)(b), F.S. and the Office of Justice Programs' *Financial Guide*. Advance funding shall be provided to a recipient upon a written request to the Department justifying the need for such funds. **This request, including the justification, shall be enclosed with the subgrant application.**

13. Commencement of Project

If a project has not begun within sixty (60) days after acceptance of the subgrant award, the recipient shall send a letter to the OCJG requesting approval of a new project starting date. The letter must outline steps to initiate the project, explain reasons for delay, and specify an anticipated project starting date.

If a project has not begun within ninety (90) days after acceptance of the subgrant award, the recipient shall send another letter to the OCJG, again explaining reasons for delay and requesting approval of a revised project starting date.

Upon receipt of the ninety (90) day letter, the OCJG shall determine if the reason for delay is justified or shall, at its discretion, unilaterally terminate this agreement and re-obligate subgrant funds to other projects approved by the Department. If warranted by extenuating circumstances, the Department may extend the starting date of the project beyond the ninety (90) day period, but only by execution of a formal written amendment to this agreement.

14. Extension of a Contract for Contractual Services

Extension of a contract for contractual services between the recipient and a

contractor (which includes all project budget categories) shall be in writing for a period not to exceed six (6) months and is subject to the same terms and conditions set forth in the initial contract. Only one extension of the contract shall be acceptable, unless failure to complete the contract is due to events beyond the control of the contractor.

15. Excusable Delays

Except with respect to defaults of consultants, the recipient shall not be in default by reason of any failure in performance of this agreement according to its terms (including any failure by the recipient to make progress in the execution of work hereunder which endangers such performance) if such failure arises out of causes beyond the control and without the fault or negligence of the recipient. Such causes include but are not limited to acts of God or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case the failure to perform shall be beyond the control and without the fault or negligence of the recipient.

If failure to perform is caused by failure of a consultant to perform or make progress, and if such failure arises out of causes beyond the control of recipient and consultant, and without fault or negligence of either of them, the recipient shall not be deemed in default, unless:

- A. Supplies or services to be furnished by the consultant were obtainable from other sources,
- B. The Department ordered the recipient in writing to procure such supplies or services from other sources, and
- C. The recipient failed to reasonably comply with such order.

Upon request of the recipient, the OCJG shall ascertain the facts and the extent of such failure, and if the OCJG determines that any failure to perform was occasioned by one or more said causes, the delivery schedule shall be revised accordingly.

16. Obligation of Recipient Funds

Recipient funds shall not under any circumstances be obligated prior to the effective date or subsequent to the termination date of the grant period. **Only project costs incurred on or after the effective date and on or prior to the termination date of the recipient's project are eligible for reimbursement.** A cost is incurred when the recipient's employee or consultant performs required services, or when the recipient receives goods, notwithstanding the date of order.

17. Program Income (also known as Project Generated Income)

The term "program income" or "project generated income" *means* the gross income earned by the recipient during the subgrant period, as a direct result of the subgrant award. Program income shall be handled according to the Office of Justice

Programs' *Financial Guide* and the U.S. Department of Justice's *Common Rule for State and Local Governments*.

The recipient shall submit Project Generated Income Reports in accordance with Section G, Paragraph 1.b.

18. Performance of Agreement Provisions

In the event of default, non-compliance or violation of any provision of this agreement by the recipient, the recipient's consultants and suppliers, or both, the Department shall impose sanctions it deems appropriate including withholding payments and cancellation, termination or suspension of the agreement in whole or in part. In such event, the Department shall notify the recipient of its decision *thirty (30) days* in advance of the effective date of such sanction. The recipient shall be paid only for those services satisfactorily performed prior to the effective date of such sanction.

19. Retention of Records

The recipient shall maintain all records and documents for a minimum of five (5) years from the date of the project completion as provided by the Florida Department of State, General Schedule for Local Government GS1-L, and be available for audit and public disclosure upon request of duly authorized persons.

20. Access To Records

The Florida Department of Law Enforcement, Auditor General of the State of Florida, the U.S. Department of Justice, the U.S. Comptroller General or any of their duly authorized representatives, shall have access to books, documents, papers and records of the recipient, Implementing Agency and contractors for the purpose of audit and examination according to the Office of Justice Program's *Financial Guide*.

The Department reserves the right to unilaterally terminate this agreement if the recipient, Implementing Agency or contractor refuses to allow public access to all documents, papers, letters, or other materials subject to provisions of Chapter 119, F.S., and made or received by the recipient or its contractor in conjunction with this agreement.

21. Audit

- A. Subgrant recipients that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. The audit shall be performed in accordance with the federal OMB's *Circular A-133* and other applicable federal law. The contract for this agreement shall be identified with the subject audit in *The Schedule of Federal Financial Assistance*. The contract shall be identified as federal funds passed-through the Florida Department of Law Enforcement and include the contract number, CFDA number, award amount, contract period, funds received and disbursed. When applicable, the subgrant recipient shall submit an annual financial audit which meets the requirements of *Chapters 11.45 and 215.97, Florida Statutes*; and, *Chapters 10.550 and 10.600, Rules of the Florida Auditor General*.

- B. A complete audit report which covers any portion of the effective dates of this agreement must be submitted within 30 days after its completion, but no later than nine (9) months after the audit period. In order to be complete, the submitted report shall include any management letters issued separately and management's written response to *all* findings, both audit report and management letter findings. Incomplete audit reports will not be accepted by the Department and will be returned to the subgrant recipient.
- C. The subgrant recipient shall have all audits completed by an independent public accountant (IPA). The IPA shall be either a Certified Public Accountant or a Licensed Public Accountant. The subgrant recipient shall take appropriate corrective action within six (6) months of the issue date of the audit report in instances of noncompliance with federal laws and regulations.
- D. The subgrant recipient shall ensure that audit working papers are made available to the Department, or its designee, upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by the Department.
- E. Subgrant recipients that expend less than \$500,000 in Federal awards during a fiscal year are exempt from the audit requirements of *OMB Circular A-133* for that fiscal year. In this case, written notification shall be provided to the Department by the Chief Financial Officer, or designee, that the subgrant recipient is exempt. This notice shall be provided to OCJG no later than March 1 following the end of the fiscal year.
- F. If this agreement is closed out without an audit, the Department reserves the right to recover any *disallowed costs* identified in an audit completed after such closeout.
- G. The completed audit reports should be sent to the following address:

**Florida Department of Law Enforcement
Office of Criminal Justice Grants
2331 Phillips Road
Tallahassee, Florida 32308**

22. Ownership of Data and Creative Material

Ownership of material, discoveries, inventions, and results developed, produced, or discovered subordinate to this agreement is governed by the terms of the Office of Justice Program's *Financial Guide* and the federal *OMB Circular A-110 or A-102*, as applicable.

23. Property Accountability

The recipient agrees to use all non-expendable property for criminal justice purposes during its useful life or request Department disposition.

The recipient shall establish and administer a system to protect, preserve, use, maintain and dispose of any property furnished to it by the Department or purchased

pursuant to this agreement according to federal property management standards set forth in the Office of Justice Programs' *Financial Guide* and the federal OMB Circular A-110 or A-102, as applicable. This obligation continues as long as the recipient retains the property, notwithstanding expiration of this agreement.

24. Disputes and Appeals

The Department shall make its decision in writing when responding to any disputes, disagreements or questions of fact arising under this agreement and shall distribute its response to all concerned parties. The recipient shall proceed diligently with the performance of this agreement according to the Department's decision.

If the recipient appeals the Department's decision, it also shall be made in writing within twenty-one (21) calendar days to the Department's agency clerk. The recipient's right to appeal the Department's decision is contained in Chapter 120, F.S., and in procedures set forth in Chapters 28-5 and 9-5, F.A.C. Failure to appeal within this time frame constitutes a waiver of proceedings under Chapter 120, F.S.

25. Conferences and Inspection of Work

Conferences may be held at the request of any party to this agreement. At any time, a representative of the Bureau, of the U.S. Department of Justice's Bureau of Justice Assistance or both have the privilege of visiting the project site to monitor, inspect and assess work performed under this agreement.

26. Publication or Printing of Reports

The recipient shall submit one copy of all reports and proposed publications resulting from the agreement twenty (20) days prior to public release. Any publications (written, visual, or sound), whether published at the recipient's or government's expense, shall contain the following statement: (NOTE: This excludes press releases, newsletters, and issue analysis.)

"This project was supported by Grant No. 2001-RT-BX-0044 awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Points of view in this document are those of the author and do not necessarily represent the official position of policies of the U.S. Department of Justice."

27. Equal Employment Opportunity (EEO)

All recipients are required to comply with statutes that govern programs or activities funded by the *Office of Justice Programs (OJP) (Section 809(c), Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789d*, which prohibit such discrimination, as follows:

No person in any State shall on the grounds of race, color, religion, national origin, sex [or disability]* be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or denied employment in connection with any program or activity funded in whole or in part with funds made available under this title.

**Section 504 of the Rehabilitation Act of 1973 prohibits identical discrimination on the basis of disability.*

The recipient acknowledges, by completing and signing the attached EEO Certification Letter (Appendices I), that failure to submit an acceptable Equal Employment Opportunity Plan approved by the Office for Civil Rights (if recipient is required to submit one pursuant to 28 CFR 42.302), is a violation of its certified assurances and may result in suspension of funding obligation authority. **Submission of this certification letter is a prerequisite to entering into this agreement.** This certification is a material representation of fact upon which reliance was placed when this agreement was made. If the recipient or implementing agency meet Act criteria but have not formulated, implemented and maintained such a current written EEO Program, they have 120 days after the date of this agreement to comply with the Act or face loss of federal funds subject to the sanctions in the *Justice System Improvement Act of 1979, Pub. L. 96-157, 42 U.S.C. 3701, et seq. (Reference Section 803 (a) of the Act, 42 U.S.C. 3783 (a) and CFR Section 42.207 Compliance Information; Title VI of the Civil Rights Act of 1964, as amended; and Department of Justice regulation 28 CFR Part 42, Subparts C, D, E; Reference Title II of the Americans with Disabilities Act and Department of Justice regulation 28 CFR Part 42, Part 35; and Title IX of Education Amendments of 1972 and Department of Justice Regulation 28 CFR Part 54.)*

If any court or administrative agency makes a finding of discrimination on the grounds of race, color, religion, national origin, gender, disability or age against a recipient of funds, the recipient must agree to forward a copy of the findings to the OJP Office for Civil Rights.

The subgrantee will comply and assure the compliance of all contractors, with the non-discrimination requirements of the Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990) ; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulation, 28 CFR Part 42, Subparts C,D,E and G; and Department of Justice regulation on disability discrimination, 28 CFR Parts 35 and 39.

28. Payment Contingent on Appropriation

The State of Florida's performance and obligation to pay under this agreement is contingent upon an annual appropriation by the Florida Legislature.

29. Certifications Regarding Lobbying; Debarment, Suspension and other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment

and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not

within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

If a state agency, the recipient agrees to comply with Section 319 of Public Law 101-121 set forth in "New Restrictions on Lobbying; Interim Final Rule," published in the February 26, 1990, Federal Register. Each person shall file the most current edition of this Certification And Disclosure Form, if applicable, with each submission that initiates agency consideration of such person for award of federal contract, grant, or cooperative agreement of \$100,000 or more; or federal loan of \$150,000 or more. This certification is a material representation of fact upon which reliance was placed when this agreement was made. Submission of this certification is a prerequisite to entering into this agreement subject to conditions and penalties imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification is subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure to file.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- A. No federally appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal loan, the entering into of any renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- B. If any non-federal funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant loan, or cooperative agreement, the undersigned shall complete and submit the standard form, Disclosure of Lobbying Activities, according to its instructions.
- C. The undersigned shall require that the language of this certification be included in award documents for all subgrant awards at all tiers and that all recipients shall certify and disclose accordingly.

30. State Restrictions on Lobbying

In addition to the provisions contained herein, the expenditure of funds for the purpose of lobbying the legislature or a state agency is prohibited under this contract.

31. Project Closeout

Project funds which have been properly obligated by the end of the subgrant funding period will have forty-five (45) days in which to be liquidated (expended). Any funds not liquidated at the end of the 45-day period will lapse and revert to the Department. A subgrant-funded project will not be closed out until the recipient has satisfied all closeout requirements in one final subgrant closeout package.

All refunds or repayments to be made to the Department under this Agreement are to be made payable to the order of "Florida Department of Law Enforcement", and mailed directly to the Department at the following address:

Florida Department of Law Enforcement Office of Criminal Justice Grants 2331 Phillips Road Tallahassee, FL 32308

32. Background Check

It is strongly recommended that all programs targeting juveniles, implemented by other than a sworn law enforcement officer or program licensed by the Department of Children and Family Services, conduct background checks on all personnel providing direct services.

33. Purchase of American-Made Equipment and Products

To the greatest extent practicable, all equipment and products purchased with program funds should be American-made.

34. Eligibility for Employment in the United States

The State of Florida will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324A(e) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by the Department.

35. National Environmental Policy Act (NEPA)

A. The subgrantee agrees to assist FDLE in complying with the NEPA and other

related federal environmental impact analyses requirements in the use of subgrant funds by the subgrantee. This applies to the following new activities whether or not they are being specifically funded with these subgrant funds. That is, it applies as long as the activity is being conducted by the subgrantee or any third party and the activity needs to be undertaken in order to use these subgrant funds,

- (1) New construction;
- (2) Minor renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain;
- (3) A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; and,
- (4) Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments.

- B. For any of a subgrantee's existing programs or activities that will be funded by these subgrant, the subgrantee, upon specific request from the Department and the Bureau of Justice Assistance (BJA), agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

36 Assurance of Political Activities Limitations

The subgrantee assures that it will comply with provisions of Federal law which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or part by Federal grants (5USC 1501, et seq.)

37. Environmental Protection Agency's (EPA) list of Violating Facilities

The subgrantee assures that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Program Purpose are not listed on the EPA's list of Violating Facilities and that it will notify the FDLE of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

38. Flood Disaster Protection Act

The subgrantee will comply with Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, requiring that the purchase of flood insurance in communities where such insurance is available as a condition of the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified as an area having special flood hazards.

39. National Historic Preservation Act

The subgrantee will assist the FDLE in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive

Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the FDLE of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

40. The Coastal Barrier Resources Act

The subgrantee will comply and assure the compliance of all contractors with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibit the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

41. "Pay to Stay"

The subrecipient agrees that funds provided under this award may not be used to operate a "pay-to-stay" program in any local jail. The subrecipient further agrees not to subaward funds to local jails which operate "pay-to-stay" programs.

42. If a Governmental Entity:

it will comply with the requirements of the Uniform Relocation Assistance and Real property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Residential Substance Abuse Treatment Program
Florida Department of Law Enforcement

EEO PROGRAM CERTIFICATION LETTERS

*CERTIFICATION OF COMPLIANCE
WITH EQUAL EMPLOYMENT OPPORTUNITY (EEO)
PROGRAM REQUIREMENTS*

Each unit of government (subgrant recipient) and each criminal justice agency that is the implementing agency of the subgrant, whether or not it is required to have a written Equal Employment Opportunity (EEO) Program according to provisions of the Federal Omnibus Crime Control and Safe Streets Act of 1968 as amended, must enclose signed EEO Certification Letters with subgrant applications.

A copy of the 28 Code of Federal Regulations (CFR) Part 42, Subparts C, D, E, F, G and H can be accessed at the following internet site:

<http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>

If you have additional questions, please contact the program staff of the Office of Criminal Justice Grants at 850/410-8700 or SUNCOM 270-8700.

Residential Substance Abuse Treatment Program
Florida Department of Law Enforcement

EEO Certification Letter – Subgrant Recipient

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

Re: Compliance with Equal Employment Opportunity (EEO) Program
Requirements -- Subgrant Recipient

Dear Mr. Wilder:

I, the undersigned authorized official, certify that according to Section 501 of the Omnibus Crime Control and Safe Streets Act of 1968 as amended, I have read the Act criteria set forth in the Subgrant Application Package and Instructions. I understand that if the subgrant recipient meets these criterion, it must formulate, implement and maintain a written EEO Program relating to employment practices affecting minority persons and women. I also affirm that the subgrant recipient (Initial one of the following):

- Does meet Act Criteria and does have a current EEO Program Plan.
 Does meet Act Criteria and does not have a current EEO Program Plan.
 Does not meet Act Criteria.

I further affirm that if the recipient meets the Act criteria and does not have a current written EEO Program, federal law requires it to formulate, implement, and maintain such a program within 120 days after a subgrant application for federal assistance is approved or face loss of federal funds.

Requires signature of authorized official:

Type Name and Title: Addie L. Greene

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY 

By: Addie L. Greene, Chairperson

Date: 6/5/07

County Attorney

Name of Subgrantee Organization: Palm Beach County Board of County
Commissioners

Residential Substance Abuse Treatment Program
Florida Department of Law Enforcement

EEO Certification Letter - Implementing Agency

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

Re: Compliance with Equal Employment Opportunity (EEO)
Program Requirements -- Implementing Agency

Dear Mr. Wilder:

I, the undersigned authorized official, certify that according to Section 501 of the Omnibus Crime Control and Safe Streets Act of 1968 as amended, I have read the ACT criteria set forth in the Subgrant Application Package and Instructions. I understand that if the Implementing Agency meets these criterion, it must participate in the subgrant recipient's EEO Program or formulate, implement and maintain its own written EEO Program relating to employment practices affecting minority persons and women. I also affirm that the Implementing Agency (Initial one of the following):

- Does meet Act Criteria and does have a current EEO Program Plan.
 Does meet Act Criteria and does not have a current EEO Program Plan.
 Does not meet Act Criteria.

I further affirm that if the implementing agency meets the Act criteria and does not participate in the subgrant recipient's EEO Program or does not have its own written EEO Program, federal law requires it to participate in such a program or formulate, implement, and maintain its own program within 120 days after a subgrant application is approved or face loss of federal funds.

Requires signature of authorized official:

Type Name and Title: Ric L. Bradshaw, Sheriff

By: _____

Date: 5/30/07

Name of Implementing Agency: Palm Beach Sheriff's Office

5/

Application for Funding Assistance

Florida Department of Law Enforcement
Residential Substance Abuse Treatment

Section 6: Signatures

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duly authorized officers on the date, month and year set out below.

Corrections on this page, including Strikeovers,
whiteout, etc. are not acceptable.



Signature: *Clayton H. Wilder* Director, Administrator
Typed Name and Title: Clayton H. Wilder, Administrator
Date: 7-23-07



Typed Name of Subgrant Palm Beach County BCC
Signature: *Addie L. Greene*
Typed Name and Addie L. Greene, Chairperson
Date: 6/5/07

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY *[Signature]*



Typed Name of Implementing Palm Beach Sheriff's Office
Signature: *[Signature]*
Typed Name and Ric L. Bradshaw, Sheriff
Date: 5/31/07