

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: 10/20/2009	<input checked="" type="checkbox"/>	Consent	<input type="checkbox"/>	Regular
	<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Public Hearing

Department:

Submitted By: PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION
 Submitted For: PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION

EXECUTIVE BRIEF

MOTION AND TITLE: Staff recommends motion to: Ratify the signature of the Chairman on a revision to the submittal of the grant application (R2009-0938 from 6/02/2009) to the Florida Department of Law Enforcement (FDLE) for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The revised application was signed by the Chairman on September 28, 2009 in order to meet the FDLE deadline of September 30, 2009. The revision was needed to change the Implementing Agency from the City of West Palm Beach to the Criminal Justice Commission (CJC) for the Community Justice Service Center for \$400,000 for the period October 1, 2009 through September 30, 2010.

SUMMARY: The Criminal Justice Commission met on May 11, 2009, and approved the recommendations made by the CJC Finance Committee for FY 2010 funds totaling \$2,471,582. The City of West Palm Beach was approved to accept the \$400,000 Grant for the West Palm Beach Community Justice Service Center (CJSC). The grant application was approved by the BCC on June 2, 2009 as Resolution R2009-0938, but has changed in the interim period and must be brought back to the Board for appropriate action. The City of West Palm Beach is unable to assume responsibility for this grant at this time. We are requesting this revision so that the CJC will continue to be the Implementing Agency for this grant period. Four grant funded positions (senior secretary, court case advisor, community services supervisor, and clinical services program specialist) are approved for the length of the grant and these positions will be eliminated when grant funding is discontinued. No local match is required for the JAG program. Countywide (DW)

BACKGROUND & JUSTIFICATION: The FDLE, Office of Criminal Justice Grants administers the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The JAG Program is a blend of the previous Byrne Formula and Local Law Enforcement Block Grant (LLEBG) Programs which allows local governments to support a broad range of activities to prevent and control crime based on local needs and conditions. Palm Beach County has been allocated \$2,471,582 in FY2009 federal funds as part of the American Recovery and Reinvestment Act of 2009 for expenditure in FY2010. The CJC recommends four (4) programs for funding for the period October 1, 2009 through September 30, 2010. The CJSC was one of the four programs. We are requesting that the CJC, who have had responsibility for this program since 1999 continue to run the program for this grant period.

The FDLE requires that at least 51% of the units of local government in Palm Beach County, which represent 51% or greater of the County's population, support and approve the allocation of FY2009 funds for these programs.

ATTACHMENTS:

1. Original Revised Grant Application
2. Memorandum requesting emergency signature

Recommended By: _____	<i>[Signature]</i>	10-8-09
	Department Director	DATE

Approved By: _____	<i>[Signature]</i>	10/15/09
	Assistant County Administrator	DATE

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

FISCAL YEAR	2010	2011	2012	2013	2014
CAPITAL EXPENDITURES	_____	_____	_____	_____	_____
OPERATING COSTS	<u>400,000</u>	_____	_____	_____	_____
EXTERNAL REVENUES	< <u>400,000</u> >	_____	_____	_____	_____
PROGRAM INCOME (County)	_____	_____	_____	_____	_____
IN-KIND MATCH (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>-0-</u>	_____	_____	_____	_____
# OF ADDITIONAL FTE POSITIONS	<u>*4</u>	_____	_____	_____	_____

IS ITEM IN CURRENT BUDGET? YES X NO _____

BUDGET ACCOUNT NO.: FUND 0001 DEPT 762 UNIT 764 Vanas.
 Revenue Account No.: 0001 762 7641 3128

B. RECOMMENDED SOURCES OF FUNDS/SUMMARY OF FISCAL IMPACT:

The Federal funds portion of these grants will be funded by the Federal Byrne Formula Grant Program, passed through the Florida Department of Law Enforcement. Match is not required with the JAG program.

Community Justice Service Center
 Federal \$400,000

C. DEPARTMENTAL FISCAL REVIEW: ms 10/5/09

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

* The four positions were already approved during the FY2010 budget development.

MS 10/12/09
 OFMB 10/9/09 10/12/09 10/14/09 10/08/09

John J. Javelent 10/13/09
 Contract Administration

B. Legal Sufficiency:

[Signature] 10/15/09
 Assistant County Attorney

C. Other Departmental Review:

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide

Section 1: Administration

Subgrant Recipient

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

Chief Official

Name: Jeff Koons
Title: Chairman
Address: 301 North Olive Avenue
City: West Palm Beach
State: FL **Zip:** 33401
Phone: 561-355-2202 **Ext:**
Fax: 561-355-6277
Email: jkoons@pbcgov.org

Chief Financial Officer

Name: Peter Jannis
Title: Director of Accounting Services
Address: 301 North Olive Avenue
2nd Floor
City: West Palm Beach
State: FL **Zip:** 33401
Phone: 561-355-2306 **Ext:**
Fax:
Email: Pjannis@mypalmbeachclerk.com

Attachment 1

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide

Section 1: Administration

Implementing Agency

Organization Name: Palm Beach County Criminal Justice Commission
County: Palm Beach

Chief Official

Name: Michael Rodriguez
Title: Executive Director
Address: 301 North Olive Avenue, Suite 1001
City: West Palm Beach
State: FL **Zip:** 33402
Phone: 561-355-2314 **Ext:**
Fax: 561-355-4941
Email: mlrodrig@pbcgov.com

Project Director

Name: Rebecca Walker
Title: Criminal Justice Manager
Address: 301 North Olive Avenue
Suite 1001
City: West Palm Beach
State: FL **Zip:** 33401
Phone: 561-355-1739 **Ext:**
Fax: 561-355-4941
Email: bwalker@pbcgov.com

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide

Section 2: Project Overview

General Project Information

Project Title: COMMUNITY JUSTICE SERVICE CENTER (CJSC)
Subgrant Recipient: Palm Beach County Board of Commissioners
Implementing Agency: Palm Beach County Criminal Justice Commission
Project Start Date: 10/1/2009 **End Date:** 9/30/2010

Problem Identification

The Community Justice Service Center addresses low level nuisance crimes that deteriorate neighborhoods. The sub-grant funds will assist with responding to non-violent misdemeanor crimes and breaking the cycle of violence and substance abuse. Low level crimes are significant to the sub-grantee because they not only affect the offender, but the victim of these crimes, the community. Many of these nuisance crimes, i.e. trespassing, open container violations, low level drug sales are known as victimless crimes; but the community is the one that suffers. People congregate on street corners, trash piles up, parks are not utilized, and residents move away due to nuisance crimes. These quality of life offenses deteriorate neighborhoods and are the predecessor to more serious crimes. The conditions in the West Palm Beach community demonstrate a distinct need for a problem-solving program. The area has a high level of law enforcement service need and exhibits a high concentration of low income households. Located on the outskirts of downtown West Palm Beach, it is a distressed and crime-ridden area. Conditions include high crime, abandoned buildings, code enforcement issues, and trash and debris. On a criminal justice level, it is an innovated ways to deliver justice and provide meaningful resolutions for offenders. The decision to create this program was data driven by research conducted by the CJC. The problem solving strategy provides a program to the community and offers a broad range of services. The goals are to assist with the restoration of the designated area, by assigning offenders to perform community service hours in the community in which they offended; to increase the reporting for these offenses and ultimately reduce the quality-of-life crimes, by helping offenders deal with problems that lead to crime through counseling and treatment services; to realize a greater sensitivity and strong emphasis for the community as a victim by ensuring the community receives validation and provision of social services, neighborhood revitalization and offender accountability through community service. The overall goal is to positively impact the restoration of the community by reducing the incidence of quality of life crimes. By the overwhelming citizen support, the community has favorably responded to having a stake in the production of justice, a voice in the Center, and shaping of sanctions and service provided. As the community improves, residents are less tolerant of crime and work cooperatively with law enforcement, prosecutors, and service providers on solving the community's crime problems. The CJSC has a level of commitment by community representatives, the criminal justice system, social service organizations and agencies, and their willingness to devote resources to the program. Stakeholders such as Judiciary, State Attorney, Public Defender, Clerk and Comptroller of the Court and WPB Police Department have committed to staff and resources necessary to fulfill their offices function as they relate to the operation of the Center. Stakeholders acknowledge that the long-term impact of the Center is beneficial to their respective offices and the community. Both the Public Defender and State Attorney are supportive of the project and

Application for Funding Assistance

Florida Department of Law Enforcement
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Section 2: Project Overview

have committed staff. Both are involved with assisting in identifying, targeting and solving the community crime problems. The WPB Police Department initiated community policing and problem solving policing. The Community Service Supervisor supervises offenders work crews, develops community worksites, keeps complete records on job sites and offenders performance in the program, reports statistics and is the liaison to community organizations. The Court Case Advisor is responsible for ensuring all data is collected from pretrial assessment to post-disposition. The Advisor provides monthly statistical reports; resource coordination, and provides information to make correct sanction decisions. The Clinical Program Specialist manages the social service delivery and is responsible for establishing on-site treatment readiness services and identifying resources. The Specialist evaluates providers and continues to build a continuum of services. This position provides daily case management to assist the offenders through the process and provides in-house substance and alcohol counseling. The Senior Secretary is responsible for the clerical duties and management of the office. The project services and activities take place at 2107 Tamarind Avenue, WPB. The building is located in the heart of the community with easy access for walk-ins and those needing public transportation. It provides services needed by the neighborhood.

Project Summary

The following agencies collaborate and provide resources: 15th Judicial Circuit, PBC, the Health Care District, Public Defender, State Attorney, Comprehensive Aids Program, Homeless Hot Team, Clerk and Comptroller, PBC Health Department and neighborhood residents. WPB Community Policing Officers issue a notice to appear to those committing on-violent misdemeanor crimes. Once offenders appear they meet with the Court Case Advisor for an assessment to obtain pertinent information to identify problems and circumstances, such as offender arrest history, demographic information, substance abuse, history, homelessness, employment status, health concerns, family/community ties, housing situation and a myriad of other issues. The information obtained in this process is entered into the computer system for staff to access. It is confidential and is used solely for treatment decisions. Staff orients offenders to the services/sanctions available. Offenders are encouraged to take advantage of the social services/sanctions and attend HIV/AIDS and Substance Abuse education. Once screening is complete, the offenders meet with on-site service providers who utilize innovative approaches to assist them with their needs. The use of a Community Court is considered an innovative approach. The Specialist makes referrals to counseling and treatment. Offenders who commit non-violent misdemeanors are in need of substance abuse treatment, housing assistance, mental health treatment, employment and health care. The Specialist assists offenders with accessing these social services. Collaboration is essential for our strategy to work. The following services are available for offenders in-house drug and alcohol counseling; substance abuse treatment is contracted through local providers; job counseling; health screenings; HIV/AIDS education, counseling, testing and housing/homeless services. Offenders are seen by the Assistant Public Defender who reviews their charges. Offenders are offered community service sanctions and are seen by the Community Service Supervisor who will arrange their community service assignment. Community Service Supervisor is responsible for establishing community service projects and locations such as sidewalk and street cleaning, trash removal, house painting, not-for-profit event set-up and clean-up. Offenders offered a treatment sanction begin immediately following Court. The cases are called by the Judge and heard. The Judge reviews their plea agreement. Once ordered, the offender reports for community service and/or treatment sanctions. Community service and social service staff monitor compliance with the terms of the disposition. If it includes assignment to a long-term

Application for Funding Assistance

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treatment program, the treatment program provides the Specialist with daily status reports. The offender appears before the Court for status check hearings. Data on whether an offender has completed sanctions, appeared for status hearings, and successfully completed treatment is entered into the management information system. This information is utilized for the Judge to review all status check hearings. Once the offender has successfully completed the sanctions the case is dismissed. Law enforcement encounters those offenders who are eligible to participate in the program by the criteria of committing quality of life crimes within the target area. The criterion is that the crime was committed within the area boundaries and that they committed a non violent misdemeanor. Once at the Center they are assessed for substance abuse. These offenders are given the opportunity to enter into a treatment modality. CJSC currently uses an evaluation system that helps to provide us with recommendations on how the Center operates. CJSC computer software system collects and stores data which is necessary to evaluate and monitor activities to ensure accomplishment of goals. CJSC works closely with offenders to successfully complete the program, but for those who fail to appear a warrant for their arrest is issued.

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide

Section 2: Project Overview

Section Questions:

Question: Does the Subgrantee receive a single grant in the amount of \$500,000 or more from the U.S. Department of Justice?

Answer: Yes

Question: Does the Implementing Agency receive a single grant in the amount of \$500,000 or more from the U.S. Department of Justice?

Answer: Yes

Application for Funding Assistance

Florida Department of Law Enforcement
American Recovery Act - JAG Countywide

Section 3: Performance

General Performance Info:

Performance Reporting Frequency: Quarterly

Federal Purpose Area: 005 - Drug Treatment Programs

State Purpose Area: A - State/Local Initiatives - Coordinate/Organize Local Initiatives/State Initiatives

Activity Description

Activity: Community Service
Target Group: Adults
Geographic Area: City
Location Type: Neighborhood Center

Activity Description

Activity: Counseling
Target Group: Adults
Geographic Area: City
Location Type: Neighborhood Center

Activity Description

Activity: Employment Preparation
Target Group: Adults
Geographic Area: City
Location Type: Neighborhood Center

Activity Description

Activity: Information and Referral
Target Group: Adults
Geographic Area: City
Location Type: Neighborhood Center

Activity Description

Activity: Referrals
Target Group: Adults
Geographic Area: City
Location Type: Neighborhood Center

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Section 3: Performance

Activity Description

Activity: Relapse Prevention
Target Group: Adults
Geographic Area: City
Location Type: Neighborhood Center

Objectives and Measures

Objective: 02.A.SI - Number of local initiatives planned

Measure: Part 1
Number of local initiatives planned
Goal: 1

Measure: Part 2
Number of local initiatives to be implemented
Goal: 1

Objective: 03.A.DS* - Number of individuals receiving services

Measure: Part 1
Number of individuals to receive services during the grant period
Goal: 1000

Measure: Part 2
Number of individuals to receive services during each reporting period
Goal: 250

Objective: 05.A.DS* - Number of program slots offered through initiatives

Measure: Part 1
Number of program slots to be available at the start of the grant period
Goal: 1000

Measure: Part 2
Number of program slots to be created (added) during the grant period using grant funds
Goal: 250

Objective: 06.A.BT* - Number of program participants who completed (intended) programming

Measure: Part 1

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Section 3: Performance

Number of program participants to complete programming during the grant period

Goal: 800

Measure: Part 2

Number of program participants who will exit programming during the grant period
(complete or not complete)

Goal: 1000

Objective: 08.A.BT* - Number of program participants who exhibit a desired change in a
targeted behavior

Measure: Part 1

Number of program participants during the grant period

Goal: 750

Measure: Part 2

Number of program participants who will exhibit a desired change in a targeted
behavior

Goal: 750

State Purpose Area: REC - Recovery Act Measures

Activity Description

Activity: Recovery Act
Target Group: Recovery Act
Geographic Area: City
Location Type: Neighborhood Center
Address(es):

Community Justice Service Center
2107 Tamarind Avenue
West Palm Beach, FL 33407

Objectives and Measures

Objective: RC - Number of jobs created or saved (by type) due to Recovery Act funding

Measure: Part 1

Number of jobs to be prevented from being eliminated with Recovery Act funding

Application for Funding Assistance

Florida Department of Law Enforcement
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Section 3: Performance

Goal: 5.5

Measure: Part 2

Number of jobs that were eliminated within the last 12 months that will be reinstated with Recovery Act funding

Goal: 0

Measure: Part 3

Number of jobs to be created with Recovery Act funding

Goal: 0

Measure: Part 4

For the complete grant period, how many hours will be charged to the grant? For example, if a position will work 40 hours per week, and the grant period is 52 weeks, 2,080 hours will be charged to the grant.

Goal: 11440

Measure: Part 5

For the complete grant period, how many hours would be included in a full time schedule at your agency? For example, if your agency considers 40 hours per week to be a full time schedule, and the grant period is 52 weeks, a full time schedule would equal 2,080 hours.

Goal: 11440

Application for Funding Assistance

Florida Department of Law Enforcement
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Section 3: Performance

Section Questions:

Question: If "other" was selected for the geographic area, please describe.

Answer: West Palm Beach

Question: If "other" was selected for location type, please describe.

Answer: n/a

Question: What is the physical address of your primary performance location? This is a physical location, not a mailing address. If your physical location is confidential, enter the address of the next highest level of your organization. Enter only one address.

Answer: 2107 Tamarind Avenue
West Palm Beach Florida

Application for Funding Assistance

Florida Department of Law Enforcement
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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: Monthly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000785

Budget:

Budget Category	Federal	Match	Total
Salaries and Benefits	\$237,980.00	\$0.00	\$237,980.00
Contractual Services	\$149,851.00	\$0.00	\$149,851.00
Expenses	\$12,169.00	\$0.00	\$12,169.00
Operating Capital Outlay	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
-- Totals --	\$400,000.00	\$0.00	\$400,000.00
Percentage	100.0	0.0	100.0

Project Generated Income:

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

Application for Funding Assistance

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Section 4: Financial (cont.)

Budget Narrative:

TOTAL SALARY AND BENEFITS \$237,980

Salaries: \$169,908

Senior Secretary \$35,088 + \$15,567 = \$50,655

- responsible for the clerical duties and management of the office

Court Case Advisor \$47,424 + \$17,981 = \$65,405

- ensures all data is collected from pre-trial assessment to post-disposition; provides monthly statistical reports; resource coordination and provides information to make correct sanction decisions.

Clinical Services Program Specialist \$48,348 + \$18,163 = \$66,511

- manages the social service delivery; responsible for establishing on-site, treatment readiness services and identifying resources; evaluates provider and builds a continuum of services; provides daily case management to assist the offenders throughout the process and provides inhouse substance and alcohol counseling.

Community Service Supervisor \$39,048 + \$16,361 = \$55,409

- supervises offender work crews, develops community worksites, keeps complete records on job sites and participants performance; reports statistics and is the liaison with community organizations.

Benefits for all 4 positions: \$68,072

FICA Taxes Salary of \$169,908 x rate of .062% = \$10,534.00

FICA Medicare - Salary of \$169,908 x rate of .0145% = \$2,464

Retirement - Salary of \$169,908 x rate of .11% = \$18,690

Health Benefits of \$9,096 x 4 = \$36,384

TOTAL CONTRACTUAL SERVICES \$149,851

Treatment Services \$89,851.00

- for group and individual counseling a contract will be established with a provider(s) that follows the County's guidelines on contracts. Providers will have insurance and appropriate license to provide treatment.

- Community Justice Service Center staff will initially screen clients and authorize treatment services at an appropriate level of care in accordance with the American Society of Addiction Medicine Placement criteria.

Approximate cost of \$65 per session x 1,382.32 hours of counseling = \$89,851

Unit cost is a calculation based on projected expenditures and number of units of service to be furnished during the contract period, not to exceed the maximum state rates.

Temporary Services \$ 10,000

- receptionist to provide assistance to clients as they enter the facility and the staff in organizing/managing the day to day operations of the center \$11.97 x 836 hrs over the

Security Services \$50,000

\$16.05 x 2080 hrs + 24.08 x 691 overtime hrs

- provide security for staff, clients and visitors; center located in a distressed, crime-ridden area.

TOTAL EXPENSE \$12,169

Rent/Office Equipment \$ 3,600

- copier lease \$300 per month for 12 months

Court Reporter Service - \$209/month x 12 mo = \$2,508

Travel/Mileage - for 4 employees to attend meetings, training, make home visits, buy supplies, additional like items.

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Budget Narrative (Continued):

The travel is all local to meetings within the area to network with other agencies. The training is county sponsored training sessions and also events to promote the services being provided at the center. The Community Service Supervisor travels to Community Service Work Sites. Home visits are very rarely made but in the event a client is not responding it may happen. The Court Reporter is used to document the Community Court events.

- \$100/month x 3.5 mo = \$350

Office Supplies - \$475.91/month x 12 mo = \$5,711

Includes paper, pens, ink cartridges, paper clips, additional like items.

(any additional amounts over the grant will be paid by the Palm Beach County Board of County Commissioners)

Application for Funding Assistance

Florida Department of Law Enforcement
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Section 4: Financial

Section Questions:

Question: If salaries and benefits are included in the budget as actual costs for staff in the implementing agency, is there a net personnel increase, or a continued net personnel increase from the previous Byrne program?

Answer: This will maintain the same number of positions. 5 full time positions and 1 part time position.

Question: If benefits are to be included, are they reflected in the budget narrative?

Answer: Yes

Question: If indirect cost is included in the budget, indicate the basis for the plan (e.g. percent of salaries and benefits), and provide documentation of the appropriate approval of this plan.

Answer: 0

Question: If the budget includes services based on unit costs, provide a definition and cost for each service as part of the budget narrative for contractual services. Include the basis for the unit costs and how recently the basis was established or updated.

Answer: Unit cost is a calculation based on projected expenditures and number of units of service to be furnished during the contract period, not to exceed the maximum state rates. (65E-14 (9)(a)1.)

Temporary Service:

\$11.97/hour (provider bill rate) x 835.5 hours of service

Security Service:

\$15.13/hour (provider bill rate) x 468.14 hours of service

Copier Lease;\$300/month x 12 months

Question: Indicate the Operating Capital Outlay threshold established by the subgrantee or implementing agency, if it is the sheriff's office.

Answer: 1,000

Application for Funding Assistance

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Section 5: Standard Conditions

Insert Standard Conditions Page here.

Application for Funding Assistance

Florida Department of Law Enforcement
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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.

State of Florida
Department of Law Enforcement
Office of Criminal Justice Grants

Signature: _____

Typed Name and Title: _____

Date: _____

Subgrant Recipient
Authorizing Official of Governmental Unit
(Commission Chairman, Mayor, or Designated Representative)

Typed Name of Subgrant Recipient: Board of County Commissioners

Signature: 

Typed Name and Title: John F. Koons, Commission Chairman

Date: September 15, 2009

Implementing Agency
Official, Administrator or Designated Representative

Typed Name of Implementing Agency: Criminal Justice Commission

Signature: 

Typed Name and Title: Michael L. Rodriguez, Executive Director

Date: August 25, 2009

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY


County Attorney

Application for Funding Assistance

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Section 7: Certifications and Authorizations

Insert Certifications and Authorizations here.



Criminal Justice Commission
 301 North Olive Avenue, Suite 1001
 West Palm Beach, FL 33401-4705
 (561) 355-4943
 FAX: (561) 355-4941
 www.pbcgov.com/cjc

**Palm Beach County
 Board of County
 Commissioners**

Jeff Koons, Chairman
 Burt Aaronson, Vice Chairman

Karen T. Marcus
 Shelley Vana
 Steven L. Abrams
 Jess R. Santamaria
 Priscilla A. Taylor

County Administrator

Robert Weisman



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MEMORANDUM

TO: Commissioner John F. Koons

THRU: Robert Weisman, County Administrator *[Signature]*

FROM: Michael Rodriguez, Executive Director,
 Criminal Justice Commission

DATE: September 23, 2009

RE: Community Justice Service Center Grant

The Criminal Justice Commission (CJC) respectfully request that you sign the Community Justice Service Center in West Palm Beach grant to shift administration of the grant back to the Criminal Justice Commission from the City of West Palm Beach. This application is in Tallahassee and the Florida Department of Law Enforcement (FDLE) is advising us they need this signed by September 30, 2009 to ensure proper allocation of the grant amount.

CJC will make sure this agenda item gets back before the BCC for proper ratification of the grant allocation.

Please feel free to contact me if further explanation is necessary.

[Signature] 09/24/09
 OFMB

[Signature]
 Asst. County Attorney

ATTACHMENT 2