

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

Meeting Date: July 20, 2010

☒ Consent  
☐ Ordinance

☐ Regular  
☐ Public Hearing

Department:

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

**I. EXECUTIVE BRIEF**

**MOTION AND TITLE:** Staff recommends motion to:

- A) **Ratify** the signature of the Chairman on the submittal of the FY2010 Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program: Local Solicitation application, previously called the Local Law Enforcement Block Grant (LLEBG), for the period October 1, 2009, to September 30, 2013, totaling \$287,336 in federal funds;
- B) **Authorize** the Criminal Justice Commission's Executive Director, through the County Administrator, to execute electronically all related documents for the FY2010 Edward Byrne Memorial Justice Assistance Grant (JAG) Program and to execute all necessary forms, documents and the resulting grant agreement as required by U.S. Department of Justice, Office of Justice Programs.

**SUMMARY:** Palm Beach County is eligible to receive a direct award of \$287,336 for the following proposals: 1) the Public Defender Re-entry Program (REAP) for \$200,500; and 2) Gulfstream Goodwill Belle Glade Re-entry Program for \$86,836. There is no requirement for match with the JAG funds. Countywide (DW)

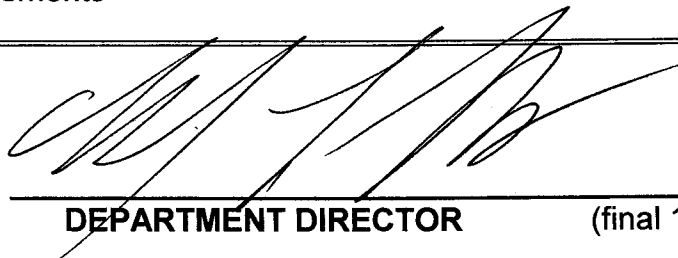
**BACKGROUND AND JUSTIFICATION:** The JAG Program replaces the Byrne Grant formula and the Local Law Enforcement Block Grant with a single funding source. The purpose of the JAG Program is to provide local units of government with funds to underwrite projects to reduce crime and improve public safety. The Criminal Justice Commission (CJC) staff provides program oversight and grant administration. On May 24, 2010, the CJC members approved the recommendation made by the CJC Finance Committee for the FFY2010 JAG Funds. They voted to recommend submittal of the two grant program proposals. JAG funds may be expended over a 48-month period to use within general federally mandated purpose areas.

A public notification was listed on the CJC website and a public hearing is no longer mandated. The interest-bearing trust fund account required by the Bureau of Justice Assistance (BJA) was established by the BCC on August 20, 1996, to deposit and disperse all federal payments received under this Block Grant Program. This is the fifteenth (15<sup>th</sup>) fiscal year in which the Bureau of Justice Assistance, US Department of Justice, is able to provide JAG/LLEBG funds through Congressional appropriations.

**ATTACHMENTS:**

1. Electronic JAG Local Application Form
2. Grant Assurances and Certifications
3. Signature Authority Letter
4. Grant Proposal
5. Notification Requirements

RECOMMENDED BY:

 6-24-10  
DEPARTMENT DIRECTOR (final 1) DATE

APPROVED BY:

  
ASSISTANT COUNTY ADMINISTRATOR 7/9/10  
DATE

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

Fiscal Year	2010	2011	2012	2013	2014
Grant Expenditures	_____	<u>287,336</u>	_____	_____	_____
External Revenues	_____	<u>(287,336)</u>	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	=====	<u>- 0 -</u>	=====	=====	=====
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item In Proposed Budget?    Yes   X                        No \_\_\_\_\_

Budget Account No:      Fund \_\_\_\_\_ Department \_\_\_\_\_ Unit \_\_\_\_\_ Object \_\_\_\_\_  
    Program \_\_\_\_\_

Revenue - 1505 762 7670 3129 \$ 287,336  
 Expense - 1505 762 7670 8101 \$ 93,836  
                  1323 520 7674 8237 \$ 193,500

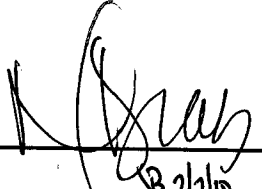
### B. Recommended Sources Of Funds/Summary of Fiscal Impact:

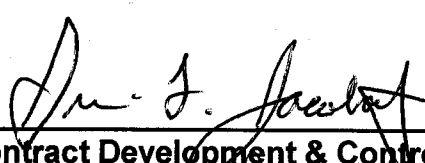
- Federal payments will be deposited into the federally required interest-bearing Local Law Enforcement Block Grant Trust Fund (Fund 1505).
- No match is required for the JAG Local Solicitation funds.

C. Departmental Fiscal Review: mg 6/25/10

## III. REVIEW COMMENTS

### A. OFMB Fiscal And/Or Contract Development and Control Comments:

OFMB  7/7/10  
    7/7/10 6/29/10 6/29/10 6/29/10

 7/9/10  
    Contract Development & Control 7/8/10

### B. Legal Sufficiency:

 7/9/10  
 Assistant County Attorney

### C. Other Departmental Review:

\_\_\_\_\_

# ELECTRONIC APPLICATION



BJA FY 10 Edward Byrne Memorial Justice Assistance  
Grant (JAG) Program Local Solicitation 2010-H8260-FL-DJ



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This handbook allows you to complete the application process for applying to the BJA FY 10 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Local Solicitation. At the end of the application process you will have the opportunity to view and print the SF-424 form.

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*Type of Submission	<input type="radio"/> Application Construction <input checked="" type="radio"/> Application Non-Construction <input type="radio"/> Preapplication Construction <input type="radio"/> Preapplication Non-Construction	
*Type of Application	If Revision, select appropriate option If Other, specify	New Type of Revision
*Is application subject to review by state executive order 12372 process?	<input type="radio"/> Yes This preapplication/application was made available to the state executive order 12372 process for review on <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="radio"/> No Program is not covered by E.O. 12372 <input checked="" type="radio"/> N/A Program has not been selected by state for review	

Save and Continue



# BJA FY 10 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Local Solicitation 2010-H8260-FL-DJ

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Verify that the following information filled is correct and fill out any missing information.  
To save changes, click on the "Save and Continue" button.

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*Is the applicant delinquent on any federal debt	<input type="radio"/> Yes <input checked="" type="radio"/> No	
*Employer Identification Number (EIN)	59 - 6000789	
*Type of Applicant	County	
Type of Applicant (Other):	<input type="text"/>	
*Organizational Unit	County Government	
*Legal Name (Legal Jurisdiction Name)	Palm Beach County Bo	
*Vendor Address 1	301 North Olive Avenue	
Vendor Address 2	<input type="text"/>	
*Vendor City	West Palm Beach	
Vendor County/Parish	Palm Beach	
*Vendor State	Florida	
*Vendor ZIP	33401 - 4705 Need help for ZIP+4?	
<b>Please provide Point of Contact Information for matters involving this application</b>		
*Contact Prefix:	Mr.	
Contact Prefix (Other):	<input type="text"/>	
*Contact First Name:	Michael	
Contact Middle Initial:	<input type="text"/>	
*Contact Last Name:	Szakacs	
Contact Suffix:	Other	
Contact Suffix (Other) :	Other <input type="text"/>	
*Contact Title:	Financial Analyst	
*Contact Address Line 1:	301 North Olive Avenue	

Contact Address Line 2:	<input type="text"/>		
*Contact City	<input type="text" value="West Palm Beach"/>		
Contact County:	<input type="text" value="Palm Beach"/>		
*Contact State:	<input type="text" value="Florida"/> 		
*Contact Zip Code:	<input type="text" value="33401"/>	-	<input type="text" value="4705"/> <a href="#">Need help for ZIP+4?</a>
*Contact Phone Number:	<input type="text" value="561"/>	<input type="text" value="355"/>	<input type="text" value="4939"/> Ext: <input type="text"/>
Contact Fax Number:	<input type="text" value="561"/>	<input type="text" value="355"/>	<input type="text" value="4941"/>
*Contact E-mail Address:	<input type="text" value="mszakacs@pbcgov.org"/>		



BJA FY 10 Edward Byrne Memorial Justice Assistance  
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<b>*Descriptive Title of Applicant's Project</b>		
Criminal Justice Initiatives - Palm Beach County		
<b>*Areas Affected by Project</b>		
Prevention and Education Programs		
<b>Proposed Project</b>		
	<b>*Start Date</b>	October  01  2009
	<b>*End Date</b>	September  30  2013
<b>*Congressional Districts of</b>		
	Project	Congressional District 01, FL Congressional District 02, FL Congressional District 03, FL Congressional District 04, FL
<b>*Estimated Funding</b>		
Federal	\$	287336 .00
Applicant	\$	0 .00
State	\$	0 .00
Local	\$	0 .00
Other	\$	0 .00
Program Income	\$	0 .00
TOTAL	\$	287336 .00

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**Budget and Program Attachments**

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This form allows you to upload the Budget Detail Worksheet, Program Narrative and other Program attachments. Click the Attach button to continue.

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2010 06 23 EEOP.pdf	Delete
2 PBC Program Narrative 2010.pdf	Delete
3 PBC Review Narrative.pdf	Delete
4 PBC Abstract 2010.pdf	Delete
5 PBC Budget Narrative.pdf	Delete
Click on the Attach Button to upload an attachment	Attach

Continue

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Your files have been successfully attached, but the application has not been submitted to OJP. Please continue with your application.

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BJA FY 10 Edward Byrne Memorial Justice Assistance  
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Assurances and Certifications

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To the best of my knowledge and belief, all data in this application/preapplication is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

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Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

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[Assurances and Certifications](#)

1. [Assurances](#)
2. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.](#)

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If you are an applicant for any Violence Against Women grants, this includes the Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act.

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*Prefix:	Mr. <input checked="" type="checkbox"/>
Prefix (Other):	<input type="text"/>
*First Name:	Michael
Middle Initial:	<input type="text"/>
*Last Name:	Rodriguez
Suffix	Suffix: <input checked="" type="checkbox"/>
Suffix (Other):	<input type="text"/>
*Title:	Executive Director
*Address Line 1:	301 North Olive Avenue
Address Line 2:	<input type="text"/>
*City:	West Palm Beach
County:	Palm Beach
*State:	Florida <input checked="" type="checkbox"/>
*Zip Code:	33401 - 4705

*Phone:	<input type="text" value="561"/> - <input type="text" value="355"/> - <input type="text" value="2314"/>	Ext : <input type="text"/>
Fax:	<input type="text" value="561"/> - <input type="text" value="355"/> - <input type="text" value="4941"/>	
*E-mail:	<input type="text" value="mlrodrig@pbcgov.org"/>	
<p><input checked="" type="checkbox"/> I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.</p>		

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<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		<b>2. DATE SUBMITTED</b>	<b>Applicant Identifier</b>
<b>1. TYPE OF SUBMISSION</b>  Application Non-Construction	<b>3. DATE RECEIVED BY STATE</b>		<b>State Application Identifier</b>
	<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>		<b>Federal Identifier</b>
<b>5. APPLICANT INFORMATION</b>			
<b>Legal Name</b>  Palm Beach County Board of County Commissioners		<b>Organizational Unit</b>  County Government	
<b>Address</b>  301 North Olive Avenue West Palm Beach, Florida 33401-4705		<b>Name and telephone number of the person to be contacted on matters involving this application</b>  Szakacs, Michael (561) 355-4939	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN)</b>  59-6000789		<b>7. TYPE OF APPLICANT</b>  County	
<b>8. TYPE OF APPLICATION</b>  New		<b>9. NAME OF FEDERAL AGENCY</b>  Bureau of Justice Assistance	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE</b>  NUMBER: 16.738 CFDA EDWARD BYRNE MEMORIAL JUSTICE TITLE: ASSISTANCE GRANT PROGRAM		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT</b>  Criminal Justice Initiatives - Palm Beach County	
<b>12. AREAS AFFECTED BY PROJECT</b>  Prevention and Education Programs			
<b>13. PROPOSED PROJECT</b> Start Date: October 01, 2009 End Date: September 30, 2013		<b>14. CONGRESSIONAL DISTRICTS OF</b>  a. Applicant b. Project FL16 FL19 FL22 FL23	
<b>15. ESTIMATED FUNDING</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>	
Federal	\$287,336		
Applicant	\$0		

State	\$0	Program has not been selected by state for review
Local	\$0	
Other	\$0	
Program Income	\$0	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>
TOTAL	\$287,336	
N		
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.</b>		

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**BJA FY 10 Edward Byrne Memorial Justice Assistance  
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GRANT  
ASSURANCES  
AND  
CERTIFICATIONS



OMB APPROVAL  
NUMBER 1121-0140

EXPIRES 12/31/2012

### STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity:
  - a. 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
  - b. 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.

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h1>U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE CHIEF FINANCIAL OFFICER

**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. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance of Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," 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 sub-recipients 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 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a):

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.

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 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

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, 810 7th Street, 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.

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U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

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Washington, D.C. 20531

June 23, 2010

Michael Szakacs  
Palm Beach County  
301 N. Olive Ave.  
West Palm Beach,  
Florida 33401

Re: EEOP for Palm Beach County

Dear Mr. Szakacs:

The Office for Civil Rights, Office of Justice Programs, has reviewed and approved the EEOP Short Form that you submitted in accordance with the provisions of your current grant awards. The plan that you submitted conforms to the online Seven-Step Guide to the Design and Development of an Equal Employment Opportunity Plan, which provides the essential information that the Department of Justice requires for our initial screening of your EEOP. The Department of Justice regulations for developing a comprehensive EEOP may be found at 28 CFR § 42.301 *et seq.* Your approved plan is effective for two years from the date of this letter, and satisfies the EEOP requirement for any subsequent grant awards received during the two-year period.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

Michael L. Alston, Director  
Office for Civil Rights



P.O. Box 1989  
West Palm Beach, FL 33402-1989  
(561) 355-2001  
FAX: (561) 355-3990  
www.pbcgov.com



**Palm Beach County  
Board of County  
Commissioners**

Burt Aaronson, Chair  
Karen T. Marcus, Vice Chair

Jeff Koons  
Shelley Vana  
Steven L. Abrams  
Jess R. Santamaria  
Priscilla A. Taylor

**County Administrator**  
Robert Weisman

June 21, 2010

Ms. Yolaine Faustin  
Program Manager  
Bureau of Justice Assistance  
810 Seventh Street NW, Fourth Floor  
Washington, DC 20531

Dear Ms. Faustin:

As Chair of the Palm Beach County Board of County Commissioners I conditionally approve the Edward Bryne Memorial JAG Grant application of \$287,336 for Federal Fiscal Year 2010 (FY2011) for the following projects within Palm Beach County:

SUBGRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County/Board of County Commissioners	Project R.E.A.P. Misdemeanor Re-entry Program	\$200,500
Palm Beach County/Board of County Commissioners	Gulfstream Goodwill Belle Glade Re-entry Program	\$ 86,836
TOTAL		\$287,336

The application will be presented to the Board of County Commissioners for ratification at the July 20, 2010 Board meeting.

Sincerely,

  
BURT AARONSON  
Chairman, Board of County Commissioners

*"An Equal Opportunity  
Affirmative Action Employer"*

**SIGNATURE  
AUTHORITY  
DESIGNATION  
LETTER**



**County Administration**

P.O. Box 1989

West Palm Beach, FL 33402-1989

(561) 355-2030

FAX: (561) 355-3982

www.pb.gov.com



**Palm Beach County  
Board of County  
Commissioners**

Burt Aaronson, Chair

Karen T. Marcus, Vice Chair

Jeff Koons

Shelley Vana

Steven L. Abrams

Jess R. Santamaria

Priscilla A. Taylor

**County Administrator**

Robert Weisman

*"An Equal Opportunity  
Affirmative Action Employer"*

Official Electronic Letterhead

June 9, 2010

Ms. Yolaine Faustin  
Program Manager  
Bureau of Justice Assistance  
810 Seventh Street NW, Fourth Floor  
Washington, DC 20531

Re: Edward Byrne Memorial Justice Assistance Grant (JAG) Program  
FFY 2010 Local Solicitation - Signature Authority Designation

Dear Ms. Faustin:

I am writing to extend signature authority to Mr. Michael L. Rodriguez, Executive Director of the Palm Beach County Criminal Justice Commission, to execute all related documents for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program Federal FY 2010 Local Solicitation. This authorization includes submitting the application electronically and the execution of all necessary forms and documents as required by the U.S. Department of Justice, Office of Justice Programs.

If you have any questions, please feel free to call Mr. Rodriguez at (561) 355-2314.

Thank you for your cooperation and attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Weisman".  
Robert Weisman  
County Administrator

# GRANT PROPOSALS (2)

## **Narrative**

Application Manager: Rosalind Murray: w. (561) 355-2332, (rmurray@pbcgov.org)

Palm Beach County's Public Defender's Office has administered a reentry since 2002. Project R.E.A.P. (Recovery, Empowerment, Achievement and Prosperity) Success, staffed by a social worker and a job developer, strives to prepare county-sentenced inmates for a successful transition from jail to community. Staff works with the clients to assess their needs, meet as many pre-release needs as possible and establish connections to community services for meeting post-release needs. Services provided include: substance abuse and mental health counseling, drug treatment and rehabilitation, family reunification, identification, public benefits, etc.

The project works in tandem with other jail and community programs to augment services rather than duplicate efforts. The program would like the flexibility to place staff as needed throughout the county to support reentry in capacities deemed appropriate by the CJC Reentry Task Force.

Palm Beach County has a formal Task Force for Reentry established by the CJC to address coordination of efforts and identification of system improvements. The goal is to improve public safety for the community by assisting ex-offenders in becoming more stable and preventing their recidivism.

## **Narrative**

The Public Defender's Office received funding in 2010 to hire a paralegal to provide reentry support. The paralegal assists ex-offenders in areas of sealing and expunging, probation termination and driver's license reinstatement. Additionally the paralegal position will provide assistance to those being released from State prison by researching for open criminal cases in other jurisdictions that can be cleared up pre-release. These efforts assist the ex-offender in eliminating legal barriers to successfully reintegrating into the community. The position is designed to be a support position for existing reentry service providers to call upon when a client has one of the needs provided by the paralegal.



### **Narrative – County Wide Coordinator**

Application Manager: Rosalind Murray: w. (561) 355-2332, (rmurray@pbcgov.org)

In an effort to support the Reentry Task Force and provide for more effective and efficient reentry services, the CJC funded the position of Countywide Reentry Coordinator in 2009. The position is designed to facilitate coordination between county funded reentry efforts, assist the task force in the implementation of the five year strategic plan and identify any new opportunities or partnerships that will aid in the transition of the incarcerated back into their communities. To accomplish these tasks, the coordinator researches and disseminates appropriate information, supports the Task Force's subcommittee structure and provides a central point for service providers to help build collaboration and eliminate duplication of efforts.

## **Narrative 2011**

### **Palm Beach County Gulf Stream Good Will Reentry Project**

Application Manager: Rosalind Murray: w. (561) 355-2332, (rmurray@pbcgov.org)

This reentry initiative with Good will moves into its fourth year. The purpose is to provide case management and support services to the formerly incarcerated from the western and coastal communities. These communities include Belle Glade, Pahokee, South Bay, Delray and West Palm Beach. Reentry is part of the overall prevention program of the Criminal Justice Commission. The strategy includes providing comprehensive services in communities which have a sizeable number of returning citizens. They have a disproportionate number of formerly incarcerated adults and juveniles in need of services. This is coupled with a large number of unemployed persons and a large number of high school dropouts and teenage parents. Good Will has been successful in providing these services throughout the state FL and in Palm Beach County. They are part of an overall countywide effort to bring evidence based services and results to clients. The overall outcome is to reduce the number of clients who return to jail thereby reducing the recidivism rate. In addition, increasing the employment rate is another long term outcome. They provide support to the Weed and Seed efforts as well as the County-wide Task Force.

Palm Beach County will contract with Goodwill for the following services:  
To provide case management which will includes assistance with health care and public assistance benefits. Many will need driver's license or identification assistance. Employment services will include the following: Job coaching, resume development and employment counseling will be provided.

Counseling will be offered for ex-offender's reentering the community. Counseling includes sessions such as anger management, substance abuse, batterer's intervention and peer support groups.

R.E.A.P.

Application Manager: Rosalind Murray  
 RMurray@pb.gov.org

OMB APPROVAL NO. 1121-0188  
 EXPIRES 5-98 (Rev. 1/97)  
 (561) 355-2332

# Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Re-entry (REAP)	Salary	\$38,250.00
Paralegal	Salary	\$30,600.00
County-wide Coordinator	Salary	\$35,955.00
Postition 4		
Postition 5		
Postition 6		
SUB-TOTAL		\$104,805.00

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Re-entry (REAP)	Benefits	\$11,750.00
Paralegal	Benefits	\$9,400.00
County-wide Coordinator	Benefits	\$11,045.00
Fringe benefit 4		
Fringe benefit 5		
SUB-TOTAL		\$32,195.00
Total Personnel & Fringe Benefits		\$137,000.00

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Travel entry 1, two lines per entry				
Travel entry 2				
Travel entry 3				
Travel entry 4				
Travel entry 5				
Travel entry 6				
Travel entry 7				
TOTAL				\$0.00

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
Equipment entry 1, one line per entry		
equipment entry 2		
equipment entry 3		
equipment entry 4		
equipment entry 5		
TOTAL		\$0.00

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
REAP	books, software, office supplies,	\$5,000.00
County-wide Coordinator	printing, software, training materials	\$1,000.00
supply item 3		
supply item 4		
supply item 5		
supply item 6		
supply item 7		
supply item 8		
supply item 9		
		<b>TOTAL</b> \$6,000.00

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
four lines per entry, use boxes below or an additional page for more space if required		
		<b>TOTAL</b> \$0.00

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
Urban Growers	Training in construction trades	\$400 x 117.5 days	\$47,000.00
The Lord's Place	On-the-job training	\$400 x 25 days	\$10,000.00
Supply item 1, one line per entry			
Supply item 1, one line per entry			
Subtotal			\$57,000.00

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Urban Growers	Riviera Beach, Florida		\$500.00
	maximum of three lines		
Consultant expense entry 1, one line per	maximum of three lines		
Subtotal			\$500.00

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
maximum of four lines, additional information should be attached on a separate sheet(s)	
maximum of four lines	
Subtotal \$0.00	
TOTAL \$57,500.00	

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
four lines per entry, use boxes below or an additional page for more space if required		
<b>TOTAL</b>		\$0.00

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
one line per entry		
one line per entry		
<b>TOTAL</b>		\$0.00

**Budget Summary-** When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	<u>\$104,805.00</u>
B. Fringe Benefits	<u>\$32,195.00</u>
C. Travel	<u>\$0.00</u>
D. Equipment	<u>\$0.00</u>
E. Supplies	<u>\$6,000.00</u>
F. Construction	<u>\$0.00</u>
G. Consultants/Contracts	<u>\$57,500.00</u>
H. Other	<u>\$0.00</u>
Total Direct Costs	<u>\$200,500.00</u>
I. Indirect Costs	<u>\$0.00</u>
TOTAL PROJECT COSTS	<u>\$200,500.00</u>

Federal Request \$200,500.00

Non-Federal Amount



# Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Case Manager	Salary 100%	\$36,000.00
Employment Specialist	Salary 100%	\$36,800.00
Program Director	Salary 25%	\$14,036.00
Postition 4		
Postition 5		
Postition 6		
		<b>SUB-TOTAL \$86,836.00</b>

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Case Manager		\$0.00
Employment Specialist		\$0.00
Program Director		\$0.00
Fringe benefit 4		
Fringe benefit 5		
		<b>SUB-TOTAL \$0.00</b>
		<b>Total Personnel &amp; Fringe Benefits \$86,836.00</b>

**Budget Summary-** When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	<u>\$86,836.00</u>
B. Fringe Benefits	<u>\$0.00</u>
C. Travel	<u>\$0.00</u>
D. Equipment	<u>\$0.00</u>
E. Supplies	<u>\$0.00</u>
F. Construction	<u>\$0.00</u>
G. Consultants/Contracts	<u>\$0.00</u>
H. Other	<u>\$0.00</u>
Total Direct Costs	<u>\$86,836.00</u>
I. Indirect Costs	<u>\$0.00</u>
TOTAL PROJECT COSTS	<u>\$86,836.00</u>

Federal Request	<u>\$86,836.00</u>
Non-Federal Amount	<u>\$0.00</u>

**ELECTRONIC  
APPLICATION –  
NOTIFICATION  
REQUIREMENTS**

### **Review Narrative – (Attachment 3)**

The following notification requirements were originally presented to the governing body and public as required by the Edward Byrne Memorial Justice Assistance Grant (JAG) Program FFY 2010 Local Solicitation. The 2010 allocation is \$287,336.

#### **Governing Body Notification - 30 days before the application is submitted**

Criminal Justice Commission (CJC) Finance Committee submitted the proposal of programs that would use Justice Assistance Grant (JAG) funds to the Criminal Justice Commission on Monday, May 24, 2010. They voted unanimously to approve the recommendation of the CJC Finance Committee.

On May 25, 2010, a letter was written to Burt Aaronson, Chair of the Palm Beach County Board of County Commissioners. The letter explained the JAG Program, jurisdictions eligible and the plan to use the JAG funds. The following programs were allocated the JAG funds of \$287,336:

Public Defender Re-entry Program (REAP)	\$200,500
Gulfstream Goodwill Belle Glade Re-entry Project	\$ 86,836

The application was presented to the Chair of the Palm Beach County Board of County Commissioners (governing body) on June 21, 2010. The Commissioners will ratify the signature of the Chair on the application and the electronic submittal of the application.

Signature authority for this grant was delegated by the County Administrator or his designee to execute electronically all grant related documents and all necessary forms and documents required by the OJP.

#### **Notification to the Public**

The public notification was placed on the Palm Beach County Criminal Justice Commission's (CJC) website on April 13, 2010. The public was advised that the CJC would vote on May 24, 2010 regarding the use of the available JAG funds and the recommended programs and amounts were listed. The CJC phone number was posted on the website and the public was advised the phone with comments. The CJC meetings are advertised and also listed on the website. The agendas of the meetings are also publicized and the public is invited to attend. The agenda listed the use of the JAG funds and noted that a vote would be taken to approve the recommended programs be funded with the posted amounts. The public is encouraged to attend all meetings and is given an opportunity to comment. The minutes of the meetings are posted on the website and will document the vote taken regarding the use the JAG funds.

**PUBLIC NOTIFICATION OF THE RECOVERY ACT EDWARD BYRNE  
MEMORIAL JUSTICE ASSISTANCE GRANT (JAG)**

On May 24, 2010, the Criminal Justice Commission will vote on a CJC Finance Committee recommendation that the FY2010 allocation of JAG funds (formally known as the Local Law Enforcement Block Grant) be used to support the following on-going programs:

Public Defender Re-entry Program (REAP)	\$ 200,500
Purpose Area: Prevention and Education Programs	

Gulfstream Goodwill Belle Glade Re-entry Program	\$ 86,836
Purpose Area: Prevention and Education Programs	

The requested amount is \$287,336 and the application is due by June 30, 2010. Comments can be made by contacting the Criminal Justice Commission Office at (561)355-4943.

**Written authorization for the County Administrator giving Michael L. Rodriguez signature authority and to act as authorized representative for the FY2010 JAG Application and Grant**

May 27, 2010

Ms. Yolaine Faustin  
Program Manager  
Bureau of Justice Assistance  
810 Seventh Street NW, Fourth Floor  
Washington, DC 20531

Re: FY2010 Recovery Act Edward Byrne Memorial Justice Assistance Grant  
(JAG) Program - Signature Authority Designation

Dear Ms. Faustin:

I am writing to extend signature authority to Mr. Michael L. Rodriguez, Executive Director of the Palm Beach County Criminal Justice Commission, to execute all related documents for the FY2010 Recovery Act Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This authorization includes submitting the application electronically and the execution of all necessary forms and documents as required by the U.S. Department of Justice, Office of Justice Programs.

If you have any questions, please feel free to call me at (561) 355-2712.

Thank you for your cooperation and attention to this matter.

Sincerely,

Robert Weisman  
County Administrator

**Written authorization for the County Administrator giving Michael L. Rodriguez signature authority and to act as authorized representative for the FY2010 JAG Application and Grant**

May 27, 2010

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

Re: FY2010 Edward Byrne Memorial Justice Assistance Grant (JAG) Program  
- Signature Authority Designation

Dear Mr. Wilder:

I am writing to extend signature authority to Mr. Michael L. Rodriguez, Executive Director of the Palm Beach County Criminal Justice Commission, to execute all related documents for the FY2010 Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This authorization includes submitting the application electronically and the execution of all necessary forms and documents including the resulting grant agreement as required by the Florida Department of Law Enforcement.

If you have any questions, please feel free to call me at (561) 355-2712.

Thank you for your cooperation and attention to this matter.

Sincerely,

Robert Weisman  
County Administrator