

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

APPROVED BY: Paul Bullock 8/8/11  
ASSISTANT COUNTY ADMINISTRATOR DATE

## II. FISCAL IMPACT ANALYSIS

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

Fiscal Year	2011	2012	2013	2014	2015
Grant Expenditures	_____	<u>228,558</u>	_____	_____	_____
External Revenues	_____	<u>(228,558)</u>	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<u>_____</u>	<u>- 0 -</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

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

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

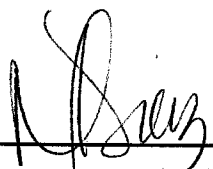
### B. Recommended Sources Of Funds/Summary of Fiscal Impact:


- Federal payments will be deposited into the federally required interest-bearing Criminal Justice Commission Grants Fund (Fund 1507, unit 7692).
- No match is required for the JAG Local Solicitation funds.

C. Departmental Fiscal Review: mg 7/25/11


## III. REVIEW COMMENTS

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

OFMB  7/28/11  
JS 7/27  
7/10

 8/3/11  
Contract Development & Control  
8-3-11 B. Wheeler

### B. Legal Sufficiency:

 8/9/11  
Assistant County Attorney

### C. Other Departmental Review:

\_\_\_\_\_

# ELECTRONIC APPLICATION



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

**Palm Beach County  
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Paulette Burdick

Steven L. Abrams

Burt Aaronson

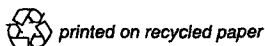
Jess R. Santamaria

Priscilla A. Taylor

**County Administrator**

Robert Weisman

*"An Equal Opportunity  
Affirmative Action Employer"*



July 25, 2011

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 \$228,558 for Federal Fiscal Year 2011 (FY2012) 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	\$193,500
Palm Beach County/Board of County Commissioners	Re-entry Identification Project	\$7,000
Palm Beach County/Board of County Commissioners	Justice Service Center, Re-entry Services	\$ 28,058
<b>TOTAL</b>		<b>\$228,558</b>

The application will be presented to the Board of County Commissioners for ratification at the August 16, 2011 Board meeting.

Sincerely,

Karen T. Marcus  
Chair, Board of County Commissioners



BJA FY 11 Edward Byrne Memorial Justice Assistance  
Grant (JAG) Program Local Solicitation 2011-H5837-FL-DJ



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**Application Handbook**

**Overview**

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This handbook allows you to complete the application process for applying to the BJA FY 11 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	Application Non-Construction
*Type of Application	New If Revision,select appropriate option If Other, specify
*Is application subject to review by state executive order 12372 process?	N/A Program has not been selected by state for review

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*Is the applicant delinquent on any federal debt	No
*Employer Identification Number (EIN)	59-6000789
*Type of Applicant	County
Type of Applicant (other):	
*Organizational Unit	County Government
*Legal Name (Legal Jurisdiction Name)	Palm Beach County Board of County Commissioners
*Vendor Address 1	301 North Olive Avenue
Vendor Address 2	
*Vendor City	West Palm Beach
Vendor County/Parish	Palm Beach
*Vendor State	Florida
*Vendor ZIP	33401-4705
<b>Point of Contact Information for matters involving this application</b>	
Contact Prefix:	Ms.
Contact Prefix (Other):	
Contact First Name:	Jenise
Contact Middle Initial:	
Contact Last Name:	Link
Contact Suffix:	Other
Contact Suffix (Other):	Other
Contact Title:	Sr. Criminal Justice Analyst
Contact Address Line 1:	301 North Olive Avenue
Contact Address Line 2:	
Contact City:	West Palm Beach

Contact State:	Florida
Contact Zip Code:	33401-4705
Contact Phone Number:	(561) 355-1503
Contact Fax Number:	(561) 355-4941
Contact E-mail Address:	jlink@pbcgov.org

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Descriptive Title of Applicant's Project		
Criminal Justice Initiatives - Palm Beach County		
Areas Affected by Project		
Prevention and Education Programs		
Proposed Project		
	*Start Date	October/ 01/ 2010
	*End Date	September/ 30/ 2014
*Congressional Districts of		
	Project	Congressional District 16, FL Congressional District 19, FL Congressional District 22, FL Congressional District 23, FL
*Estimated Funding		
Federal		\$228558.00
Applicant		\$0.00
State		\$0.00
Local		\$0.00
Other		\$0.00
Program Income		\$0.00
TOTAL		\$228558.00

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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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2 PBC Program Narrative.pdf	Delete
3 PBC Budget Narrative REAP.pdf	Delete
4 PBC Budget Narrative JSC.pdf	Delete
5 Budget Detail.pdf	Delete
6 PBC Sig Del.pdf	Delete
7 PBC Review Narrative .pdf	Delete
1 PBC Abstract.pdf	Delete
Click on the Attach Button to upload an attachment	Attach

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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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**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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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.
Name Prefix:(Other)	
*First Name	Michael
Middle Initial (if any)	
*Last Name	Rodriguez
Suffix	
Name Suffix:(Other)	
*Title	Executive Director
*Address Line 1	301 North Olive Avenue
Address Line 2	
*City	West Palm Beach
County	Palm Beach
*State	Florida
*Zip Code	33401-4705
*Phone	561-355-2314 Ext :
Fax	561-355-4941
*E-mail	mlrodrig@pbcgov.org
<input checked="" type="checkbox"/> I have examined the information provided here regarding the signing authority and certify it is accurate. I	

**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.**

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<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		<b>2. DATE SUBMITTED</b> July 21, 2011	<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>  Link, Jenise (561) 355-1503	
<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, 2010 End Date: September 30, 2014		<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		\$228,558	
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	\$228,558	
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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GRANT  
ASSURANCES  
AND  
CERTIFICATIONS

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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.

Accept

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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

<https://grants.ojp.usdoj.gov/gmsexternal/displayAssurancesTextAction.st?method=certify...> 7/21/2011

(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.

Accept

SIGNATURE  
AUTHORITY  
DESIGNATION  
LETTER



**County Administration**

P.O. Box 1989

West Palm Beach, FL 33402-1989

(561) 355-2030

FAX: (561) 355-3982

www.pbcgov.com



**Palm Beach County  
Board of County  
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Jess R. Santamaria

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**County Administrator**

Robert Weisman

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July 18, 2011

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 2011 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 2011 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 (3)

**Program Abstract**

Applicant Name: Palm Beach County Criminal Justice Commission  
Application Manager: Jenise Link: w. (561) 355-1503, (JLink@pbcgov.org)  
Title of Project: Palm Beach County Reentry  
Purpose Area: Prevention and Education Programs

Goals of the Project:	<ul style="list-style-type: none"><li>- To reduce and prevent violent crime</li><li>- To reduce recidivism</li><li>-To improve public safety</li><li>-To reduce the cost of incarceration to the taxpayer</li><li>- To strengthen links between the criminal justice system and the community, to promote partnerships among national, state, local agencies, and to encourage the development of problem solving strategies for prosecution and crime prevention</li></ul>
Project Identifiers	<ol style="list-style-type: none"><li>1. Case Management- will be provided to ex offenders</li><li>2. Crime Prevention- recidivism will reduce by providing services and treatment to ex offenders</li><li>3. Hiring of Personnel- case manager, job finder, reentry paralegal and reentry coordinator</li><li>4. Civil Rights- the reentry paralegal will work to restore civil rights for ex offenders</li><li>5. Corrections- the case manager will begin the reentry process by identifying participants before they are released from incarceration</li></ol>
Strategies to be used:	<p>The Palm Beach County Reentry Initiative is supported by the Palm Beach Criminal Justice Commission through the Reentry Task Force. The task force is responsible for implementing the Palm Beach County Strategic Plan for Reentry. In addition to the implementation of the strategic plan, the project employs four (4) staff persons. Two staff people work directly with inmates from the Palm Beach County Jail. They provide comprehensive case management and job development programming. Other services include: job readiness training; job placement; computer skills training; transportation; drivers license restoration and restoration of civil rights. The fulltime Countywide Coordinator and Paralegal round out the cadre of services which provide programming to the entire county.</p> <p>In 2011, employment and on-the-job training programming will be further developed. An application has been submitted to the Department of Justice for the Second Chance Grant for a second year of project funding. This grant will allow for an expansion of services and collaboration with the Florida Department of Corrections.</p> <p>The Palm Beach County Reentry Project is contingent upon maintaining and developing partnerships with government departments at the federal, state, and local levels; social service agencies; community and faith- based organizations; private sector businesses; and residents.</p>

## **Narrative**

Application Manager: Jenise Link: w. (561) 355-1503, (JLink@pbcgov.org)

### **Project REAP**

Palm Beach County's Public Defender's Office has administered a reentry program 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, and public benefits.

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.

### **Paralegal**

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 provides 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.

**Countywide Reentry Coordinator**

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.

## Budget Narrative

Application Manager: Jenise Link, (561) 355-1503, JLink@pbcgov.org

### Project R.E.A.P.

Project REAP (Recovery, Empowerment, Achievement and Prosperity) is supported as a crime prevention project by the Palm Beach County Criminal Justice Commission. The grant supports personnel who work at the County Central Detention Center for the purposes of connecting ex-offenders returning from state and local incarceration with appropriate community based service providers in conjunction with their felon registration. The personnel also provides assistance to clients from the Federal Second Chance Act Grant RESTORE project who are connecting with their community based service providers at the portal on the day of their release. This is provided to reduce crime and increase public safety. JAG funds pay salaries and benefits of \$50,000 for staff, \$56,500 for consultants and consultant expenses, and \$6,000 for supplies in support of this project. **Sub-total: \$112,500.**

The Paralegal staff is integral in several areas of reentry programming. The main areas of support are restoration of voting rights. This process is a cumbersome application which takes some level of experience. The Paralegal works on behalf of citizens who require assistance in obtaining a driver's license. Often the first step in securing employment is having suitable documents and a driver's license is critical. Expungement of some criminal offenses is permissible but also encompasses a lengthy application. The Paralegal supports reentry services in this manner. JAG funds pay salaries and benefits of \$40,000 in support of this project. **Sub-total: \$40,000.**

The Countywide Coordinator is responsible for staffing the Reentry Task Force and making sure that policy is drafted in support of the Reentry Strategic Plan. This plan was approved by the Criminal Justice Commission as a roadmap for reentry services in this county. The Countywide Coordinator also assembles service providers and practitioners around uniform performance and reporting measurements, training and problem solving. Staff is also responsible for planning and viewing the big picture on reentry in the county. This work will insure compliance in this burgeoning arena. JAG funds pay salaries and benefits of \$47,000 for staff, and \$1,000 for supplies in support of this project. **Sub-total: \$48,000.**

**Grand total: \$200,500**

## Budget Narrative

Application Manager: Jenise Link: w. (561) 355-1503, (JLink@pbcgov.org)

### Riviera Beach Justice Service Center

Five years ago, Palm Beach County (PBC) responded to near epidemic levels of violence with a comprehensive youth violence prevention project (Project) modeled after the Comprehensive Gang Model which is derived from the research of Irving Spergel and his colleagues at the University of Chicago.

Based on the findings from a study of violent crime in the county, five program sites or violent crime "hot spots" were identified and these cities agreed to implement the Project. The Criminal Justice Commission (CJC), who acts as the advisory board to the county on all criminal justice matters, identified cities that were chosen based on crime data to implement the plan, namely: Riviera Beach, West Palm Beach, Lake Worth, Boynton Beach, and Belle Glade.

Professionals from the criminal justice system, education, human services, and local youth contributed to the planning for the County's comprehensive approach to youth violence reduction. Under the leadership of the CJC, four subcommittees were formed, namely, crime prevention, law enforcement, courts, and corrections, and charged with developing a strategic plan. The recommendations from the four subcommittees were examined and used to support the county's implementation of a multi-agency comprehensive program model.

The CJC invited the cities of Boynton Beach, West Palm Beach, Lake Worth, Riviera Beach and Belle Glade to implement the program and agree to the following conditions:

- Abide by the requirement that all city-related projects and efforts will service the residents within the identified geographic areas as outlined by GIS mapping.
- Make a commitment of building space for services within the identified geographical areas.
- Design a phase-in plan, including timeline, for the creation of a Youth Empowerment Center.
- Design a phase-in plan, including timeline, for a **Justice Service Center**.
- Participate in the multi-agency task force law enforcement component of the Youth Violence Prevention Project.
- Utilize the findings of the Project's 500 youth surveys to develop and prioritize youth empowerment programs.
- Pay the city's portion of all goods, services, and personnel used in connection with this project.
- Develop separate community advisory boards for youth and young adults.
- Participate in all aspects of evaluation including data collection, data sharing, site monitoring, and visits.

Each of the five sites has implemented Youth Empowerment Centers (YEC) to varying degrees that offer programs for at-risk youth who may or may not be involved in the justice system. In addition, the model requires a component for juveniles or adults on probation or re-entering the county from jails or institutions, called Justice Service Centers (JSC). Only two of the five JSC exist today. While each of the participating municipalities and the county value the project, funding is not available to develop the JSC or to augment the Project.

While the Criminal Justice Commission (CJC) has served as the convener of the Project, its success is largely due to the efforts of the Steering Committee, Committees and many partners including the Board of County Commissioners, five municipalities (Boynton Beach, Riviera Beach, West Palm Beach, Belle Glade and Lake Worth), local, state and federal law enforcement, educators, Workforce Alliance, and community and faith-based organizations. In addition, the CJC provides on-going evaluation of the Youth Violence Prevention Program.

The Criminal Justice Commission continues their commitment to offender reentry. The Riviera Beach Justice Service Center was established in one of the targeted areas to provide assistance to juvenile and young adult offenders up to age 29. While other agencies/organizations serve ex-offenders, the JSC is unique in that it provides a comprehensive service for ex-offenders residing in the county, without geographic boundaries. The Justice Service Center provides services either on-site or through referrals. These services include employment, substance abuse, mental health, legal assistance, reentry assistance, life skills, and probation sanction assistance.

- The Justice Service Center provides assistance to those seeking mental health services by partnering with mental health providers. Residents, both juvenile and adult can access services through referrals.
- The Justice Service Center provides assistance to those seeking substance abuse counseling onsite and by referrals.
- The Justice Service Center provides judges with the option of having youth complete their community service sanctions in the neighborhood and repay the community for their law violation.
- The Justice Service Center provides assistance to those seeking employment services. By partnering with the Workforce Alliance and other agencies, the Justice Service Center offers an array of referrals to partner agencies that provide the individual with assistance in obtaining employment, gaining self-sufficiency, gaining work skills to obtain employment, and upgrading skills to maintain employment.

This year the Justice Service Center focused much of its efforts on an ex-offenders employment training program – Restoration Squared ( $R^2$ ).  $R^2$  provides a small, hand selected group of ex-offenders who are involved with the JSC a comprehensive construction training program and enhanced social services. The goal of  $R^2$  is to provide on-the-job training for ex-offenders through community improvement efforts, such as restoring blighted homes. The first restored home was completed in May 2010 and a second home is planned for in West Palm Beach with a different group of participants in 2011.

The requested grant funds will support this project by paying \$28,058 of the Justice Service Center rent amount of \$30,504.

**Total Costs: \$28,058**

Jenise Link  
jlink@pbco.gov.org  
(561) 355-1503

# 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
Job Finder	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
Job Finder	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 - ID Program	ID fees and related materials	\$7,000.00
Office supplies	Materials and supplies for office work administration	\$500.00
supply item 3		
supply item 4		
supply item 5		
supply item 6		
supply item 7		
supply item 8		
supply item 9		
		TOTAL \$7,500.00

**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		
		TOTAL \$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 115 days	\$46,000.00
The Lord's Place	On the job training	\$400 x 25 days	\$10,000.00
Riviera Beach Justice Service Center	Re-entry services	\$76.87 x 365 days	\$28,058.00
Supply item 1, one line per entry			
Subtotal			\$84,058.00

**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
Consultant expense entry 1, one line per	maximum of three lines		
	maximum of three lines		
Consultant expense entry 1, one line per	maximum of three lines		
Subtotal			\$0.00

**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	
\$84,058.00	

**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		\$104,805.00
B. Fringe Benefits		\$32,195.00
C. Travel		\$0.00
D. Equipment		\$0.00
E. Supplies		\$7,500.00
F. Construction		\$0.00
G. Consultants/Contracts		\$84,058.00
H. Other		\$0.00
Total Direct Costs		\$228,558.00
I. Indirect Costs		\$0.00
TOTAL PROJECT COSTS		\$228,558.00
Federal Request	\$228,558.00	
Non-Federal Amount		

ELECTRONIC  
APPLICATION –  
NOTIFICATION  
REQUIREMENTS

**Attach a review narrative that provides the date the JAG application was made available for review to the governing body, or to an organization designated by that governing body (this date should not be less than 30 days before the application was submitted to BJA). This review narrative also must specify that an opportunity to comment was provided to citizens to the extent applicable law or established procedures make such opportunity available. It's ok if the 30 day review period has not ended – BJA will hold the application until it ends or attach a withholding special condition to the award.**

On June 22, 2010 a Finance Committee meeting of the Palm Beach County Criminal Justice Commission was held and the JAG local solicitation was discussed. This was a publicly noticed meeting and open to the public. The Finance Committee voted on the submitted program areas and the attached public notification was posted on the Palm Beach County Criminal Justice Commission web site as a result of the public Committee meeting.

**PUBLIC NOTIFICATION OF THE EDWARD BYRNE MEMORIAL JUSTICE  
ASSISTANCE GRANT (JAG) LOCAL SOLICITATION**

On July 11, 2011, the Criminal Justice Commission Executive Committee will vote on a CJC Finance Committee recommendation that the FY2011 allocation of JAG funds (formally known as the Local Law Enforcement Block Grant) be used to support the following new and on-going programs:

Project R.E.A.P. Ex-Offender Reentry Program	\$ 193,500
Purpose Area: Prevention and Education Programs	
Project R.E.A.P. Ex-Offender Reentry ID Program	\$ 7,000
Purpose Area: Prevention and Education Programs	
Riviera Beach Justice Service Center – Re-entry Program	\$ 28,058
Purpose Area: Prevention and Education Programs	

The requested amount is \$228,558 and the application is due by July 21, 2011.

Comments can be made by contacting the Criminal Justice Commission Office at (561)355-4943.