

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

Meeting Date: 3/11/14

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) Receive and File** Florida Department of Law Enforcement (FDLE) grant awards for \$362,544 beginning October 1, 2013 through September 30, 2014 to fund drug court (\$227,407 Grant #2014-JAGC-PALM-3-E5-228), the law enforcement exchange (\$100,000-Grant #2014-JAGC-PALM-1-E5-214) and ex-offender reentry programs (\$35,137-Grant #2014-JAGC-PALM-2-E5-223); **(B) Receive and File** a Department of Justice (DOJ) grant award for \$158,794 beginning October 1, 2012 through September 30, 2016 to fund reentry programs; **(C) Approve** a Budget Amendment of \$18,544 in the Criminal Justice Grants Fund to reconcile the Budget for the JAG Program (State) to the actual CJC grant awards; **(D) Approve** a Budget Amendment of \$14,794 in the JAG Local Solicitation Fund to reconcile the budget for the JAG Program (Local) to the actual CJC grant awards; **(E) Approve** a downward Budget Amendment of \$57,593 in the general fund reducing the transfers from CJC to Public Safety to reconcile the budget to the actual CJC grant awards; and **(F) Approve** a downward Budget Amendment of \$58,863 in the Criminal Justice Trust Fund reducing the transfers from CJC to the Public Defender to reconcile the budget to the actual CJC grant.

SUMMARY: The Criminal Justice Commission (CJC) receives two annual Edward Byrne Memorial Justice Assistance Grant (JAG) Program formula grants, one from FDLE and one from DOJ. The JAG Programs allow local governments to support a broad range of activities to prevent and control crime based on local needs and conditions. Palm Beach County has been allocated \$362,544 in FFY2013 federal funds as part of the FDLE JAG Program, and \$158,794 in FFY2013 federal funds as part of the DOJ JAG Program for expenditure in FY2014. The CJC recommended reentry programs for funding for the period October 1, 2013 through September 30, 2016. On October 22, 2013, the board approved R2013-1452, which provided delegated authorization to accept the awards. There is no match requirement for the JAG Programs. **Countywide (PGE).**

BACKGROUND: 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. CJC staff provides program oversight and grant administration.

Attachments:

1. FDLE Grant Award Letters
2. DOJ Grant Award Letter
3. Budget Amendment (Fund 1507)
4. Budget Amendment (Fund 1511)
5. Budget Amendment (Fund 0001)
6. Budget Amendment (Fund 1323)

RECOMMENDED BY:


DEPARTMENT DIRECTOR

2-14-14
DATE

APPROVED BY:


ASSISTANT COUNTY ADMINISTRATOR

2/26/14
DATE

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

| Fiscal Year | 2014 | 2015 | 2016 | 2017 | 2018 |
|-------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|
| Capital Expenditures | _____ | _____ | _____ | _____ | _____ |
| Operating Costs | \$512,338 | _____ | _____ | _____ | _____ |
| External Revenues | <\$512,338> | _____ | _____ | _____ | _____ |
| County Match | _____ | _____ | _____ | _____ | _____ |
| In-Kind Match | _____ | _____ | _____ | _____ | _____ |
| NET FISCAL IMPACT | <u>-0-</u> | <u>_____</u> | <u>_____</u> | <u>_____</u> | <u>_____</u> |
| POSITIONS (Cumulative) | <u>0</u> | <u>_____</u> | <u>_____</u> | <u>_____</u> | <u>_____</u> |

Is Item In adopted budget? Yes X No _____

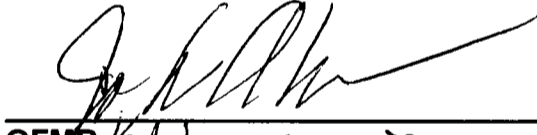
Budget Account No: Fund 1507 Agency 762 Org 7664 Object _____
 1511 762 7665

B. Recommended Sources Of Funds/Summary of Fiscal Impact:
Programs and funding will commence in FY 2014 and are part of the FY2014 proposed budget

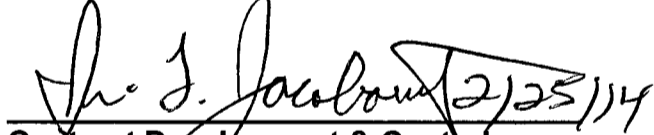
C. Departmental Fiscal Review: _____

III. REVIEW COMMENTS

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




OFMB *cc 2/12 2/14/14 8/18/14*



Contract Development & Control
2-25-14 [initials]

B. Legal Sufficiency:



Assistant County Attorney

REVISED 9/95
ADM FORM 01

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)

FDLE AWARD LETTER



Florida Department of
Law Enforcement

Gerald M. Bailey
Commissioner

FEB 3 2014

Business Support
Office of Criminal Justice Grants
Post Office Box 1489
Tallahassee, FL 32302-1489
(850) 617-1250
www.fdle.state.fl.us

Rick Scott, *Governor*
Pam Bondi, *Attorney General*
Jeff Atwater, *Chief Financial Officer*
Adam Putnam, *Commissioner of Agriculture*

RECEIVED

FEB 10 2014

Palm Beach County
Criminal Justice Commission

The Honorable Steven Abrams
Mayor
Palm Beach County Board of Commissioners
301 North Olive Avenue
West Palm Beach, FL 33401-4700

Re: Contract No. 2014-JAGC-PALM-1-E5-214

Dear Mayor Abrams:

The Florida Department of Law Enforcement is pleased to award an Edward Byrne Memorial Justice Assistance Grant to your unit of government in the amount of \$ 100,000.00 for the project entitled, LAW ENFORCEMENT EXCHANGE. These funds shall be utilized for the purpose of reducing crime and improving public safety. A copy of the approved subgrant application with the referenced contract number is enclosed for your file. All correspondence with the Department should always refer to the project number and title.

As you may be aware, information from subgrants and performance reports are currently provided to the Department of Justice under the Performance Measurement Tool (PMT) and Federal Funding Accountability and Transparency Act (FFATA) to meet current federal transparency requirements. However, the State of Florida recently passed legislation requiring all contracts, including grants for state or federal financial assistance, be provided to the Department of Financial Services via the Florida Accountability Contract Tracking System (FACTS). This grant contract and all subsequent correlating information including performance reports, expenditure reports, grant amendments, etc. are provided to FACTS to meet requirements under Chapter 2013-54 and 2013-154 Laws of Florida for transparency in government spending. If this grant agreement contains confidential or exempt information not subject to disclosure under the public records law, Chapter 119, F.S., (such as the names of personnel and disclosure of equipment for certain undercover operations, etc. that may result in officer names or other sensitive information on grant documents and expenditure reports) please contact the Office of Criminal Justice Grants for information on requesting exemption from public records disclosure.

Please complete and return the enclosed Certification of Acceptance to the Office of Criminal Justice Grants within 30 calendar days from the date of award. This certificate constitutes official acceptance of the award and must be received by the Department prior to the reimbursement of any project expenditures. We look forward to working with you on this project. Please contact Planning Manager Annamarie Whatley at (850) 617-1250 if you have any questions or we can be of further assistance.

Sincerely,

Petrina Tuttle Herring
Administrator

PTH/al

Enclosures

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

CERTIFICATE OF ACCEPTANCE OF SUBGRANT AWARD

The subgrantee, through its authorized representative, acknowledges receipt and acceptance of subgrant award number 2014-JAGC-PALM-1-E5-214, in the amount of \$ 100,000.00, for a project entitled, LAW ENFORCEMENT EXCHANGE, for the period of 10/01/2013 through 09/30/2014, to be implemented in accordance with the approved subgrant application, and subject to the Florida Department of Law Enforcement's Standard Conditions and any special conditions governing this subgrant.



(Signature of Subgrantee's Authorized Official)

MICHAEL L. RODRIGUEZ, EXECUTIVE DIRECTOR
(Typed Name and Title of Official)

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS
(Name of Subgrantee)

2/11/14

(Date of Acceptance)

SUBGRANT AWARD CERTIFICATE

Subgrantee: Palm Beach County Board of Commissioners

Date of Award: 01/31/2014

Grant Period: From: 10/01/2013 TO: 09/30/2014

Project Title: LAW ENFORCEMENT EXCHANGE

Grant Number: 2014-JAGC-PALM-1-E5-214

Federal Funds: \$ 100,000.00

State Agency Match:

Local Agency Match: \$ 0.00

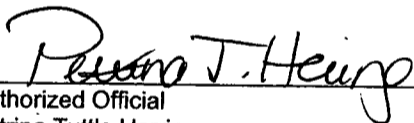
Total Project Cost: \$ 100,000.00

CFDA Number: 16.738

Award is hereby made in the amount and for the period shown above of a subgrant under Part E of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 as amended Subpart 1 of such part (42 U.S.C. 3751-3759); the Consolidated Appropriations Act, 2008, Public Law 110-161; and Public Law 109-162, Title XI, Department of Justice Reauthorization, Subtitle B, Improving the Department of Justice's Grant Programs, Chapter 1, Assisting Law Enforcement and Criminal Justice Agencies, Section 1111. Merger of Byrne Grant Program and Local Law Enforcement Block Grant Program, to the above mentioned subgrantee and subject to any attached or special conditions.

This award is subject to all applicable rules, regulations, and conditions as contained in the Financial and Administrative Guide for Grants, Guideline Manual 7100 1D, Office of Justice Programs, Common Rule for State and Local Governments and A-87, or OMB Circulars A-110 or A-102, as applicable, and A-21, in their entirety. It is also subject to such further rules, regulations and policies as may be reasonably prescribed by the State or Federal Government consistent with the purposes and authorization of P.L. 90-351, as amended, and P.L. 100-690.

This grant shall become effective on the beginning date of the grant period provided that within 30 days from the date of award, a properly executed Certificate of Acceptance of Subgrant Award is returned to the Department.



Authorized Official
Petrina Tuttle Herring
Administrator

01/31/2014

Date

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

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 1 Administration

Subgrant Recipient

Organization Name: Palm Beach County Board of Commissioners

County: Palm Beach

Chief Official

Name: Steven Abrams

Title: Mayor

Address: 301 North Olive Avenue

City: West Palm Beach

State: FL **Zip:** 33401-4700

Phone: 561-355-2204 **Ext:**

Fax:

Email: SAbrams@pbcgov.org

Chief Financial Officer

Name: Kristeena Pinto

Title: Manager of Payables

Address: 301 North Olive Avenue

2nd Floor

City: West Palm Beach

State: FL **Zip:** 33401

Phone: 561-355-3353 **Ext:**

Fax: 561-355-3393

Email: kpinto@mypalmbeachclerk.com

Application Ref # 2014-JAGC-2327

Section #1 Page 1 of 2

Contract 2014-JAGC-PALM-1-E5-214

Rule Reference 11D-9.006 OCJG-005 (rev. October 2005)

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide



Implementing Agency

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

Chief Official

Name: Michael Rodriguez
Title: Executive Director
Address: 301 North Olive Avenue, Suite 1001
City: West Palm Beach
State: FL **Zip:** 33401-4791
Phone: 561-355-2314 **Ext:**
Fax: 561-355-4941
Email: mlrodrig@pbcgov.com

Project Director

Name: Katherine Hatos
Title: Senior Criminal Justice Analyst
Address: 301 North Olive Avenue
Suite 1001
City: West Palm Beach
State: FL **Zip:** 33401-4700
Phone: 5613556877 **Ext:**
Fax: 5613554941
Email: khatos@pbcgov.org

Application Ref # 2014-JAGC-2327

Section #1 Page 2 of 2

Contract 2014-JAGC-PALM-1-E5-214

Rule Reference 11D-9.006 OCJG-005 (rev. October 2005)

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 2 - Project Overview

General Project Information

Project Title: LAW ENFORCEMENT EXCHANGE
Subgrant Recipient: Palm Beach County Board of Commissioners
Implementing Agency: Palm Beach County Criminal Justice Commission
Project Start Date: 10/1/2013 **End Date:** 9/30/2014

Problem Identification

Palm Beach County has over 25 law enforcement jurisdictions which leads to difficulties in data sharing, information sharing, and presents investigative coordination problems. Numerous times data, information and investigations involve similar suspects and crimes unknown to all the participating law enforcement agencies. To address these issues, Palm Beach County initiated the LEX project in 2004. This initial data sharing project has developed into a mature data sharing initiative that is part of the state FLEX program.

Once the data sharing hurdle was passed, the LEX project expanded. This expansion has led to a comprehensive program adopted by all of the Chiefs of Police and the Sheriff's Office in Palm Beach County. This comprehensive program includes:

- Data sharing
- An information sharing process through a Bulletin system
- Five (5) Regional intelligence sharing meetings per month
- Case de-confliction
- Crime trends and pattern identification
- Moving crime information into law enforcement action

To better address the financial requirements of the LEX expansion, the Chiefs of Police and Sheriff's Office in Palm Beach County created a non-profit organization called Palm Beach County Law Enforcement eXchange, Inc. (LEX). The LEX organization was created to establish an efficient and effective technology-enabled law enforcement enterprise system for enhancing the safety, security and quality of life for law enforcement personnel and citizens, under Florida Statute 163.63. The LEX Board of Directors (Chiefs of Police and Sheriff's Office of Palm Beach County) need an executive level position to coordinate the activities of the enhanced LEX program. At the present time there is no coordination on a countywide, multi-jurisdictional basis for regional intelligence sharing meetings, de-confliction, crime trends and pattern identification, and data sharing and information sharing issues.

Project Summary (Scope of Work)

This position is being established by the non-profit LEX Board of Directors to provide overall coordination for the LEX Program to include data and information sharing, regional intelligence sharing meetings, case de-confliction, crime trends and pattern identification, and moving crime information into law enforcement action. This individual will coordinate on a countywide basis information sharing between 25 agencies, Palm Beach County Sheriff's Office, state and federal law enforcement at the county and municipal level. They will contract for the position to provide activities related to enabling Palm Beach County law enforcement to share information and coordinate activities in a countywide, multi-jurisdictional fashion.

Application Ref # 2014-JAGC-2327

Section #2 Page 1 of 3

Contract 2014-JAGC-PALM-1-E5-214

Rule Reference 11D-9.006 OCJG-005 (rev. October 2005)

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Work is performed under the direction of the Chairman of the LEX Board of Directors, and is reviewed based on reports, conferences and results achieved. Work is performed in close communication and coordination with executives in the: Palm Beach County Sheriff's Office and Southeast Florida Fusion Center, municipal law enforcement agencies and other federal, state and local criminal justice organizations. The Director position will also coordinate activities with other LEX project staff at the Palm Beach County Information Systems Services Department.

LEX is an organization comprised of criminal justice agencies sharing information through a formalized network. It is designed to create inter-agency collaboration in an effort to enhance public safety in Palm Beach County. Through the information sharing process the LEX regions are able to:

- Identify crime trends
- Share information of criminal activity
- Encourage countywide investigative cooperation
- With the Fusion Center, encourage regional investigative cooperation
- Enhance solvability of crimes through data and information sharing
- Provide information to the State Attorney's Office, which may assist in establishing priorities and aid in successful prosecutions
- Enable and enhance data sharing and information sharing initiatives in Palm Beach County
- Provide a countywide executive level overview of crime patterns

The LEX Countywide Program Director position will be able to identify and communicate the processes, procedures and tools that are available to the various agencies, assist with de-confliction through the various systems that are in place, and assist agencies with coordinating resources when necessary.

Application Ref # 2014-JAGC-2327

Section #2 Page 2 of 3

Contract 2014-JAGC-PALM-1-E5-214

Rule Reference 11D-9.006 OCJG-005 (rev. October 2005)

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 2/Project Overview

Section Questions:

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

Answer: Yes

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

Answer: Yes

Question: Part 1: In your business or organization's preceding completed fiscal year, did your business or organization (the subgrantee) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? If yes, answer "yes" or "no" to Part 2, below.

Answer: No

Question: Part 2: Does the public have access to information about the compensation of the executives in your business or organization (the subgrantee) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? If answer to Part 1, above, was "no," answer N/A.

Answer: N/A

Application Ref # 2014-JAGC-2327

Section #2 Page 3 of 3

Contract 2014-JAGC-PALM-1-E5-214

Rule Reference 11D-9.006 OCJG-005 (rev. October 2005)

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 3 Performance

General Performance Info:

Performance Reporting Frequency: Quarterly

Federal Purpose Area: 001 - Law Enforcement Programs

State Purpose Area: A - Accomplishments: Includes any accomplishments during the reporting period.

Activity Description

Activity: Crime Analysis
Target Group: Law Enforcement
Geographic Area: Rural
Location Type: County-Wide

Address(es) :

PBSO
3228 Gun Club Road
West Palm Beach , FL 33406

Objectives and Measures

Objective: A1 - Report on program accomplishments

Measure: Part 1

Please briefly describe what your program's accomplishments will be. Please include any benefits or changes to be observed as a result of JAG-funded activities, such as program completion, or changes in attitudes, skills, knowledge, or conditions. [500-character limit]

Goal:
-Identify crime trends
-Share information of criminal activity
-Encourage countywide investigative cooperation

Objective: A2 - Report on usage of crimesolutions.gov Website

Measure: Part 1

Will you be using the crimesolutions.gov website?

Goal: No

Objective: A3 - Report on subgrants from grantees other than FDLE

Measure: Part 2

If yes, enter grantee organization or agency name.

Application Ref # 2014-JAGC-2327

Section #3 Page 1 of 3

Contract 2014-JAGC-PALM-1-E5-214

Rule Reference 11D-9.006 OCJG-005 (rev. October 2005)

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 3 Performance

Goal: Bureau of Justice Assistance

Measure: Part 1

Are you a subrecipient of a JAG award from another JAG grantee (other than FDLE)? An agency can be a primary recipient of a JAG award from BJA and a subrecipient of a JAG award from another JAG award primary recipient. Do not consider awards that you receive directly from USDOJ.

Goal: Yes

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 3 Performance

Section Questions:

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

Answer: N/A

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

Answer: N/A

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide



General Financial Info:

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

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000785

Budget:

| Budget Category | Federal | Match | Total |
|-----------------------------|---------------------|---------------|---------------------|
| Salaries and Benefits | \$0.00 | \$0.00 | \$0.00 |
| Contractual Services | \$96,075.00 | \$0.00 | \$96,075.00 |
| Expenses | \$3,925.00 | \$0.00 | \$3,925.00 |
| Operating Capital Outlay | \$0.00 | \$0.00 | \$0.00 |
| Indirect Costs | \$0.00 | \$0.00 | \$0.00 |
| -- Totals -- | \$100,000.00 | \$0.00 | \$100,000.00 |
| Percentage | 100.0 | 0.0 | 100.0 |

Project Generated Income:

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

Application Ref # 2014-JAGC-2327

Section #4 Page 1 of 3

Contract 2014-JAGC-PALM-1-E5-214

Rule Reference 11D-9.006 OCJG-005 (rev. October 2005)

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 4 Financial (cont.)

Budget Narrative:

Contractual Services: \$96,075

Hourly Fee = \$46.19 X 2080 Units = \$96,075

Expenses: \$3,925

| | |
|--------------------------------|-------|
| IACP Conference 10/19-10/23/13 | 2,335 |
| Registration \$ 575 | |
| Hotel \$200 pn x 5 = \$ 1,000 | |
| Airfare \$ 500 | |
| Per Diem \$40pd x 5 = \$ 200 | |
| Local transportation \$ 60 | |

| | |
|-----------------------------|-------|
| CJIS Conference 7/8-7/10/14 | 1,590 |
| Registration \$ 367 | |
| Mileage 500 x .565 \$ 283 | |
| Hotel \$ 820 | |
| Per Diem \$40 x 3 \$ 120 | |

TOTAL \$ 100,000

Application Ref # 2014-JAGC-2327

Section #4 Page 2 of 3

Contract 2014-JAGC-PALM-1-E5-214

Rule Reference 11D-9.006 OCJG-005 (rev. October 2005)

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 4) Financial

Section Questions:

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

Answer: N/A

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

Answer: N/A

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

Answer: 1,000

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

Answer: N/A

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

Answer: N/A

FDLE

Florida Department of
Law Enforcement

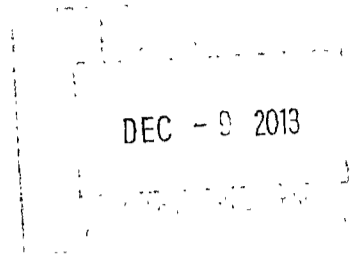
Gerald M. Bailey
Commissioner

Business Support
Office of Criminal Justice Grants
Post Office Box 1489
Tallahassee, FL 32302-1489
(850) 617-1250
www.fdle.state.fl.us

Rick Scott, *Governor*
Pam Bondi, *Attorney General*
Jeff Atwater, *Chief Financial Officer*
Adam Putnam, *Commissioner of Agriculture*

DEC 2 2013

The Honorable Steven Abrams
Mayor
Palm Beach County Board of Commissioners
301 North Olive Avenue
West Palm Beach, FL 33401-4700



Re: Contract No. 2014-JAGC-PALM-2-E5-223

Dear Mayor Abrams:

The Florida Department of Law Enforcement is pleased to award an Edward Byrne Memorial Justice Assistance Grant to your unit of government in the amount of \$ 35,137.00 for the project entitled, COUNTY-WIDE RE-ENTRY SERVICES. These funds shall be utilized for the purpose of reducing crime and improving public safety. A copy of the approved subgrant application with the referenced contract number is enclosed for your file. All correspondence with the Department should always refer to the project number and title.

As you may be aware, information from subgrants and performance reports are currently provided to the Department of Justice under the Performance Measurement Tool (PMT) and Federal Funding Accountability and Transparency Act (FFATA) to meet current federal transparency requirements. However, the State of Florida recently passed legislation requiring all contracts, including grants for state or federal financial assistance, be provided to the Department of Financial Services via the Florida Accountability Contract Tracking System (FACTS). This grant contract and all subsequent correlating information including performance reports, expenditure reports, grant amendments, etc. are provided to FACTS to meet requirements under Chapter 2013-54 and 2013-154 Laws of Florida for transparency in government spending. If this grant agreement contains confidential or exempt information not subject to disclosure under the public records law, Chapter 119, F.S., (such as the names of personnel and disclosure of equipment for certain undercover operations, etc. that may result in officer names or other sensitive information on grant documents and expenditure reports) please contact the Office of Criminal Justice Grants for information on requesting exemption from public records disclosure.

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Sincerely,

Petrina Tuttle Herring
Administrator

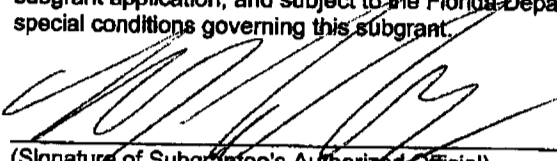
PTH/al

Enclosures

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

CERTIFICATE OF ACCEPTANCE OF SUBGRANT AWARD

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(Signature of Subgrantee's Authorized Official)

MICHAEL L. RODRIGUEZ, EXECUTIVE DIRECTOR
(Typed Name and Title of Official)

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS
(Name of Subgrantee)

12/9/13
(Date of Acceptance)

SUBGRANT AWARD CERTIFICATE

Subgrantee: Palm Beach County Board of Commissioners

Date of Award: 11/27/2013

Grant Period: From: 10/01/2013 TO: 09/30/2014

Project Title: COUNTY-WIDE RE-ENTRY SERVICES

Grant Number: 2014-JAGC-PALM-2-E5-223

Federal Funds: \$ 35,137.00

State Agency Match:

Local Agency Match: \$ 0.00

Total Project Cost: \$ 35,137.00

CFDA Number: 16.738

Award is hereby made in the amount and for the period shown above of a subgrant under Part E of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 as amended Subpart 1 of such part (42 U.S.C. 3751-3759); the Consolidated Appropriations Act, 2008, Public Law 110-161; and Public Law 109-162, Title XI, Department of Justice Reauthorization, Subtitle B, Improving the Department of Justice's Grant Programs, Chapter 1, Assisting Law Enforcement and Criminal Justice Agencies, Section 1111. Merger of Byrne Grant Program and Local Law Enforcement Block Grant Program, to the above mentioned subgrantee and subject to any attached or special conditions.

This award is subject to all applicable rules, regulations, and conditions as contained in the Financial and Administrative Guide for Grants, Guideline Manual 7100 1D, Office of Justice Programs, Common Rule for State and Local Governments and A-87, or OMB Circulars A-110 or A-102, as applicable, and A-21, in their entirety. It is also subject to such further rules, regulations and policies as may be reasonably prescribed by the State or Federal Government consistent with the purposes and authorization of P.L. 90-351, as amended, and P.L. 100-690.

This grant shall become effective on the beginning date of the grant period provided that within 30 days from the date of award, a properly executed Certificate of Acceptance of Subgrant Award is returned to the Department.



Authorized Official
Petrina Tuttle Herring
Administrator

11/27/2013

Date

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

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide



Subgrant Recipient

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

Chief Official

Name: Steven Abrams
Title: Mayor
Address: 301 North Olive Avenue
City: West Palm Beach
State: FL **Zip:** 33401-4700
Phone: 561-355-2204 **Ext:**
Fax:
Email: SAbrams@pbcgov.org

Chief Financial Officer

Name: Kristeena Pinto
Title: Manager of Payables
Address: 301 North Olive Avenue
2nd Floor
City: West Palm Beach
State: FL **Zip:** 33401
Phone: 561-355-3353 **Ext:**
Fax: 561-355-3393
Email: kpinto@mypalmbeachclerk.com

Application for Funding Assistance

Florida Department of Law Enforcement
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Implementing Agency

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

Chief Official

Name: Michael Rodriguez
Title: Executive Director
Address: 301 North Olive Avenue, Suite 1001
City: West Palm Beach
State: FL **Zip:** 33401-4791
Phone: 561-355-2314 **Ext:**
Fax: 561-355-4941
Email: mrodrig@pbcgov.com

Project Director

Name: Craig Spatara
Title: Program Manager
Address: 301 North Olive Avenue
Suite 1001
City: West Palm Beach
State: FL **Zip:** 33401
Phone: 561-355-2326 **Ext:**
Fax: 561-355-4941
Email: CSpatara@pbcgov.org

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Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

General Project Information

Project Title: COUNTY-WIDE RE-ENTRY SERVICES
Subgrant Recipient: Palm Beach County Board of Commissioners
Implementing Agency: Palm Beach County Criminal Justice Commission
Project Start Date: 10/1/2013 **End Date:** 9/30/2014

Problem Identification

Echoing many of the problems found nationally with reentry, Palm Beach County's released prisoners face numerous challenges that ultimately aid in their return to criminal activity, re-arrest and re-incarceration. These challenges include unemployment, lack of housing, substance abuse, mental health problems and strained family relationships. To further compound these challenges, institutional programs aimed at assisting inmates in dealing with these issues have been sharply reduced in recent years due to budget reductions. Research shows that unemployment has a profound impact on recidivism rates. Statistics show that even before incarceration, adult inmates demonstrate weak or non-existent ties to the workforce (33% of inmates are unemployed in the month leading up to their arrests, compared to 10% unemployment in the general population). The lack of appropriate housing and the inability to access substance abuse treatment and mental health care significantly reduce positive outcomes. The "what works" literature shows that programs that provide intensive substance abuse and mental health treatment during incarceration, combined with aftercare, have proven effective in reducing recidivism; however, accessing these services continues to prove challenging for the target population. In recent years, reentry in Palm Beach County has received increased attention as public policy leaders are searching for innovative ways of decreasing cost of incarceration while maintaining public safety. As a result, the Criminal Justice Commission's Reentry Task Force has developed a five-year plan and implemented various projects that work with ex-offenders.

Project Summary (Scope of Work)

Palm Beach County Reentry Initiative

Palm Beach County's Public Defender's Office has administered a reentry program since 2002. The initiative is staffed by a Paralegal. Staff works with clients to assess their needs and establish connections for pre- and post-release community services.

The project works in tandem with other jail and community programs to augment services rather than duplicate efforts.

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 recidivism.

Paralegal

The paralegal assists ex-offenders in areas of sealing and expunging and early probation termination. Additionally, the paralegal position provides assistance to those being released from State prison by researching open criminal cases in other jurisdictions that can be cleared up pre-release. These efforts assist the ex-offender in

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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 needs services.

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Section 2. Program Evaluation

Section Questions:

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

Answer: Yes

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

Answer: Yes

Question: Part 1: In your business or organization's preceding completed fiscal year, did your business or organization (the subgrantee) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? If yes, answer "yes" or "no" to Part 2, below.

Answer: No

Question: Part 2: Does the public have access to information about the compensation of the executives in your business or organization (the subgrantee) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? If answer to Part 1, above, was "no," answer N/A.

Answer: N/A

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General Performance Info:

Performance Reporting Frequency: Quarterly

Federal Purpose Area: 003 - Prevention and Education Programs

State Purpose Area: A - Accomplishments: Includes any accomplishments during the reporting period.

Activity Description

Activity: Referrals
Target Group: Adults - Male or female*
Geographic Area: Urban
Location Type: County-Wide

Address(es) :

Public Defenders Office
421 3rd Sreet
West Palm Beach , FL 33401

Objectives and Measures

Objective: A1 - Report on program accomplishments

Measure: Part 1

Please briefly describe what your program's accomplishments will be. Please include any benefits or changes to be observed as a result of JAG-funded activities, such as program completion, or changes in attitudes, skills, knowledge, or conditions. [500-character limit]

Goal: The paralegal will:

- Reach out to 1,000 Florida DOC inmates before they are released and refer the interested medium and high risk ex-offenders to community reentry services providers.
- Process 600 seal and expunge applications annually.
- Process 240 early probation termination applications annually.

Objective: A2 - Report on usage of crimesolutions.gov Website

Measure: Part 1

Will you be using the crimesolutions.gov website?

Goal: No

Objective: A3 - Report on subgrants from grantees other than FDLE

Measure: Part 2

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If yes, enter grantee organization or agency name.

Goal: N/A

State Purpose Area: D - Personnel: Includes activities where individuals are hired, maintained, or paid overtime.

Activity Description

Activity: Personnel
Target Group: Personnel
Geographic Area: Urban
Location Type: County-Wide

Address(es) :

Public Defenders Office
421 3rd Sreet
West Palm Beach , FL 33401

Objectives and Measures

Objective: D1 - Report on JAG funding allocated for personnel

Measure: Part 1

How much JAG funding has been allocated for personnel? Please report in dollars (\$).

Goal: 35,137

Objective: D2 - Maintain personnel with JAG funds

Measure: Part 1

How many personnel will you maintain with JAG funds? Maintained personnel means any staff members who were already working with the law enforcement organization, but who are now being paid partially or fully with BJA JAG grant funds. Only report each individual as maintained once for the life of the award.

Goal: 1

State Purpose Area: PE - Prevention and Education: Includes activities where Individuals are served, directly or indirectly. Activities may include one-time events, services, or events and services that occur on a continual basis.

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Activity Description

Activity: Prevention and Education

Target Group: Prevention and Education

Geographic Area: Urban

Location Type: County-Wide

Address(es) :

Public Defenders Office
421 3rd Sreet
West Palm Beach , FL 33401

Objectives and Measures

Objective: PE1 - Report on JAG funding allocated for prevention and education

Measure: Part 1

How much JAG funding has been allocated for Prevention and Education? Please report in dollars (\$).

Goal: 35,137

Objective: PE2 - Provide prevention or education programs

Measure: Part 1

How many prevention or education programs will you implement?

Goal: 1

Measure: Part 2

Of the prevention or education programs to be implemented, how many will be substance abuse prevention or education programs?

Goal: 0

Measure: Part 3

What types of prevention or education programs will you provide? In your response, please list all that apply from the following choices: Anti-gang, Anti-drug, Cognitive, Crime Prevention, Drug Prevention, Educational, Employment, Gang Resistance, GED, Housing, Job Skills, Mental Health, Mentoring, Pro-social, Substance Abuse, Truancy, Vocational, Other. Do not select other if your item fits into any of the categories above. If other, state "other" and specify.

Goal: Offender Reentry Program

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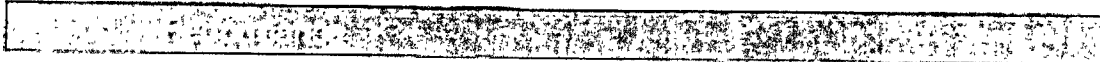
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Section Questions:

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

Answer: N/A

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

Answer: N/A

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Section #4 Financial

General Financial Info:

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

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000785

Budget:

| Budget Category | Federal | Match | Total |
|--------------------------|--------------------|---------------|--------------------|
| Salaries and Benefits | \$0.00 | \$0.00 | \$0.00 |
| Contractual Services | \$35,137.00 | \$0.00 | \$35,137.00 |
| Expenses | \$0.00 | \$0.00 | \$0.00 |
| Operating Capital Outlay | \$0.00 | \$0.00 | \$0.00 |
| Indirect Costs | \$0.00 | \$0.00 | \$0.00 |
| - Totals - | \$35,137.00 | \$0.00 | \$35,137.00 |
| Percentage | 100.0 | 0.0 | 100.0 |

Project Generated Income:

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

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Budget Narrative:

Reentry Paralegal Salary- \$34,153.60 (\$16.42/hour x 2,080 hours) - The paralegal assists ex-offenders in areas of sealing and expunging records, probation termination and makes referrals to community based organizations. Additionally the paralegal position provides referrals 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.

Reentry Paralegal Benefits- \$10,382.69 = (\$34,153.60 x .304)

JAG funds will support 78.9% of the salary and benefits (\$44,536.29 x 78.9% = \$35,137)

The grant will be charged at 100% of salaries and benefits until all funds budgeted for the position are expended. The agency will continue to fund the position through the end of the grant period.

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Section 4: Financial

Section Questions:

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

Answer: Continued from previous Byrne Grant

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

Answer: Yes

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

Answer: 1,000

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

Answer: N/A

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

Answer: N/A



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

Post Office Box 1489 Tallahassee, Florida 32302-1489 (850) 617-1250 criminaljustice@fdle.state.fl.us

Edward Byrne Memorial Justice Assistance Grant (JAG) Program

STANDARD CONDITIONS

Conditions of agreement requiring compliance by units of local government (subgrant recipients), implementing agencies, and state agencies upon signed acceptance of the subgrant award appear in this section. Upon approval of this subgrant, the approved application and the following terms of conditions will become binding. Failure to comply with provisions of this agreement will result in required corrective action up to and including project costs being disallowed and termination of the project, as specified in item 18 of this section.

1. All Subgrant Recipients must comply with the financial and administrative requirements set forth in the current edition of the U.S. Department of Justice, Office of Justice Programs (OJP) Financial Guide (Financial Guide) (www.ojp.usdoj.gov/financialguide/index.htm) and the Edward Byrne Memorial Justice Assistance Grant (JAG) program guidance (www.bja.gov/ProgramDetails.aspx?Program_ID=59) as well as Federal statutes, regulations, policies, guidelines and requirements and Florida laws and regulations including but not limited to:

- Florida Administrative Code, Chapter 11D-9, "Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program": www.flrules.org/
- Office of Management and Budget (OMB) Circulars: www.whitehouse.gov/omb/circulars
 - A-21 (2 CFR 220), "Cost Principles for Educational Institutions"
 - A-87 (2 CFR 225), "Cost Principles for State, Local and Indian Tribal Governments"
 - A-102, "Grants and Cooperative Agreements with State and Local Governments"
 - A-110 (2 CFR 215), "Uniform Administrative Requirements for Grants and Cooperative Agreements"
 - A-122 (2 CFR 230), "Cost Principles for Non-Profit Organizations"
 - A-133, "Audits of States, Local Governments, and Non-Profit Organizations"
- Code of Federal Regulations: www.gpo.gov/fdsys/
 - 2 CFR 175.15(b), "Award Term for Trafficking in Persons"
 - 28 CFR 38, "Equal Treatment for Faith-Based Organizations"
 - 28 CFR 66, "U.S. Department of Justice Common Rule for State And Local Governments" (Common Rule)
 - 28 CFR 83, "Government-Wide Requirements for Drug-Free Workplace (Grants)"
 - 28 CFR 18, 22, 23, 30, 35, 42, 61, and 63
- Public Law 109-162, Title XI—Department of Justice Reauthorization, Subtitle B—Improving the Department of Justice's Grant Programs, Chapter 1—Assisting Law Enforcement and Criminal Justice Agencies, Sec. 1111. Merger of Byrne Grant Program and Local Law Enforcement Block Grant Program:
www.bja.gov/ProgramDetails.aspx?Program_ID=59.
- United States Code: www.gpo.gov/fdsys/
 - 42 U.S.C. 3711 et seq., "Omnibus Crime Control and Safe Streets Act of 1968"
- State of Florida General Records Schedule GS1-SL for State and Local Government Agencies: dls.dos.state.fl.us/barm/genschedules/GS1-SL.pdf.

2. Requirements for Contractors of Subgrant Recipients

The subgrant recipient assures the compliance of all contractors with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. 3711 et seq. at www.gpo.gov/fdsys/); the provisions of the current edition of the Office of Justice Programs Financial Guide (www.ojp.usdoj.gov/financialguide/index.htm); and all other applicable federal and state laws, orders, circulars, or regulations.

3. Allowable Costs

- a. Allowance for costs incurred under the subgrant shall be determined according to the general principles and standards for selected cost items set forth in the Office of Justice Programs Financial Guide, U.S. Department of Justice Common Rule for State And Local Governments and federal OMB Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments," or OMB Circular A-21, "Cost Principles for Educational Institutions."
- b. All procedures employed in the use of federal funds for any procurement shall be according to U.S. Department of Justice Common Rule for State and Local Governments, or OMB Circular A-110, or OMB Circular A-102, and Florida law to be eligible for reimbursement.

4. Reports

a. Project Performance Reports

- (1) Reporting Time Frames: The subgrant recipient shall submit Quarterly Project Performance Reports to the Florida Department of Law Enforcement, hereafter known as the Department, within fifteen (15) days after the end of the reporting period. In addition, if the subgrant award period is extended beyond the "original" project period, additional Quarterly Project Performance Reports shall be submitted.

Failure to submit Quarterly Performance Reports that are complete, accurate, and timely may result in sanctions, as specified in item 18, Performance of Agreement Provisions.

- (2) Report Contents: Performance Reports must include a response to all objectives included in your subgrant. A detailed response is required in the narrative portion for yes/no performance objectives. The narrative must also reflect on accomplishments for the quarter and identify problems with project implementation and address actions being taken to resolve the problems. Additional information may be required if necessary to comply with federal reporting requirements.
- (3) Submission: Performance Reports may be submitted by the Project Director, Application Manager, or Performance Contacts.

b. Financial Reports

(1) Project Expenditure Reports

- (a) The subgrant recipient shall have a choice of submitting either a Monthly or a Quarterly Project Expenditure Report to the Department. Project Expenditure Reports are due thirty (30) days after the end of the reporting period. In addition, if the subgrant award period is extended, additional Project Expenditure Reports shall be submitted.
- (b) All project expenditures for reimbursement of subgrant recipient costs shall be submitted on the Project Expenditure Report Forms prescribed and provided by the Office of Criminal Justice Grants (OCJG) through the Subgrant Information Management ON-line (SIMON) system.
- (c) All Project Expenditure Reports shall be submitted in sufficient detail for proper pre-audit and post-audit.
- (d) Before the "final" Project Expenditure Report will be processed, the subgrant recipient must submit to the Department all outstanding project reports and must have satisfied all special conditions. Failure to comply with the above provisions shall result in forfeiture of reimbursement.
- (e) Reports are to be submitted even when no reimbursement is being requested.

- (f) The report must be electronically signed by the subgrant recipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

(2) Financial Closeout Audit

- (a) The Financial Closeout Audit shall be submitted to the Department within forty-five (45) days of the subgrant expiration date.
- (b) The Financial Closeout Audit must be electronically signed by the subgrant recipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

(3) Project Generated Income (PGI)

- (a) If applicable, the subgrant recipient shall submit Quarterly PGI Earnings and Expenditures Reports to the Department within thirty (30) days after the end of the reporting period covering subgrant project generated income and expenditures during the previous quarter. If any PGI remains unspent after the subgrant ends, the subgrant recipient must continue submitting quarterly PGI reports until all funds are expended. (See Item 11, Program Income.)
- (b) PGI Earnings and Expenditures reports must be electronically signed by the subgrant recipient or implementing agency's chief financial officer or the chief financial officer's designee.

c. Other Reports

The subgrant recipient shall report to the Uniform Crime Report and other reports as may be reasonably required by the Department.

5. Fiscal Control and Fund Accounting Procedures

- a. All expenditures and cost accounting of funds shall conform to the Office of Justice Programs Financial Guide, the Common Rule, and OMB Circulars A-21, A-87, and A-110, or A-102 as applicable, in their entirety.
- b. The subgrant recipient is required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. As a subgrant recipient, you must have a financial management system in place that is able to record and report on the receipt, obligation, and expenditure of grant funds. An adequate accounting system for a subgrant recipient must be able to accommodate a fund and account structure to separately track receipts, expenditures, assets, and liabilities for awards, programs, and subgrant recipients.
- c. All funds spent on this project shall be disbursed according to provisions of the project budget as approved by the Department.
- d. All funds not spent in accordance with this agreement shall be subject to repayment by the subgrant recipient.

6. Payment Contingent on Appropriation and Available Funds

The State of Florida's performance and obligation to pay under this agreement is contingent upon an annual appropriation by the Florida Legislature. Furthermore, the obligation of the State of Florida to reimburse subgrant recipients for incurred costs is subject to available federal funds.

7. Obligation of Subgrant Recipient Funds

Subgrant funds shall not under any circumstances be obligated prior to the effective date, or subsequent to the termination date, of the subgrant award period. Only project costs incurred on or after the effective date, and on or prior to the termination date of the subgrant recipient's project are eligible for reimbursement. All payments must be completed within thirty (30) days of the end of the subgrant period.

8. Advance Funding

Advance funding may be provided to a subgrant recipient upon a written request to the Department. The request must be electronically signed by the subgrant recipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

9. Trust Funds

a. The unit of local government must establish a trust fund in which to deposit JAG funds. The trust fund may or may not be an interest bearing account.

b. The account may earn interest, but any earned interest must be used for program purposes and expended before the federal grant period end date. Any unexpended interest remaining at the end of the federal grant period must be submitted to the Office of Criminal Justice Grants for transmittal to the Bureau of Justice Assistance.

10. Travel and Training

The cost of all travel shall be reimbursed according to the subgrant recipient's written travel policy. If the subgrant recipient does not have a written travel policy, cost of all travel will be reimbursed according to State of Florida Travel Guidelines § 112.061, Fla. Stat.

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

a. All income generated as a direct result of a subgrant project shall be deemed program income.

b. Any project that will potentially earn PGI must submit an Earnings and Expenditures Report to report how much PGI was earned during each quarter. A report must be submitted each quarter even if no PGI was earned or expended. PGI Earnings and Expenditures reports must be electronically signed by the subgrant recipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

c. PGI expenditures require prior written approval from the Office of Criminal Justice Grants. Program income must be used for the purposes of and under the conditions applicable to the award. If the cost is allowable under the federal grant program, then the cost would be allowable using program income. PGI budget requests must be signed by the subgrant recipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

d. Program income should be used as earned and expended as soon as possible. Any unexpended PGI remaining at the end of the federal grant period must be submitted to OCJG for transmittal to the Bureau of Justice Assistance.

12. Approval of Consultant Contracts

The Department shall review and approve in writing all consultant contracts prior to employment of a consultant when the consultant's rate exceeds \$450 (excluding travel and subsistence costs) per eight-hour day. A detailed justification must be submitted to and approved by FDLE prior to obligation or expenditures of such funds. Approval shall be based upon the contract's compliance with requirements found in the Financial Guide, the Common Rule, and in applicable state statutes. The Department's approval of the subgrant recipient agreement does not constitute approval of consultant contracts. If consultants are hired through a competitive bidding process (not sole source), the \$450 threshold does not apply.

13. Property Accountability

- a. The subgrant recipient agrees to use all non-expendable property for criminal justice purposes during its useful life or dispose of it pursuant to § 274, Fla. Stat.
- b. The subgrant recipient shall establish and administer a system to protect, preserve, use, maintain and dispose of any property furnished to it by the Department or purchased pursuant to this agreement according to federal property management standards set forth in the Office of Justice Programs Financial Guide, U.S. Department of Justice Common Rule for State and Local Governments or the federal OMB Circular A-110 or A-102, as applicable. This obligation continues as long as the subgrant recipient retains the property, notwithstanding expiration of this agreement.

14. Ownership of Data and Creative Material

Ownership of material, discoveries, inventions, and results developed, produced, or discovered subordinate to this agreement is governed by the terms of the Office of Justice Programs Financial Guide (as amended), and the U.S. Department of Justice Common Rule for State and Local Governments, or the federal OMB Circular A-110 or A-102, as applicable.

15. Copyright

The awarding agency reserves a royalty-free non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for federal government purposes:

- a. The copyright in any work developed under an award or subaward, and
- b. Any rights of copyright to which a subgrant recipient or subrecipient purchases ownership with support funded under this grant agreement.

16. Patents

If any program produces patentable items, patent rights, processes, or inventions, in the course of work sponsored by the federal award or subaward funds, such facts must be promptly and fully reported to the awarding agency.

- a. Unless there is a prior agreement between the subgrant recipient and the Department on disposition of such items, the Department may determine whether protection on the invention or discovery will be sought.
- b. The Department will also determine how rights in the invention or discovery (including rights under any patents issued) will be allocated and administered in order to protect the public interest consistent with "Government Patent Policy" ("President's Memorandum for Heads of Executive Departments and Agencies," dated August 23, 1971, and statement of Government patent policy, as printed in 36 Federal Register 16839).
- c. Government regulations have been issued in Title 37 CFR Part 401 by the U.S. Department of Commerce.

17. Publication or Printing of Reports

The subgrant recipient shall submit for review and approval one copy of any curricula, training materials, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) days prior to the targeted dissemination date. The subgrantee understands and agrees that any training materials developed or delivered with grant funding must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees available at

www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm

All materials publicizing or resulting from award activities shall contain the following statements:

"This project was supported by Grant No. [contact the Office of Criminal Justice Grants for award number] awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

18. Audit

- a. Subgrant recipients that expend \$500,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year. The audit shall be performed in accordance with the federal OMB Circular A-133 and other applicable federal law. The contract for this agreement shall be identified in the Schedule of Federal Financial Assistance in the subject audit. The contract shall be identified as federal funds passed through the Florida Department of Law Enforcement and include the contract number, CFDA number, award amount, contract period, funds received and disbursed. When applicable, the subgrant recipient shall submit an annual financial audit that meets the requirements of § 11.45, Fla. Stat. , "Definitions; duties; authorities; reports; rules.;" § 215.97, Fla. Stat., "Florida Single Audit Act"; and Rules of the Auditor General, Chapter 10.550, "Local Governmental Entity Audits" and Chapter 10.650, "Florida Single Audit Act Audits Nonprofit and For-Profit Organizations."
- b. A complete audit report that covers any portion of the effective dates of this agreement must be submitted within 30 days after its completion, but no later than nine (9) months after the audit period. In order to be complete, the submitted report shall include any management letters issued separately and management's written response to all findings, both audit report and management letter findings. Incomplete audit reports will not be accepted by the Department.
- c. The subgrant recipient shall have all audits completed by an Independent Public Accountant (IPA). The IPA shall be either a Certified Public Accountant or a Licensed Public Accountant.
- d. The subgrant recipient shall take appropriate corrective action within six (6) months of the issue date of the audit report in instances of noncompliance with federal laws and regulations.
- e. The subgrant recipient shall ensure that audit working papers are made available to the Department, or its designee, upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by the Department.
- f. Subgrant recipients that expend less than \$500,000 in federal awards during a fiscal year are exempt from the audit requirements of OMB Circular A-133 for that fiscal year. In this case, written notification, which can be in the form of the "Certification of Audit Exemption" form, shall be provided to the Department by the Chief Financial Officer, or designee, that the subgrant recipient is exempt. This notice shall be provided to the Department no later than March 1 following the end of the fiscal year.
- g. If this agreement is closed out without an audit, the Department reserves the right to recover any disallowed costs identified in an audit completed after such closeout.
- h. A scanned copy of the completed audit reports or a link to the electronic audit report should be sent via email to criminaljustice@fdle.state.fl.us or mailed to the following address:

Florida Department of Law Enforcement
Office of Criminal Justice Grants
Post Office Box 1489

19. Performance of Agreement Provisions

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

20. Commencement of Project

- a. If a project is not operational within 60 days of the original start date of the award period, the subgrant recipient must report by letter to the Department the steps taken to initiate the project, the reasons for delay, and the expected start date.
- b. If a project is not operational within 90 days of the original start date of the award period, the subgrant recipient must submit a second statement to the Department explaining the implementation delay.
- c. Upon receipt of the ninety (90) day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, unilaterally terminate this agreement and re-obligate subgrant funds to other Department approved projects. The Department, where warranted by extenuating circumstances, may extend the starting date of the project past the ninety (90) day period, but only by formal written adjustment to this agreement.

21. Excusable Delays

- a. Except with respect to defaults of consultants, the subgrant recipient shall not be in default by reason of any failure in performance of this agreement according to its terms (including any failure by the subgrant recipient to make progress in the execution of work hereunder which endangers such performance) if such failure arises out of causes beyond the control and without the fault or negligence of the subgrant recipient. Such causes include, but are not limited to, acts of God or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case, the failure to perform shall be beyond the control and without the fault or negligence of the subgrant recipient.
- b. If failure to perform is caused by failure of a consultant to perform or make progress, and if such failure arises out of causes beyond the control of subgrant recipient and consultant, and without fault or negligence of either of them, the subgrant recipient shall not be deemed in default, unless:
 - (1) Supplies or services to be furnished by the consultant were obtainable from other sources,
 - (2) The Department ordered the subgrant recipient in writing to procure such supplies or services from other sources, and
 - (3) The subgrant recipient failed to reasonably comply with such order.
- c. Upon request of the subgrant recipient, the Department shall ascertain the facts and the extent of such failure, and if the Department determines that any failure to perform was occasioned by one or more said causes, the delivery schedule shall be revised accordingly.

22. Written Approval of Changes in this Approved Agreement (Grant Adjustments)

- a. Subgrant recipients must obtain prior approval from the Department for major substantive changes such as changes in project activities, target populations, service providers,

implementation schedules, project director, and designs or research plans set forth in the approved agreement and for any budget changes that will transfer more than 10% of the total budget between budget categories.

- b. Subgrant recipients may transfer up to 10% of the total budget between current, approved budget categories without prior approval as long as the funds are transferred to an existing line item.
- c. Under no circumstances can transfers of funds increase the total budgeted award.
- d. Requests for changes to the subgrant agreement must be electronically signed by the subgrant recipient or implementing agency's chief official or the chief official's designee.
- e. Any certifications required for the requested changes, such as Sole Source, ADP Justification, Privacy Certification forms, and Confidential Funds certifications, must be signed by the subgrant recipient or implementing agency chief official or someone with formal, written signature authority for the chief official.

23. Disputes and Appeals

- a. The Department shall make its decision in writing when responding to any disputes, disagreements, or questions of fact arising under this agreement and shall distribute its response to all concerned parties. The subgrant recipient shall proceed diligently with the performance of this agreement according to the Department's decision.
- b. If the subgrant recipient appeals the Department's decision, the appeal also shall be made in writing within twenty-one (21) calendar days to the Department's clerk (agency clerk). The subgrant recipient's right to appeal the Department's decision is contained in § 120, Fla. Stat., and in procedures set forth in Rule 28-106.104, Florida Administrative Code. Failure to appeal within this time frame constitutes a waiver of proceedings under § 120, Fla. Stat.

24. Conferences and Inspection of Work

Conferences may be held at the request of any party to this agreement. At any time, a representative of the Department, of the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right of visiting the project site to monitor, inspect and assess work performed under this agreement.

25. Access to Records

- a. The Florida Department of Law Enforcement, the Auditor General of the State of Florida, the U.S. Department of Justice, the U.S. Comptroller General or any of their duly authorized representatives, shall have access to books, documents, papers and records of the subgrant recipient, implementing agency and contractors for the purpose of audit and examination according to the Financial Guide and the Common Rule.
- b. The Department reserves the right to unilaterally terminate this agreement if the subgrant recipient, implementing agency, or contractor refuses to allow public access to all documents, papers, letters, or other materials subject to provisions of § 119, Fla. Stat., and made or received by the subgrant recipient or its contractor in conjunction with this agreement.
- c. The subgrant recipient 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.

26. Retention of Records

The subgrant recipient shall maintain all records and documents for a minimum of five (5) years from the date of the final financial statement and be available for audit and public disclosure upon request

of duly authorized persons. The subgrant recipient shall comply with State of Florida General Records Schedule GS1-SL for State and Local Government Agencies: dls.dos.state.fl.us/barm/genschedules/GS1-SL.pdf.

27. Personnel Changes

Upon implementation of the project, in the event there is a change in Chief Officials for the Subgrant recipient or Implementing Agency, project staff must notify the help desk for FDLE's online grants management system, SIMON (Subgrant Information Management Online) so that the organization can be updated in SIMON. If the project director changes, a grant adjustment must be entered in SIMON to reflect the change.

28. Background Check

Whenever a background screening for employment or a background security check is required by law for employment, unless otherwise provided by law, the provisions of § 435, Fla. Stat. shall apply.

- a. All positions in programs providing care to children, the developmentally disabled, or vulnerable adults for 15 hours or more per week; all permanent and temporary employee positions of the central abuse hotline; and all persons working under contract who have access to abuse records are deemed to be persons and positions of special trust or responsibility and require employment screening pursuant to § 435, Fla. Stat., using the level 2 standards set forth in that chapter.
- b. All employees in positions designated by law as positions of trust or responsibility shall be required to undergo security background investigations as a condition of employment and continued employment. For the purposes of the subsection, security background investigations shall include, but not be limited to, employment history checks, fingerprinting for all purposes and checks in this subsection, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and federal criminal records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies.
 - (1) Any person who is required to undergo such a security background investigation and who refuses to cooperate in such investigation or refuses to submit fingerprints shall be disqualified for employment in such position or, if employed, shall be dismissed.
 - (2) Such background investigations shall be conducted at the expense of the employing agency or employee. When fingerprinting is required, the fingerprints of the employee or applicant for employment shall be taken by the employing agency or by an authorized law enforcement officer and submitted to the Department of Law Enforcement for processing and forwarding, when requested by the employing agency, to the United States Department of Justice for processing. The employing agency shall reimburse the Department of Law Enforcement for any costs incurred by it in the processing of the fingerprints.

29. Drug Court Projects

A Drug Court Project must comply with § 397.334, Fla. Stat., "Treatment-Based Drug Court Programs."

30. Overtime for Law Enforcement Personnel

Prior to obligating funds from this award to support overtime by law enforcement officers, the U.S. Department of Justice encourages consultation with all allied components of the criminal justice system in the affected jurisdiction. The purpose of this consultation is to anticipate and plan for systemic impacts such as increased court dockets and the need for detention space.

31. Criminal Intelligence System

- a. The subgrant recipient agrees that any information technology system funded or supported by the Office of Justice Programs funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if the Office of Justice Programs determines this regulation to be applicable. Should the Office of Justice Programs determine 28 C.F.R. Part 23 to be applicable, the Office of Justice Programs may, at its discretion, perform audits of the system, as per 28 C.F.R. 23.20(g). Should any violation of 28 C.F.R. Part 23 occur, the subgrant recipient may be fined as per 42 U.S.C. 3789g(c)-(d). The subgrant recipient may not satisfy such a fine with federal funds.
- b. The subgrantee understands and agrees that no awarded funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. In doing so the subgrantee agrees these restrictions will not limit the use of awarded funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecutions, or adjudication activities.

32. Confidential Funds

A signed certification that the project director or the head of the Implementing Agency has read, understands, and agrees to abide by all of the conditions for confidential funds as set forth in the effective edition of the Office of Justice Programs Financial Guide is required from all projects that are involved with confidential funds. The signed certification must be submitted at the time of grant application.

33. Civil Rights Compliance

- a. Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, disability, or age in funded programs or activities. All subgrant recipients, implementing agencies, and contractors must 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. § 794); 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); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); and Department of Justice Non-Discrimination Regulations 28 CFR Part 42; see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
- b. FDLE does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in the delivery of services or benefits or in employment. The subgrant recipient must notify program participants and beneficiaries that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services or benefits or in employment practices.
- c. Subgrant recipients are responsible for ensuring that contractors, vendors, and agencies to whom they pass-through funds are in compliance with all Civil Rights requirements and that the contractors, vendors, and agencies are aware that they may file a discrimination complaint with the subgrant recipient, with FDLE, or with the Office for Civil Rights and how to do so.

d. Equal Employment Opportunity Plans

- (1) A subgrant recipient or implementing agency must develop an EEO Plan if it has 50 or more employees and it has received any single award of \$25,000 or more from the Department of Justice. The plan must be prepared using the on-line short form at www.ojp.usdoj.gov/about/ocr/eeop_comply.htm, must be retained by the subgrant recipient or implementing agency, and must be available for review or audit. The organization must also submit an EEO Certification to FDLE.
 - (2) If the subgrant recipient or implementing agency is required to prepare an EEO Plan and has received any single award of \$500,000 or more from the Department of Justice, it must submit its plan to the Department of Justice for approval. A copy of the Department of Justice approval letter must be submitted to FDLE. The approval letter expires two years from the date of the letter.
 - (3) A subgrant recipient or implementing agency is exempt from the EEO Plan requirement if it has fewer than 50 employees or if it does not receive any single award of \$25,000 or more from the Department of Justice or if it is a nonprofit organization, a medical or educational institution, or an Indian Tribe. If an organization is exempt from the EEO Plan requirement, it must submit an EEO Certification to FDLE.
 - (4) The subgrant recipient and implementing agency acknowledge that failure to comply with EEO Requirements within 60 days of the project start date may result in suspension or termination of funding, until such time as it is in compliance.
- e. In the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to FDLE and to the Office for Civil Rights, Office of Justice Programs.
 - f. In accordance with federal civil rights laws, the subgrant recipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.
 - g. Subgrant recipients must include comprehensive Civil Rights/Nondiscrimination Provisions in all contracts funded by the subgrant recipient.
 - h. If the subgrant recipient or any of its employees, contractors, vendors, or program beneficiaries has a discrimination complaint, they may file a complaint with the subgrant recipient, with FDLE or with the Office for Civil Rights. Discrimination complaints may be submitted to FDLE at Office of the Inspector General, Post Office Box 1489, Tallahassee, Florida 32302-1489 or on-line at www.fdle.state.fl.us/contacts/comment_form.html. Discrimination complaints may also be submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, Northwest, Washington, D.C. 20531, or by phone at (202) 307-0690.
 - i. The subgrant recipient must have procedures in place for responding to discrimination complaints that employees and clients, customers, and program participants file directly with the subgrant recipient.
 - j. The subgrant recipient must have written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the subgrantee/implementing agency with FDLE or the OCR.
 - k. Any discrimination complaints filed with FDLE will be reviewed by FDLE's Inspector General and referred to the Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission, based on the nature of the complaint.
 - l. Americans with Disabilities Act

Subgrant recipients must comply with the requirements of the Americans with Disabilities Act (ADA), Public Law 101-336, which prohibits discrimination by public and private entities on the basis of disability and requires certain accommodations be made with regard to employment (Title I), state and local government services and transportation (Title II), public accommodations (Title III), and telecommunications (Title IV).

m. Rehabilitation Act of 1973 (28 C.F.R. Part 42, Subpart G)

If the subgrant recipient has 50 or more employees and receives DOJ funding of \$25,000 or more, the subgrant recipient must take the following actions:

- (1) Adopt grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Section 504 of the Rehabilitation Act of 1973, found at 28 C.F.R. Part 42, Subpart G, which prohibit discrimination on the basis of a disability in employment practices and the delivery of services.
- (2) Designate a person to coordinate compliance with the prohibitions against disability discrimination contained in 28 C.F.R. Part 42, Subpart G.
- (3) Notify participants, beneficiaries, employees, applicants, and others that the subgrantee/implementing agency does not discriminate on the basis of disability.

n. Limited English Proficiency (LEP)

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at www.lep.gov. FDLE strongly encourages subgrant recipients to have a written LEP Language Access Plan.

o. Title IX of the Education Amendments of 1972 (28 C.F.R. Part 54)

If the subgrant recipient operates an education program or activity, the subgrant recipient must take the following actions:

- (1) Adopt grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education Amendments of 1972, found at 28 C.F.R. Part 54, which prohibit discrimination on the basis of sex.
- (2) Designate a person to coordinate compliance with the prohibitions against sex discrimination contained in 28 C.F.R. Part 54.
- (3) Notify applicants for admission and employment, employees, students, parents, and others that the subgrantee/implementing agency does not discriminate on the basis of sex in its educational programs or activities.

p. Equal Treatment for Faith Based Organizations

The subgrant recipient agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded

program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. The subgrantee also understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from the award, or the parent or legal guardian of such students. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See www.ojp.gov/about/ocr/equal_fbo.htm.

34. Immigration and Nationality Act

No public funds will intentionally be awarded to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e), Section 274A(e) of the Immigration and Nationality Act ("INA"). The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the subgrant recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this contract by the Department.

35. National Environmental Policy Act (NEPA)

- a. The subgrant recipient agrees to assist FDLE in complying with the NEPA, the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of subgrant funds by the subgrant recipient. This applies to the following new activities whether or not they are being specifically funded with these subgrant funds. That is, it applies as long as the activity is being conducted by the subgrant recipient or any third party and the activity needs to be undertaken in order to use these subgrant funds,
- (1) New construction;
 - (2) Minor renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain;
 - (3) A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; and
 - (4) Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments.
 - (5) Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.
- b. The subgrant recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by the Bureau of Justice Assistance. The subgrant recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed by the Department of Justice at www.bja.gov/Funding/nepa.html, for programs relating to methamphetamine laboratory operations.
- c. For any of a subgrant recipient's existing programs or activities that will be funded by these subgrants, the subgrant recipient, upon specific request from the Department and the U.S. Department of Justice, agrees to cooperate with the Department of Justice in any preparation by Department of Justice of a national or program environmental assessment of that funded

program or activity.

36. Mitigation of Health, Safety and Environmental risks dealing with Clandestine Methamphetamine Laboratories

If an award is made to support methamphetamine laboratory operations the subgrant recipient must comply with this condition, which provides for individual site environmental assessment/impact statements as required under the National Environmental Policy Act.

- a. **General Requirement:** The subgrant recipient agrees to comply with federal, state, and local environmental, health and safety laws and regulations applicable to the investigation and closure of clandestine methamphetamine laboratories and the removal and disposal of the chemicals, equipment, and wastes used in or resulting from the operation of these laboratories.
- b. **Specific Requirements:** The subgrant recipient understands and agrees that any program or initiative involving the identification, seizure, or closure of clandestine methamphetamine laboratories can result in adverse health, safety and environmental impacts to (1) the law enforcement and other governmental personnel involved; (2) any residents, occupants, users, and neighbors of the site of a seized clandestine laboratory; (3) the seized laboratory site's immediate and surrounding environment of the site(s) where any remaining chemicals, equipment, and waste from a seized laboratory's operations are placed or come to rest. Therefore, the subgrant recipient further agrees that in order to avoid or mitigate the possible adverse health, safety and environmental impacts from any of clandestine methamphetamine operations funded under this award, it will (1) include the nine, below listed protective measures or components; (2) provide for their adequate funding to include funding, as necessary, beyond that provided by this award; and (3) implement these protective measures directly throughout the life of the subgrant. In so doing, the subgrant recipient understands that it may implement these protective measures directly through the use of its own resources and staff or may secure the qualified services of other agencies, contractor or other qualified third party.
 - (1) Provide medical screening of personnel assigned or to be assigned by the subgrant recipient to the seizure or closure of clandestine methamphetamine laboratories;
 - (2) Provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and other personnel assigned by the subgrant recipient to either the seizure or closure of clandestine methamphetamine laboratories;
 - (3) As determined by their specific duties, equip personnel assigned to the project with OSHA required protective wear and other required safety equipment;
 - (4) Assign properly trained personnel to prepare a comprehensive contamination report on each closed laboratory;
 - (5) Employ qualified disposal contractors to remove all chemicals and associated glassware, equipment, and contaminated materials and wastes from the site(s) of each seized clandestine laboratory;
 - (6) Dispose of the chemicals, equipment, and contaminated materials and wastes removed from the sites of seized laboratories at properly licensed disposal facilities or, when allowable, properly licensed recycling facilities;
 - (7) Monitor the transport, disposal, and recycling components of subparagraphs 5 and 6 immediately above in order to ensure proper compliance;
 - (8) Have in place and implement an inter-agency agreement or other form of commitment with a responsible State environmental agency that provides for that agency's (i) timely

evaluation of the environmental conditions at and around the site of a closed clandestine laboratory and (ii) coordination with the responsible party, property owner, or others to ensure that any residual contamination is remediated, if necessary, and in accordance with existing federal and state requirements; and

- (9) Have in place and implement a written agreement with the responsible state or local service agencies to properly respond to any minor, as defined by state law, at the site. This agreement must ensure immediate response by qualified personnel who can (i) respond to the potential health needs of any minor at the site; (ii) take that minor into protective custody unless the minor is criminally involved in the meth lab activities or is subject to arrest for other criminal violations; (iii) ensure immediate medical testing for methamphetamine toxicity; and (iv) arrange for any follow-up medical tests, examinations, or health care made necessary as a result of methamphetamine toxicity.

37. Non-Procurement, Debarment and Suspension

The subgrant recipient agrees to comply with Executive Order 12549, Debarment and Suspension and 2 CFR 180, "OMB Guidelines To Agencies On Governmentwide Debarment And Suspension (Nonprocurement)" These procedures require the subgrant recipient to certify it shall not enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible or is voluntarily excluded from participating in this covered transaction, unless authorized by the Department. If the subgrant is \$100,000 or more, the subgrant recipient and implementing agency certify that they and their 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.

38. Federal Restrictions on Lobbying

- a. Each subgrant recipient agrees to comply with 28 CFR Part 69, "New Restrictions on Lobbying" and shall file the most current edition of the Certification And Disclosure Form, if applicable, with each submission that initiates consideration of such subgrant recipient for award of federal contract, grant, or cooperative agreement of \$100,000 or more.
- b. This certification is a material representation of fact upon which reliance was placed when this agreement was made. Submission of this certification is a prerequisite to entering into this agreement subject to conditions and penalties imposed by 31 USC 1352. Any person who fails to file the required certification is subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure to file.
- c. As required by 31 USC 1352, and implemented at 28 CFR 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR 69, the applicant certifies that:

- (1) 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;
- (2) 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;
- (3) 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 subgrant recipients shall certify and disclose accordingly.

39. State Restrictions on Lobbying

In addition to the provisions contained in Item 36, above, the expenditure of funds for the purpose of lobbying the legislature or a state agency is prohibited under this contract.

40. Additional Restrictions on Lobbying

The subgrant recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs.

41. "Pay - to - Stay"

Funds from this award may not be used to operate a "pay-to-stay" program in any local jail. Furthermore, no funds may be given to local jails that operate "pay-to-stay" programs. "Local jail," as referenced in this condition, means an adult facility or detention center owned and/or operated by city, county, or municipality. It does not include juvenile detention centers. "Pay-to-stay" programs as referenced in this condition, means a program by which extraordinary services, amenities and/or accommodations, not otherwise available to the general inmate population, may be provided, based upon an offender's apparent ability to pay, such that disparate conditions of confinement are created for the same or similar offenders within a jurisdiction.

42. The Coastal Barrier Resources Act

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

43. Enhancement of Security

If funds are used for enhancing security, the subgrant recipient agrees to:

- a. Have an adequate process to assess the impact of any enhancement of a school security measure that is undertaken on the incidence of crime in the geographic area where the enhancement is undertaken.
- b. Conduct such an assessment with respect to each such enhancement; and, submit to the Department the aforementioned assessment in its Final Program Report.

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

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

45. Flood Disaster Protection Act

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

46. National Historic Preservation Act

It will assist the Department (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).

47. Human Research Subjects

Subgrant recipient agrees to comply with the requirements of 28 C.F.R. part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

48. Global Standards Package

In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Grantee shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: www.it.ojp.gov/gsp_grantcondition. Grantee shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

49. Reporting, Data Collection and Evaluation

The subgrant recipient agrees to comply with all reporting, data collection and evaluation requirements, as prescribed by the Bureau of Justice Assistance in the program guidance for the Justice Assistance Grant (JAG). Compliance with these requirements will be monitored by FDLE.

50. Privacy Certification

The subgrant recipient agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Subgrant recipient further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.

51. State Information Technology Point of Contact

The subgrant recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditures period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the subgrant recipient agrees to maintain an

administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046.

52. Interstate Connectivity

To avoid duplicating existing networks or IT systems in any initiatives funded by the Bureau of Justice Assistance for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the subgrant recipient can demonstrate to the satisfaction of the Bureau of Justice Assistance that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

53. Supplanting

The subgrant recipient agrees that funds received under this award will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.

54. Conflict of Interest

The subgrant recipient and implementing agency 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.

55. Uniform Relocation Assistance and Real Property Acquisitions Act

The subgrant recipient 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.

56. Limitations on Government Employees Financed by Federal Assistance

The subgrant recipient 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.

57. Certification for Employees Working Solely on a Single Federal Award

For any position that works 100% of its time on a single federal award, the employee must certify that 100% of his or her time was spent working on that federal award. This requirement applies to both full time and part time positions regardless of the percentage of the position's salary that is charged to the grant. The certification must be signed by both the employee and the employee's direct supervisor having firsthand knowledge of the work performed by the employee. The forms must be submitted semi-annually and may not be signed prior to the end of the reporting period. Certifications must be provided to cover the entire grant period.

58. Timesheets

Timesheets must be kept for all project staff whose hours will be charged to the project. The timesheets must be signed by the supervisor and clearly indicate hours spent on project activities.

59. Additional Documentation of Personnel for Department of Financial Services

In accordance with Section 215.971, Florida Statutes, the Florida Department of Financial Services may require documentation validation that personnel services were performed on project-related activities in accordance with the contract agreement.

60. Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct

The subgrant recipient must promptly refer to the Florida Department of Law Enforcement, Office of Criminal Justice Grants any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has either 1) submitted a false claim for grant funds under the

False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds

61. Task Force Training Requirement

The subgrant recipient agrees that within 120 days of award, each member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org). All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement. This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When FDLE award funds to support a task force, the subgrant recipient must compile and maintain a task force personnel roster along with course completion certificates. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).

62. Funds to Association of Community Organizations for Reform Now (ACORN) Unallowable

Subgrant recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

63. High Risk Subgrant Recipients

The subgrant recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the U.S. Department of Justice determines that the subgrant recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.

64. Text Messaging While Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the subgrant recipient is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this subgrant and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

65. System for Award Management (SAM)

The subgrant recipient must maintain current information in SAM until it submits the final financial report required under this award or receives the final payment, whichever is later. This requires that the subgrant recipient review and update the information at least annually after the initial registration, and more frequently if required by changes in its information or another award term.

66. Maximum Allowable Salary

No portion of these federal grant funds shall be used towards any part of the annual cash compensation of any employee of the subgrant recipient whose total annual cash compensation exceeds 110% of the maximum salary payable to a member of the Federal government's Senior Executive Service at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at <http://www.opm.gov/oca/payrates/index.asp>. A subgrant recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.

67. DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database

If JAG program funds will be used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), by a government DNA lab with access to CODIS. No profiles generated with JAG funding may be entered into any other non-governmental DNA database without prior express written approval from BJA. For more information, refer to the NIJ FY 2012 DNA Backlog Reduction Program, available at ncjrs.gov/pdffiles1/nij/s1000989.pdf.

68. Interoperable Communications Guidance

Subgrant recipients that are using funds to support emergency communications activities must comply with the current SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of Interoperable Communications Equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission (FCC) Waiver Order. SAFECOM guidance can be found at www.safecomprogram.gov/library/lists/library/DispForm.aspx?ID=334.

Subgrant recipients Grantees interested in developing a public safety broadband network in the 700 MHz band in their jurisdictions must adhere to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band. The subgrant recipient shall also ensure projects support the Statewide Communication Interoperability Plan (SCIP) and are fully coordinated with the full-time Statewide Interoperability Coordinator (SWIC). If any future regulatory requirement (from the FCC or other governmental entity) results in a material technical or financial change in the project, the recipient should submit associated documentation, and other material, as applicable, for review by the SWIC to ensure coordination. Subgrant recipients must provide a listing of all communications equipment purchased with grant award funding (plus the quantity purchased of each item) to FDLE once items are procured during any periodic programmatic progress reports.

69. Ballistic-Resistant and Stab Resistant Body Armor

Subgrant recipients that wish to purchase armor with JAG funds must **certify** that law enforcement agencies receiving vests have a written "mandatory wear" policy in effect. This policy must be in place for at least all uniformed officers before funding can be used by the agency for vests. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty. FAQs related to the mandatory wear policy and certifications can be found at www.bja.gov/Funding/JAGFAQ.pdf.

JAG funds may be used to purchase armor for an agency, but may not be used as the 50% match for purposes of the Bulletproof Vest Partnership (BVP) program.

Body armor purchased with JAG funds may be purchased at any threat level, make, or model from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and are listed on the NIJ Compliant Body Armor Model List (<http://nij.gov>). In addition, body armor purchased must be American-made. The latest NIJ standard information can be found at: www.nij.gov/topics/technology/body-armor/safety-initiative.htm.

70. BJA or FDLE Sponsored Events

The subgrant recipient agrees to participate in BJA- or FDLE-sponsored training events, technical assistance events, or conference held by FDLE or BJA or their designees, upon FDLE's or BJA's request.

71. Expenses Related to Conferences, Meetings, Trainings, and Other Events

The subgrant recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where

applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at www.ojp.gov/funding/confcost.htm.

72. Environmental Requirements and Energy

For subgrants in excess of \$100,000, the subgrant recipient must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

The subgrant recipient must comply with Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), if any.

73. Other Federal Funds

The subgrantee agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this award, and those awards have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this award, the subgrantee will promptly notify, in writing the grant manager for this award, and, if so requested by OCJG seek a budget modification or change of project scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

74. Monitoring

The recipient agrees to comply with FDLE's grant monitoring guidelines, protocols, and procedures, and to cooperate with FDLE on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and /or site visits. The recipient agrees to provide FDLE all documentation necessary to complete monitoring of the award. Further, the recipient agrees to abide by reasonable deadlines set by FDLE for providing requested documents. Failure to cooperate with FDLE grant monitoring activities may result in sanctions affecting the recipient's award, including, but not limited to: withholding and/or other restrictions on the recipient's access to funds referral to the Office of the Inspector General for audit review, designation of the recipient as a FDLE High Risk grantee, or termination of an award(s).

75. Unmanned Aerial Vehicles

The recipient agrees that awarded funds may not be expended on unmanned aircraft, unmanned aircraft systems, or aerial vehicles (US, UAS, or UAV) unless the BJA Director certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order. Additionally, any funding approved for this purpose would be subject to additional reporting, which would be stipulated by FDLE post award.

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEO) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

| | | |
|---|------------------------------------|----------------------------|
| Recipient's Name: PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS | | DUNS Number: 078470481 |
| Address: 301 North Olive Avenue, Suite 1001, West Palm Beach, Florida 33401 | | |
| Grant Title: Justice Assistance Grant | Grant Number: 2014-JAGC-2325 | Award Amount: \$ 35,137.00 |
| Name and Title of Contact Person: Michael Rodriguez, Executive Director | | |
| Telephone Number: 561-355-4943 | E-Mail Address: mrodrig@pbcgov.org | |

Section A—Declaration Claiming Complete Exemption from the EEO Requirement

Please check all the following boxes that apply:

- Recipient has less than fifty employees. Recipient is an Indian tribe. Recipient is a medical institution
 Recipient is a nonprofit organization Recipient is an educational institution Recipient is receiving an award less than \$25,000.

I, _____ [responsible official],
certify that _____ [recipient] is
not required to prepare an EEO for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.

I further certify that _____ [recipient]
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of
services.

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEO Submission Requirement and Certifying That an EEO Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEO to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, _____ [responsible official],
certify that _____ [recipient],
which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than
\$500,000, has formulated an EEO in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last
twenty-four months, the proper authority has formulated and signed into effect the EEO and, as required by applicable
federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for
Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEO is on file at the following office:

_____ [organization],

_____ [address].

Print or Type Name and Title

Signature

Date

Section C—Declaration Stating that an EEO Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEO Utilization Report to the OCR for review.

I, Michael Rodriguez _____ [responsible official],
certify that Palm Beach County Board of County Commissioners _____ [recipient],
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEO in
accordance with 28 CFR pt. 42, subpt. E, and sent it for review on January 10, 2013 _____ [date] to the
Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Michael Rodriguez, Executive Director

Print or Type Name and Title

Signature

Date

10-23-13

Application for Funding Assistance

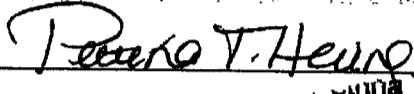
Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Notarized Signature

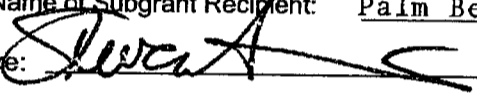
In witness whereof, the parties affirm they each have read and agree to the conditions set forth in this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duty authorized officers on the date, month and year set out below.

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


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

Signature: 
Anna T. Herring, Administrator
Typed Name and Title: _____
Date: 11/27/2013

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

Typed Name of Subgrant Recipient: Palm Beach County BCC
Signature: 
Typed Name and Title: Steven Abrams, Mayor
Date: August 28, 2013

Implementing Agency
Official, Administrator or Designated Representative

Typed Name of Implementing Agency: Palm Beach County BCC
Signature: 
Typed Name and Title: Michael L. Rodriguez, Executive Director
Date: August 28, 2013

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

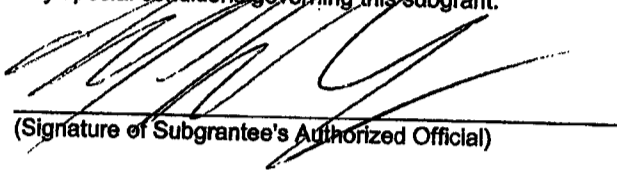

COUNTY ATTORNEY

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

RECEIVED
DEC 12 2013
OFFICE OF
CRIMINAL JUSTICE GRANTS

CERTIFICATE OF ACCEPTANCE OF SUBGRANT AWARD

The subgrantee, through its authorized representative, acknowledges receipt and acceptance of subgrant award number 2014-JAGC-PALM-3-E5-228, in the amount of \$ 227,407.00, for a project entitled, PALM BEACH COUNTY ADULT DRUG COURT, for the period of 10/01/2013 through 09/30/2014, to be implemented in accordance with the approved subgrant application, and subject to the Florida Department of Law Enforcement's Standard Conditions and any special conditions governing this subgrant.



(Signature of Subgrantee's Authorized Official)

MICHAEL L. RODRIGUEZ, EXECUTIVE DIRECTOR
(Typed Name and Title of Official)

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS
(Name of Subgrantee)

12/9/13
(Date of Acceptance)

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide



Subgrant Recipient

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

Chief Official

Name: Shelley Vana
Title: Chairperson
Address: 301 North Olive Avenue
City: West Palm Beach
State: FL **Zip:** 33401
Phone: 561-355-2203 **Ext:**
Fax:
Email: svana@pbcgov.org

Chief Financial Officer

Name: Kristeena Pinto
Title: Manager of Payables
Address: 301 North Olive Avenue
2nd Floor
City: West Palm Beach
State: FL **Zip:** 33401
Phone: 561-355-3353 **Ext:**
Fax: 561-355-3393
Email: kpinto@mypalmbeachclerk.com

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Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide



Implementing Agency

Organization Name: Palm Beach County Criminal Justice Commission

County: Palm Beach

Chief Official

Name: Michael Rodriguez
Title: Executive Director
Address: 301 North Olive Avenue, Suite 1001
City: West Palm Beach
State: FL **Zip:** 33401-4791
Phone: 561-355-2314 **Ext:**
Fax: 561-355-4941
Email: mlrodrig@pbcgov.com

Project Director

Name: Rosalind Murray
Title: Criminal Justice Program Development Specialist
Address: 301 North Olive Avenue
City: West Palm Beach
State: FL **Zip:** 33401
Phone: 561-355-2332 **Ext:**
Fax: 561-355-4941
Email: rmurray@pbcgov.org

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Rule Reference 11D-9.006 OCJG-005 (rev. October 2005)

Application for Funding Assistance

Florida Department of Law Enforcement
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General Project Information

Project Title: PALM BEACH COUNTY ADULT DRUG COURT
Subgrant Recipient: Palm Beach County Board of Commissioners
Implementing Agency: Palm Beach County Criminal Justice Commission
Project Start Date: 10/1/2013 **End Date:** 9/30/2014

Problem Identification

Abstinence and public safety are the ultimate goals of drug courts all over this country. In Palm Beach County the Adult Drug Court's goals are no different. In a drug court program that was started over 10 years ago by state statute, the court has saved the taxpayers millions of dollars as the cost of confinement has continued to sky rocket. The cost of incarceration is up to \$20,000 per inmate a Florida Department of Corrections resident. In most Department of Corrections facilities, the number one reason for confinement are drug related charges. This coupled with sentencing guidelines have created a revolving door and a tremendous cost to the taxpayer. Drug Court helps to stem this tide through its unique intervention program. In Palm Beach County we are faced with a growing addiction problem with prescription drugs. Florida has been called the epicenter for prescription drug abuse. The Palm Beach County Criminal Justice Commission's (CJC) goal is to align and support interventions that support prevention, law enforcement, courts and corrections to improve the criminal justice system. Drug Court integrates several treatment services under this program. The intervention occurs at the earliest stages of their incarceration when several members of the team meet with the potential client. They are provided with a list of options which include meetings, treatment, and sanctions. Eligibility requirements are clearly stated in the statutes F.S. 984.08 and 397.334 regarding drug court. Entrance and exit requirements are outlined in the statute. Drug Court has stringent testing and treatment requirements and this model has shown success. Promptness of placement, weekly urine screens, individual and group counseling, AA meetings are a combination of strong support and accountability. Outpatient treatment with continuous follow up and long term care are pivotal to the success of this program. The Drug Court Judge and team form the core support and ensure participant accountability. The graduated sanctions are a strong motivator for the participants. The treatment is provided through a public and private sector collaboration. The linkages in the community are a conduit for information to the public about available support through this partnership.

Project Summary (Scope of Work)

The Palm Beach County Adult Drug Court Program is supported by the Palm Beach Criminal Justice Commission through the Court Systems Task Force. The task force is responsible for highlighting and determining trends in use and treatment. In the past 3 years there has been an increase in prescription drug use nationwide with Florida at the epicenter. This drug use has increased addiction, and death. It has led to legislation and a crack down on pill mills. There are many doctors who dispense opiates to individuals from throughout the county, state, nation. Drug Court is in its 11th year and has a full staffing of professionals. Subcontracts are held with at least two counseling groups and a separate drug testing service. Several are needed

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Rule Reference 11D-9.006 OCJG-005 (rev. October 2005)

Application for Funding Assistance

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because of the size of Palm Beach County. Drug Court participants are screened, counseled, tested on a regular basis.

They are brought before the judge on a regular basis, and success is celebrated. Failure is noted and sanctions are leveled. Participants understand through a written agreement expectations and consequences. Often participants who don't meet expectations are offered time in the county jail. Many have jobs but those who don't are offered comprehensive case management and job development programming. Forty new participants will be admitted under this funding umbrella. Regular and constant drug (urine) tests, individual and group counseling are the components in this grant. Drug court participants also pay a portion of their cost of treatment.

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Application for Funding Assistance

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Section Questions:

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

Answer: Yes

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

Answer: Yes

Question: Part 1: In your business or organization's preceding completed fiscal year, did your business or organization (the subgrantee) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? If yes, answer "yes" or "no" to Part 2, below.

Answer: No

Question: Part 2: Does the public have access to information about the compensation of the executives in your business or organization (the subgrantee) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? If answer to Part 1, above, was "no," answer N/A.

Answer: N/A

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide



General Performance Info:

Performance Reporting Frequency: Quarterly

Federal Purpose Area: 002 - Prosecution and Court Programs

State Purpose Area: A - Accomplishments: Includes any accomplishments during the reporting period.

Activity Description

Activity: Drug Court
Target Group: Adults - Male or female*
Geographic Area: Urban
Location Type: Courthouse

Activity Description

Activity: Drug Testing
Target Group: Adults - Male or female*
Geographic Area: Urban
Location Type: Community-based organization

Objectives and Measures

Objective: A1 - Report on program accomplishments

Measure: Part 1

Please briefly describe what your program's accomplishments will be. Please include any benefits or changes to be observed as a result of JAG-funded activities, such as program completion, or changes in attitudes, skills, knowledge, or conditions. [500-character limit]

Goal: Program completion, drug free and reduce recidivism

Objective: A2 - Report on usage of crimesolutions.gov Website

Measure: Part 1

Will you be using the crimesolutions.gov website?

Goal: Yes

Objective: A3 - Report on subgrants from grantees other than FDLE

Measure: Part 2

If yes, enter grantee organization or agency name.

Goal: No

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Rule Reference 11D-9.006 OCJG-005 (rev. October 2005)

Application for Funding Assistance

Florida Department of Law Enforcement
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Section 3 Performance

Measure: Part 1

Are you a subrecipient of a JAG award from another JAG grantee (other than FDLE)? An agency can be a primary recipient of a JAG award from BJA and a subrecipient of a JAG award from another JAG award primary recipient. Do not consider awards that you receive directly from USDOJ.

Goal: No

State Purpose Area: CT - Courts: Includes all types of courts and overall caseload cases that were drug related.

Activity Description

Activity: Courts
Target Group: Courts
Geographic Area: Urban
Location Type: Courthouse

Objectives and Measures

Objective: CT1 - Report on JAG funding allocated for courts

Measure: Part 1

How much JAG funding has been allocated for courts? This includes any funding for court programs. Please report in dollars (\$).

Goal: 227,407

Measure: Part 2

What type of court programs will you have that are funded by BJA JAG funding? In your response, please list all that apply from the following choices: Adult Courts, Community Courts, Drug Courts, Domestic Violence Courts, Family Courts, Federal District Courts, Juvenile Courts, Reentry Courts, Tribal Courts, Prostitution Courts, Veterans Courts, Other. If other, please specify.

Goal: Drug Court

Objective: CT2 - Report on types of court programs funded by JAG funding

Measure: Part 1

What types of court programs will you have that are funded by BJA JAG funding? In your response, please list all that apply from the following choices:

Adult Courts,
Community Courts,
Domestic Violence Courts,
Family Courts,
Federal District Courts,

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Rule Reference 11D-9.006 OCJG-005 (rev. October 2005)

Application for Funding Assistance

Florida Department of Law Enforcement
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Program Performance

Juvenile Courts ,
Prostitution Courts,
Reentry Courts,
Tribal Courts,
Veterans Courts,

Other. Do not select other if your item fits into any of the categories above. If other, state "other" and specify.

Goal: Adult Drug Courts

Federal Purpose Area: 005 - Drug Treatment Programs

State Purpose Area: A - Accomplishments: Includes any accomplishments during the reporting period.

Activity Description

Activity: Drug Court
Target Group: Adults - Male or female*
Geographic Area: Urban
Location Type: Courthouse

Activity Description

Activity: Drug Testing
Target Group: Adults - Male or female*
Geographic Area: Urban
Location Type: Community-based organization

Activity Description

Activity: Counseling
Target Group: Adults - Male or female*
Geographic Area: Urban
Location Type: Community-based organization

Objectives and Measures

Objective: A1 - Report on program accomplishments

Measure: Part 1

Please briefly describe what your program's accomplishments will be. Please include any benefits or changes to be observed as a result of JAG-funded activities, such as program completion, or changes in attitudes, skills, knowledge, or conditions. [500-character limit]

Application Ref # 2014-JAGC-2321

Section #3 Page 3 of 8

Contract 2014-JAGC-PALM-3-E5-

Rule Reference 11D-9.006 OCJG-005 (rev. October 2005)

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

SECTION 3 PERFORMANCE

Goal: Program completion, reduce recidivism, and drug free

Objective: A2 - Report on usage of crimesolutions.gov Website

Measure: Part 1

Will you be using the crimesolutions.gov website?

Goal: Yes

Objective: A3 - Report on subgrants from grantees other than FDLE

Measure: Part 2

If yes, enter grantee organization or agency name.

Goal: No

State Purpose Area: DT - Drug Treatment: clinical assessment; residential; day/night treatment with community; outpatient group, individual, intensive, or detoxification; addiction receiving facility; substance abuse detox. (residential); in-home counseling; and aftercare.

Activity Description

Activity: Drug Treatment
Target Group: Drug Treatment
Geographic Area: Urban
Location Type: Community-based organization

Objectives and Measures

Objective: DT1 - Report on JAG funding allocated for providing drug treatment

Measure: Part 1

How much JAG funding has been allocated for providing drug treatment? Please report in dollars (\$).

Goal: 227,407

Objective: DT2 - Provide a drug treatment program

Measure: Part 1

Will your program admit any participants to drug treatment programs?

Goal: Yes

Measure: Part 2

How many participants will be enrolled in the drug treatment programs?

Goal: 40

Application Ref # 2014-JAGC-2321
Contract 2014-JAGC-PALM-3-E5-

Section #3 Page 4 of 8

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 33 Performance

Measure: Part 3

Of those, how many will be NEW participants?

Goal: 40

Objective: DT3 - Implement an evidence-based program or practice in a drug treatment program

Measure: Part 1

Do your drug treatment programs provide evidence-based treatment services? Evidence-based programs or practices are those demonstrated by the research literature to be effective at reducing substance use among court-involved individuals (generally obtained through one or more outcome evaluations).

Goal: Yes

Measure: Part 2

If yes, please enter the number of evidence-based services to be provided by your program that fit the crimesolutions.gov definition of Effective: "Programs have strong evidence indicating they achieve their intended outcomes when implemented with fidelity."

Goal: 1

Measure: Part 3

If yes, please enter the number of evidence-based services to be provided by your program that fit the crimesolutions.gov definition of Promising: "Programs have some evidence indicating they achieve their intended outcomes. Additional research is recommended."

Goal: 0

Measure: Part 4

If yes, please enter the number of evidence-based services to be provided by your program that fit the crimesolutions.gov definition of No Effects: "Programs have strong evidence indicating that they did not achieve their intended outcomes when implemented with fidelity."

Goal: No

Measure: Part 5

If yes, please enter the type of evidence-based services to be provided by your program.

Goal: 12 Step Program

Objective: DT5 - Provide outpatient services

Measure: Part 1

Will JAG funds be used to provide outpatient services? Services received should be based on actual attendance of participants in mandated activities.

Application Ref # 2014-JAGC-2321

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Contract 2014-JAGC-PALM-3-E5-

Rule Reference 11D-9.006 OCJG-005 (rev. October 2005)

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Department Performance

Goal: Yes

Measure: Part 2

If yes, please enter the number of sessions for outpatient services drug treatment participants will receive. To calculate this number, determine the number of outpatient service sessions that each participant will receive. Then add the number of sessions for each participant together to determine the total number of sessions to be delivered. Include any participant who will receive outpatient services, regardless of whether that person will complete the program, exit without completion, or remain enrolled.

Goal: 600

Objective: DT6 - Test participants for alcohol or illegal substances

Measure: Part 1

Of those to be enrolled in drug treatment programs for at least 90 days, please enter the number of participants who will be tested for the presence of alcohol or illegal substances.

Goal: 20

Measure: Part 2

Of those to be enrolled in drug treatment programs for at least 90 days, please enter the number of participants who will test positive for the presence of alcohol or illegal substances.

Goal: 5

Objective: DT7 - Report the number of drug treatment participants who successfully completed the program

Measure: Part 1

How many drug treatment program participants will successfully complete all program requirements? The number entered should represent only those participants who will successfully complete all the requirements of the program.

Goal: 30

Measure: Part 2

How many drug treatment program participants will unsuccessfully complete the program? The number entered should represent only those who will fail to successfully complete the program for voluntary reasons (e.g., arrests, program violation, etc.).

Goal: 10

Objective: DT8 - Expand services

Measure: Part 1

Will your JAG program funds be used to expand services?

Application Ref # 2014-JAGC-2321

Section #3 Page 6 of 8

Contract 2014-JAGC-PALM-3-E5-

Rule Reference 11D-9.006 OCJG-005 (rev. October 2005)

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 15 Performance

Goal: No

Application Ref # 2014-JAGC-2321

Section #3 Page 7 of 8

Contract 2014-JAGC-PALM-3-E5-

Rule Reference 11D-9.006 OCJG-005 (rev. October 2005)

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide



Section Questions:

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

Answer: N/A

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

Answer: N/A

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide



General Financial Info:

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

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000785

Budget:

| Budget Category | Federal | Match | Total |
|--------------------------|---------------------|---------------|---------------------|
| Salaries and Benefits | \$0.00 | \$0.00 | \$0.00 |
| Contractual Services | \$227,407.00 | \$0.00 | \$227,407.00 |
| Expenses | \$0.00 | \$0.00 | \$0.00 |
| Operating Capital Outlay | \$0.00 | \$0.00 | \$0.00 |
| Indirect Costs | \$0.00 | \$0.00 | \$0.00 |
| -- Totals -- | \$227,407.00 | \$0.00 | \$227,407.00 |
| Percentage | 100.0 | 0.0 | 100.0 |

Project Generated Income:

Will the project earn project generated income (PGI) ? Yes

PGI Reporting Frequency : Quarterly

Application Ref # 2014-JAGC-2321

Section #4 Page 1 of 3

Contract 2014-JAGC-PALM-3-E5-

Rule Reference 11D-9.006 OCJG-005 (rev. October 2005)

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide



Budget Narrative:

Contractual Services \$227,407

Group Counseling:
 $\$22.50 \times 4615 \text{ units} = \$103,837$

Individual Counseling:
 $\$58.00 \times 869 \text{ units} = \$50,402$

Drug Testing:
 $\$14.00 \times 5,227 \text{ units} = \$73,178$

Total = \$227,407
10.00 overage will be paid with county funds

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section Questions:

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

Answer: N/A

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

Answer: N/A

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

Answer: 1,000

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

Answer: No indirect

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

Answer: The basis for the unit cost is the prevailing and historic rates in Palm Beach County. The basis was updated in 2011.

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 5: Standard Conditions

Insert Standard Conditions Page here.

Application Ref # 2014-JAGC-2321

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Contract 2014-JAGC-PALM-3-E5-

Rule Reference 11D-9.006 OCJG-005 (rev. October 2005)

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide



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

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

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

Signature: _____

Typed Name and Title: _____

Date: _____

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

Typed Name of Subgrant Recipient: _____

Signature: _____

Typed Name and Title: _____

Date: _____

**Implementing Agency
Official Administrator or Designated Representative**

Typed Name of Implementing Agency: _____

Signature: _____

Typed Name and Title: _____

Date: _____

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide



Insert Certifications and Authorizations here.

Application Ref # 2014-JAGC-2321

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Contract 2014-JAGC-PALM-3-E5-

Rule Reference 11D-9.006 OCJG-005 (rev. October 2005)

Expense Budget

[Menu](#)

| BFY | Fund | Department | Appr Unit | Unit | Object | Current Budget | Encumbered | Actual Expenses | Unobligated |
|------|------|------------|-----------|------|--------|----------------|------------|-----------------|--------------|
| 2013 | 1500 | 767 | 7677607PB | 7607 | 1504 | \$1.00 | \$0.00 | \$0.00 | \$1.00 |
| 2013 | 1500 | 767 | 7677607PB | 7607 | 2101 | \$4,272.00 | \$0.00 | \$3,614.16 | \$657.84 |
| 2013 | 1500 | 767 | 7677607PB | 7607 | 2105 | \$996.00 | \$0.00 | \$845.25 | \$150.75 |
| 2013 | 1500 | 767 | 7677607PB | 7607 | 2201 | \$3,828.00 | \$0.00 | \$3,929.27 | (\$101.27) |
| 2013 | 1500 | 767 | 7677607PB | 7607 | 2301 | \$11,604.00 | \$0.00 | \$19,213.24 | (\$7,609.24) |
| 2013 | 1500 | 820 | 8207607NC | 7607 | 9000 | \$143,479.00 | \$0.00 | \$143,479.00 | \$0.00 |
| 2013 | 1500 | 820 | 8209901NC | 9901 | 9902 | \$80,102.00 | \$0.00 | \$0.00 | \$80,102.00 |
| 2014 | 1500 | 767 | 7677607GB | 7607 | 8201 | \$40,000.00 | \$0.00 | \$0.00 | \$40,000.00 |

[First](#) [Prev](#) [Next](#) [Last](#)

[Search](#)

▼ Budget Actuals

Pre-Encumbered : \$0.00

Encumbered : \$0.00

Accrued Expenses : \$0.00

Cash Expenses : \$0.00

Uncommitted : \$1.00

Unobligated : \$1.00

Actual Expenses : \$0.00

▶ Budgeted Amounts

▶ Linked Revenues

▶ General Information

[Top](#)

[Modified Budget Line Controls](#)

[Appropriation Budget](#)

[Linked Revenues](#)

DOJ AWARD LETTER



Department of Justice
Office of Justice Programs

Bureau of Justice Assistance

Office of Justice Programs

Washington, D.C. 20531

August 7, 2013

Mr. Michael L. Rodriguez
Palm Beach County
301 North Olive Avenue
West Palm Beach, FL 33401-4705

Dear Mr. Rodriguez:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 13 Edward Byrne Memorial Justice Assistance Grant (JAG) Program: Local in the amount of \$158,794 for Palm Beach County.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Stefanie Harris, Program Manager at (202) 305-8069; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

Denise O'Donnell

Denise O'Donnell
Director

Enclosures



Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

August 7, 2013

Mr. Michael L. Rodriguez
Palm Beach County
301 North Olive Avenue
West Palm Beach, FL 33401-4705

Dear Mr. Rodriguez:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

Ensuring Access to Federally Assisted Programs

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

Ensuring Equal Treatment for Faith-Based Organizations

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocr/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

Enforcing Civil Rights Laws

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEO), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

1) Meeting the EEO Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEO reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEO and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEO, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEO specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEO, but it does not have to submit the EEO to OCR for review. Instead, your organization has to maintain the EEO on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEO requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

2) Submitting Findings of Discrimination

In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEO, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston
Director

cc: Grant Manager
Financial Analyst



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

| | | | |
|--|--|---|----------------------|
| 1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Palm Beach County 301 North Olive Avenue West Palm Beach, FL 33401-4705 | | 4 AWARD NUMBER: 2013-DJ-BX-0144 | |
| | | 5. PROJECT PERIOD: FROM 10/01/2012 TO 09/30/2016 BUDGET PERIOD: FROM 10/01/2012 TO 09/30/2016 | |
| 1A GRANTEE IRS/VENDOR NO 596000789 | | 6. AWARD DATE 08/07/2013 | 7. ACTION Initial |
| | | 8 SUPPLEMENT NUMBER 00 | |
| | | 9. PREVIOUS AWARD AMOUNT \$ 0 | |
| 3 PROJECT TITLE Criminal Justice Commission Initiatives | | 10. AMOUNT OF THIS AWARD \$ 158,794 | |
| | | 11. TOTAL AWARD \$ 158,794 | |
| 12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTHON THE ATTACHED PAGE(S). | | | |
| 13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY13(BJA - JAG) 42 USC 3750, et seq. | | | |
| 15. METHOD OF PAYMENT GPRS | | | |
| AGENCY APPROVAL | | GRANTEE ACCEPTANCE | |
| 16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Denise O'Donnell Director | | 18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Michael L. Rodriguez Executive Director | |
| 17. SIGNATURE OF APPROVING OFFICIAL <i>Denise O'Donnell</i> | | 19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL | 19A DATE |
| AGENCY USE ONLY | | | |
| 20. ACCOUNTING CLASSIFICATION CODES FISCALYFUND C BUD.A OFC DIV.RE SUB. POMS AMOUNT EAR ODE CT. G. | | 21. MDJUGT0148 | |
| X B DJ 80 00 00 158794 | | | |



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD
CONTINUATIONSHEET
Grant**

PAGE 2 OF 7

PROJECT NUMBER 2013-DJ-BX-0144

AWARD DATE 08/07/2013

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD
CONTINUATIONSHEET
Grant**

PAGE 3 OF 7

PROJECT NUMBER 2013-DJ-BX-0144

AWARD DATE 08/07/2013

SPECIAL CONDITIONS

8. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
9. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
10. The recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at www.ojp.gov/funding/confcost.htm.
11. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>.
12. The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OJP award, the recipient will promptly notify, in writing, the grant manager for this OJP award, and, if so requested by OJP, seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.
13. The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
14. The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
15. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD
CONTINUATIONSHEET
Grant**

PAGE 4 OF 7

PROJECT NUMBER 2013-DJ-BX-0144

AWARD DATE 08/07/2013

SPECIAL CONDITIONS

16. The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ffata.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
17. The recipient agrees that all income generated as a direct result of this award shall be deemed program income. All program income earned must be accounted for and used for the purposes of funds provided under this award, including such use being consistent with the conditions of the award, the effective edition of the OJP Financial Guide and, as applicable, either (1) 28 C.F.R. Part 66 or (2) 28 C.F.R Part 70 and 2 C.F.R. Part 215 (OMB Circular A-110). Further, the use of program income must be reported on the quarterly Federal Financial Report, SF 425.
18. To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.
19. In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Grantee shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: http://www.it.ojp.gov/gsp_grantcondition. Grantee shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD
CONTINUATIONSHEET
Grant**

PAGE 5 OF 7

PROJECT NUMBER 2013-DJ-BX-0144

AWARD DATE 08/07/2013

SPECIAL CONDITIONS

20. The grantee agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the grantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the grantee agrees to contact BJA.

The grantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the grantee, a subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>, for programs relating to methamphetamine laboratory operations.

Application of This Special Condition to Grantee's Existing Programs or Activities: For any of the grantee's or its subgrantees' existing programs or activities that will be funded by these grant funds, the grantee, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

21. The recipient is required to establish a trust fund account. (The trust fund may or may not be an interest-bearing account.) The fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant Program (JAG). The recipient also agrees to obligate and expend the grant funds in the trust fund (including any interest earned) during the period of the grant. Grant funds (including any interest earned) not expended by the end of the grant period must be returned to the Bureau of Justice Assistance no later than 90 days after the end of the grant period, along with the final submission of the Federal Financial Report (SF-425).
22. JAG funds may be used to purchase bulletproof vests for an agency, but may not be used as the 50% match for purposes of the Bulletproof Vest Partnership (BVP) program.
23. The recipient agrees to submit a signed certification that that all law enforcement agencies receiving vests purchased with JAG funds have a written "mandatory wear" policy in effect. Fiscal agents and state agencies must keep signed certifications on file for any subrecipients planning to utilize JAG funds for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any FY 2013 funding can be used by the agency for vests. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD
CONTINUATIONSHEET
Grant**

PAGE 6 OF 7

PROJECT NUMBER 2013-DJ-BX-0144

AWARD DATE 08/07/2013

SPECIAL CONDITIONS

24. Ballistic-resistant and stab-resistant body armor purchased with JAG funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and are listed on the NIJ Compliant Body Armor Model List (<http://nij.gov>). In addition, ballistic-resistant and stab-resistant body armor purchased must be American-made. The latest NIJ standard information can be found here: <http://www.nij.gov/topics/technology/body-armor/safety-initiative.htm>.
25. The recipient agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.
26. The recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditure period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <http://www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046>.
27. The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm.
28. The recipient acknowledges that all programs funded through subawards, whether at the state or local levels, must conform to the grant program requirements as stated in BJA program guidance.
29. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
30. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
31. The recipient agrees to monitor subawards under this JAG award in accordance with all applicable statutes, regulations, OMB circulars, and guidelines, including the OJP Financial Guide, and to include the applicable conditions of this award in any subaward. The recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of JAG funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD
CONTINUATIONSHEET
Grant**

PAGE 7 OF 7

PROJECT NUMBER 2013-DJ-BX-0144

AWARD DATE 08/07/2013

SPECIAL CONDITIONS

32. The recipient agrees that funds received under this award will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities.
33. Award recipients must submit quarterly a Federal Financial Report (SF-425) and annual performance reports through GMS (<https://grants.ojp.usdoj.gov>). Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Therefore, quarterly performance metrics reports must be submitted through BJA's Performance Measurement Tool (PMT) website (www.bjaperformancetools.org). For more detailed information on reporting and other JAG requirements, refer to the JAG reporting requirements webpage. Failure to submit required JAG reports by established deadlines may result in the freezing of grant funds and future High Risk designation.
34. Award recipients must verify Point of Contact(POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.
35. The grantee agrees that within 120 days of award acceptance, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. Additionally, all future task force members are required to complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org). This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When BJA funding supports a task force, a task force personnel roster should be compiled and maintained, along with course completion certificates, by the grant recipient. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).
36. No JAG funds may be expended on unmanned aircraft, unmanned aircraft systems, or aerial vehicles (US, UAS, or UAV) unless the BJA Director certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order. Additionally, any JAG funding approved for this purpose would be subject to additional reporting, which would be stipulated by BJA post-award.
37. BJA strongly encourages the recipient submit annual (or more frequent) JAG success stories at JAG.Showcase@ojp.usdoj.gov or via the online form at <https://www.bja.gov/contactus.aspx>. JAG success stories should include the: name and location of program/project; point of contact with phone and e-mail; amount of JAG funding received and in which fiscal year; and a brief summary describing the program/project and its impact.
38. Approval of this award does not indicate approval of any consultant rate in excess of \$450 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.
39. All contracts under this award should be competitively awarded unless circumstances preclude competition. When a contract amount exceeds \$100,000 and there has been no competition for the award, the recipient must comply with rules governing sole source procurement found in the current edition of the OJP Financial Guide.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Orbin Terry, NEPA Coordinator

Subject: Incorporates NEPA Compliance in Further Developmental Stages for Palm Beach County

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, some of which could have environmental impacts. All recipients of JAG funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a subgrantee or third party. Accordingly, prior to obligating funds for any of the specified activities, the grantee must first determine if any of the specified activities will be funded by the grant.

The specified activities requiring environmental analysis are:

- a. New construction;
- b. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required. For more information about Mitigation Plan requirements, please see <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>.

Please be sure to carefully review the grant conditions on your award document, as it may contain more specific information about environmental compliance.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**GRANT MANAGER'S MEMORANDUM, PT. I:
PROJECT SUMMARY**

Grant

PROJECT NUMBER
2013-DJ-BX-0144

PAGE 1 OF 1

This project is supported under FY13(BJA - JAG) 42 USC 3750, et seq.

1. STAFF CONTACT (Name & telephone number)

Stefanie Harris
(202) 305-8069

2. PROJECT DIRECTOR (Name, address & telephone number)

Craig Spatara
Program Manager
301 North Olive Avenue
West Palm Beach, FL 33401-4705
(561) 355-2326

3a. TITLE OF THE PROGRAM

BJA FY 13 Edward Byrne Memorial Justice Assistance Grant (JAG) Program: Local

**3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)**

4. TITLE OF PROJECT

Criminal Justice Commission Initiatives

5. NAME & ADDRESS OF GRANTEE

Palm Beach County
301 North Olive Avenue
West Palm Beach, FL 33401-4705

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2012 TO: 09/30/2016

8. BUDGET PERIOD

FROM: 10/01/2012 TO: 09/30/2016

9. AMOUNT OF AWARD

\$ 158,794

10. DATE OF AWARD

08/07/2013

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following program areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; and 7) crime victim and witness programs (other than compensation).

The grantee will use the JAG award to support a reentry program within Palm Beach County. Funds will be used towards salary and fringe benefits for reentry case managers to provide a variety of reentry services. These services will include providing comprehensive assessment, case management, referrals, and transportation

assistance; as well as job readiness training, job placement, computer skills training and identification assistance. The project goals are to reduce recidivism and violent crime throughout the County. NCA/NCF

**BUDGET
AMENDMENT
FUND 1507**

14 - 0426

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

Fund 1507 Criminal Justice Grant Fund

BGRV - 091213*651
BGEX - 091213*2033

| ACCOUNT NAME AND NUMBER | ORIGINAL BUDGET | CURRENT BUDGET | INCREASE | DECREASE | ADJUSTED BUDGET | EXPENDED/ ENCUMBERED AS OF | REMAINING BALANCE |
|--|-----------------|----------------|----------|----------|-----------------|----------------------------|-------------------|
| Revenues | | | | | | | |
| <u>JAG State Solicitation 11-15 (DOJ)</u> | | | | | | | |
| 1507-762-7664-3129 Fed Grant Oth Public Safety | 344,000 | 344,000 | 18,544 | 0 | 362,544 | | |
| TOTAL RECEIPTS & BALANCES | 670,993 | 3,235,884 | 18,544 | 0 | 3,254,428 | | |
| Expenditures | | | | | | | |
| <u>JAG State Solicitation 11-15 (DOJ)</u> | | | | | | | |
| 1507-762-7664-8101 Contributions-Other Govtl Agency | 109,000 | 109,000 | 0 | 109,000 | 0 | 0 | 0 |
| 1507-762-7664-8201 Contributions-Non Governmental Agency | 0 | 0 | 100,000 | 0 | 100,000 | 0 | 100,000 |
| 1507-820-7664-9000 Tr To General Fund 0001 | 235,000 | 235,000 | 0 | 7,593 | 227,407 | 0 | 227,407 |
| 1507-820-7664-9062 Tr To Criminal Justice Fd 1323 | 0 | 0 | 35,137 | 0 | 35,137 | 0 | 35,137 |
| TOTAL APPROPRIATIONS & EXPENDITURES | 670,993 | 3,235,884 | 135,137 | 116,593 | 3,254,428 | | |

Criminal Justice Commission

INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

Signatures & Dates

[Signature] 2/13/13
[Signature] 2/19/14

BY BOARD OF COUNTY COMMISSIONERS

AT MEETING OF 3/11/14

Deputy Clerk to the
Board of County Commissioners

10/10/13 cc
2/14/13 cc

**BUDGET
AMENDMENT
FUND 1511**

14 - 0427

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT**

Fund 1511 JAG-Local Solicitation Fund

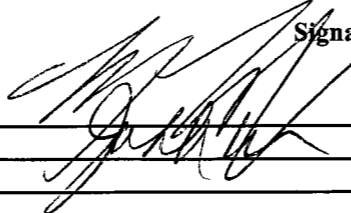
BGRV - 091213*652
BGEX - 091213*2034

| ACCOUNT NAME AND NUMBER | ORIGINAL BUDGET | CURRENT BUDGET | INCREASE | DECREASE | ADJUSTED BUDGET | EXPENDED/ ENCUMBERED AS OF | REMAINING BALANCE |
|--|-----------------|----------------|----------|----------|-----------------|----------------------------|-------------------|
| Revenues | | | | | | | |
| <u>JAG Local Solicitation 11-15 (DOJ)</u> | | | | | | | |
| 1511-762-7665-3129 Fed Grant Oth Public Safety | 144,000 | 144,000 | 14,794 | 0 | 158,794 | | |
| TOTAL RECEIPTS & BALANCES | 144,000 | 144,000 | 14,794 | 0 | 158,794 | | |
| Expenditures | | | | | | | |
| <u>JAG Local Solicitation 11-15 (DOJ)</u> | | | | | | | |
| 1511-762-7665-8201 Contributions-Non Governmental Agency | 0 | 0 | 158,794 | 0 | 158,794 | 0 | 158,794 |
| 1511-820-7665-9000 Tr To General Fund 0001 | 50,000 | 50,000 | 0 | 50,000 | 0 | 0 | 0 |
| 1511-820-7665-9062 Tr To Criminal Justice Fd 1323 | 94,000 | 94,000 | 0 | 94,000 | 0 | 0 | 0 |
| TOTAL APPROPRIATIONS & EXPENDITURES | 144,000 | 144,000 | 158,794 | 144,000 | 158,794 | | |

Criminal Justice Commission

INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

Signatures & Dates

 9-13-13
2/19/14

cc 10/16/13
cc 2/14/14

BY BOARD OF COUNTY COMMISSIONERS

AT MEETING OF

3/11/14
Deputy Clerk to the
Board of County Commissioners

**BUDGET
AMENDMENT
FUND 0001**

0428

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

BGEX - 660- 0912130000000002029
BGRV - 660- 0912130000000000649

FUND 0001 - General Fund

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

| ACCT.NUMBER | ACCOUNT NAME | ORIGINAL BUDGET | CURRENT BUDGET | INCREASE | DECREASE | ADJUSTED BUDGET | EXPENDED/ ENCUMBERED 10/1/2013 | REMAINING BALANCE |
|--------------------|---|----------------------|----------------------|----------|---------------|----------------------|--------------------------------|-------------------|
| Revenue | | | | | | | | |
| 0001-660-5240-8249 | Tr Fr Criminal Justice Reserve Fund | 235,000 | 235,000 | 0 | 7,593 | 227,407 | | |
| 0001-660-5240-8721 | Tr Fr JAG Program Solicitation Fund 1511 | 50,000 | 50,000 | 0 | 50,000 | 0 | | |
| | Total Revenue and Balance | 1,070,918,247 | 1,071,159,885 | 0 | 57,593 | 1,071,102,292 | | |
| Expense | | | | | | | | |
| 0001-660-5240-3401 | Other Contractual Services | 388,080 | 388,080 | 0 | 57,593 | 330,487 | 329,994 | 493 |
| | Total Appropriation and Expenditures | 1,070,918,247 | 1,071,159,885 | 0 | 57,593 | 1,071,102,292 | | |

Public Safety
INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

| | |
|------------------------|---------|
| Signatures | Date |
| <i>Vincent Bonvato</i> | 9/16/13 |
| <i>[Signature]</i> | 2/17/14 |

cc 10/16/13
cc 2/17/14

By Board of County Commissioners
At Meeting of 3/11/14
Deputy Clerk to the
Board of County Commissioners

**BUDGET
AMENDMENT
FUND 1323**

14 - 0429

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

Fund 1323 Criminal Justice Trust Fund

BGRV - 091213*653
BGEX - 091213*2035

| ACCOUNT NAME AND NUMBER | ORIGINAL BUDGET | CURRENT BUDGET | INCREASE | DECREASE | ADJUSTED BUDGET | EXPENDED/ ENCUMBERED AS OF | REMAINING BALANCE |
|---|-----------------|----------------|----------|----------|-----------------|----------------------------|-------------------|
| Revenues | | | | | | | |
| <u>Criminal Justice Trust Fund</u> | | | | | | | |
| 1323-520-7674-8249 Tr Fr Criminal Justice Reserve Fund 1507 | 0 | 6,631 | 35,137 | 0 | 41,768 | | |
| 1323-520-7674-8721 Tr Fr JAG Program Solicitation Fund 1511 | 94,000 | 94,000 | 0 | 94,000 | 0 | | |
| TOTAL RECEIPTS & BALANCES | 644,444 | 651,075 | 35,137 | 94,000 | 592,212 | | |
| Expenditures | | | | | | | |
| <u>Criminal Justice Trust Fund</u> | | | | | | | |
| 1323-520-7674-3401 Other Contractual Services | 94,000 | 100,631 | 0 | 58,863 | 41,768 | 0 | 41,768 |
| TOTAL APPROPRIATIONS & EXPENDITURES | 644,444 | 651,075 | 0 | 58,863 | 592,212 | | |

Public Defender
Carey Haughworn
INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

Signatures & Dates

J. A. W. 2/19/19

10/21/13
ce
2/14/14 ce

BY BOARD OF COUNTY COMMISSIONERS
AT MEETING OF

3/14/19
Deputy Clerk to the
Board of County Commissioners