

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

Meeting Date: 6/3/14

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: **Receive and File** Five (5) Grant Adjustment Notices to remove special conditions related to financial clearance, change grantee contact, hold funds, modify budget and release funds for the Office of Juvenile Justice and Delinquency Prevention (OJJDP) Second Chance Act Grant which closes on September 30, 2014.

**SUMMARY:** These documents have been fully executed on behalf of the Board of County Commissioners (Board) by the County Administrator/Executive Director of the Criminal Justice Commission in accordance with R2013-1668 that was approved by the Board on November 19, 2013, and are now being submitted to the Board to receive and file. On October 1, 2013, Palm Beach County was awarded a \$750,000 grant from the OJJDP to implement reentry services for juveniles until September 30, 2014. The award provides juveniles with pre and post release services to assist in their transition back into the community. The Grant Adjustment Notice's do not change the original award amount of \$750,000. There is no cost to the county. **Countywide (PGE).**

**BACKGROUND AND JUSTIFICATION:** The Palm Beach County Criminal Justice Commission, Reentry Task Force has developed a Strategic Plan for providing effective and coordinated reentry services to those returning from incarceration, including juveniles. A Juvenile Reentry Task Force subcommittee (JRTF) was created to address the unique issues of juveniles. The JRTF created a 5 year strategic plan and outlined best practices for juveniles reintegrating. Grant funding will support many gaps in services with best practice services. The goal of the program is to reduce the recidivism rate by 50% over 5 years for the target population (moderate to high risk youth returning to Palm Beach County). The program is intended to reduce recidivism among transitioning juveniles, reduce future victimization, enhance public safety and improve the lives of communities, victims and offenders. In accordance with County PPM CW-O-051, all delegated contracts/agreements/grants must be submitted by the initiating Department as a Receive and File Agenda Item.

**Attachments:**

1. Grant Adjustment Notices (001-005) from OJJDP

RECOMMENDED BY:

  
DEPARTMENT DIRECTOR

5/21/14

DATE

APPROVED BY:

  
ASSISTANT COUNTY ADMINISTRATOR

5/29/14

DATE

**II. FISCAL IMPACT ANALYSIS**

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

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

Is Item In adopted budget? Yes \_\_\_\_\_ No \_\_\_\_\_

Budget Account No: Fund \_\_\_\_\_ Agency \_\_\_\_\_ Unit \_\_\_\_\_ Object \_\_\_\_\_

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

There is no fiscal impact associated with this agenda item.

**C. Departmental Fiscal Review:** \_\_\_\_\_

**III. REVIEW COMMENTS**

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

*[Signature]*  
 OFMB *KD SC JA CC*  
*5/28/14*

*[Signature]* 5/28/14  
 Contract Development & Control  
*5-28-14 BJS/Shell*

**B. Legal Sufficiency:**

*[Signature]* 5/28/14  
 Assistant County Attorney

REVISED 9/95  
 ADM FORM 01

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



US DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

**GRANT ADJUSTMENT NOTICE**

Grantee Information			
<b>Grantee Name:</b>	Palm Beach County Board of County Commissioners	<b>Project Period:</b>	10/01/2013 - 09/30/2014
<b>Grantee Address:</b>	301 North Olive Avenue West Palm Beach, 33401	<b>Program Office:</b>	OJJDP
<b>Grantee DUNS Number:</b>	07-847-0481	<b>Grant Manager:</b>	Angela Parker
<b>Grantee EIN:</b>	59-6000785	<b>Application Number(s):</b>	2013-50913-FL-CZ
<b>Vendor #:</b>	596000078	<b>Award Number:</b>	2013-CZ-BX-0008
<b>Project Title:</b>	Back to a Future-Palm Beach County's Juvenile Reentry Project	<b>Award Amount:</b>	\$750,000.00

Removal of Special Conditions Related to Financial Clearance			
<b>Supplement 00</b>			
<input type="checkbox"/>	<b>Special Condition Number</b>	<b>Special Condition Title</b>	<b>Status</b>
<input checked="" type="checkbox"/>	Special Condition 19	Conditional Clearance	Inactive
<b>Current Grantee Budget</b>			
<b>Categories</b>		<b>Total</b>	
A. Personnel		\$62982	
B. Fringe Benefits		\$21666	
C. Travel		\$23422	
D. Equipment		\$0	
E. Supplies		\$1600	
F. Construction		\$0	
G. Contractual		\$1374665	
H. Other		\$1000	
<b>TOTAL DIRECT COST</b>		<b>\$1485335</b>	
INDIRECT COST		\$14665	
<b>TOTAL PROJECT COST</b>		<b>\$1500000</b>	
FEDERAL FUNDS APPROVED		\$750000	
NON-FEDERAL FUNDS APPROVED		\$750000	

<b>PROGRAM INCOME</b>	<b>\$0</b>		
<b>*Required Justification for Removal</b>			
<p>Final Clearance                  Match is required at 50% for this grant program.                  The required match has been met.                  All Sole Source procurement in excess of \$100,000                  requires written justification and the prior</p>			
<b>Attachments:</b>			
<i>None</i>			
<input type="button" value="Print"/>			
<b>Audit Trail:</b>			
Description:	Role:	User:	Timestamp:
Approved-Final	OC - Accounting Supervisor	FoxM	01/22/2014 9:51 AM
Submitted	OC - Accounting Analyst	stewartg	01/22/2014 9:43 AM
Draft	OCFMD - Financial Analyst	stewartg	01/22/2014 9:37 AM



US DEPARTMENT OF JUSTICE  
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**GRANT ADJUSTMENT NOTICE**

**Grantee Information**

<b>Grantee Name:</b>	Palm Beach County Board of County Commissioners	<b>Project Period:</b>	10/01/2013 - 09/30/2014	<b>GAN Number:</b>	502
<b>Grantee Address:</b>	301 North Olive Avenue West Palm Beach, 33401	<b>Program Office:</b>	OJJDP	<b>Date:</b>	03/25/2014
<b>Grantee DUNS Number:</b>	07-847-0481	<b>Grant Manager:</b>	Angela Parker		
<b>Grantee EIN:</b>	59-6000785	<b>Application Number(s):</b>	2013-50913-FL-CZ		
<b>Vendor #:</b>	596000078	<b>Award Number:</b>	2013-CZ-BX-0008		
<b>Project Title:</b>	Back to a Future-Palm Beach County's Juvenile Reentry Project	<b>Award Amount:</b>	\$750,000.00		

**Change Grantee Contact or Alternate Contact/Principal Investigator**

**Contact**

**Either New Point of Contact Information or New Alternate Point of Contact Information is required.**

Current Point of Contact Information		New Point of Contact Information	
<b>Prefix</b>	Ms.	<b>* Prefix</b>	Mrs.
<b>Prefix (Other)</b>		<b>Prefix (Other)</b>	
<b>First Name</b>	Brenda	<b>* First Name</b>	Shahzia
<b>Middle Initial</b>		<b>Middle Initial</b>	
<b>Last Name</b>	Oakes	<b>* Last Name</b>	Jackson
<b>Suffix</b>		<b>Suffix</b>	
<b>Suffix (Other)</b>		<b>Suffix (Other)</b>	
<b>Title</b>	Program Manager	<b>* Title</b>	Senior Criminal Justice Analyst
<b>Address Line 1</b>	301 North Olive Avenue Suite 1001	<b>* Address Line 1</b>	301 North Olive Avenue Suite 1001
<b>Address Line 2</b>		<b>Address Line 2</b>	
<b>City</b>	West Palm Beach	<b>* City</b>	West Palm Beach
<b>State</b>	Florida	<b>* State</b>	Florida
<b>Zip</b>	33401 -	<b>* Zip</b>	33401 -
<b>Phone</b>	(561) 355-1617 Ext	<b>* Phone</b>	(561) 355-1503 Ext
<b>Fax</b>	(561) 355-4941	<b>Fax</b>	
<b>Email</b>	boakes@pbcgov.org	<b>* Email</b>	Sajackson@pbcgov.org

**Alternate Contact/Principal Investigator**

Current Alternate Point of Contact Information	New Alternate Point of Contact Information

<b>Prefix</b>	Chairman	<b>* Prefix</b>	Chairman
<b>Prefix (Other)</b>		<b>Prefix (Other)</b>	
<b>First Name</b>		<b>* First Name</b>	
<b>Middle Initial</b>		<b>Middle Initial</b>	
<b>Last Name</b>		<b>* Last Name</b>	
<b>Suffix</b>		<b>Suffix</b>	
<b>Suffix (Other)</b>		<b>Suffix (Other)</b>	
<b>Title</b>		<b>* Title</b>	
<b>Address Line 1</b>		<b>* Address Line 1</b>	
<b>Address Line 2</b>		<b>Address Line 2</b>	
<b>City</b>		<b>* City</b>	
<b>State</b>	Alabama	<b>* State</b>	Alabama
<b>Zip</b>	-	<b>* Zip</b>	-
<b>Phone</b>	Ext	<b>* Phone</b>	Ext
<b>Fax</b>		<b>Fax</b>	
<b>Email</b>		<b>* Email</b>	

**Comments/Additional Information**

A new program manager was hired on January 27, 2014.  
 Applicant's resume is attached (3/25/14).

**Attachments:**

Filename:	User:	Timestamp:
Shahzia Jackson Resume 1-1-2014.doc	PBCBCCPROGRAM	03/25/2014 4:01 PM

**Audit Trail:**

Description:	Role:	User:	Timestamp:
Approved-Final	PO - Grant Manager	parkera	03/25/2014 5:20 PM
Submitted	PO - Grant Manager	PBCBCCPROGRAM	03/25/2014 4:02 PM
Change Requested	PO - Grant Manager	parkera	03/25/2014 12:40 PM

Please attach the resume then resubmit for approval.

Change Requested	EXTERNAL - External User	parkera	03/25/2014 12:40 PM
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Please attach the resume then resubmit for approval.

Submitted

PO - Grant Manager

PBCBCCPROGRAM

03/20/2014 12:23 PM



US DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

## GRANT ADJUSTMENT NOTICE

### Grantee Information

<b>Grantee Name:</b>	Palm Beach County Board of County Commissioners	<b>Project Period:</b>	10/01/2013 - 09/30/2014	<b>GAN Number:</b>	[REDACTED]
<b>Grantee Address:</b>	301 North Olive Avenue West Palm Beach, 33401	<b>Program Office:</b>	OJJDP	<b>Date:</b>	05/01/2014
<b>Grantee DUNS Number:</b>	07-847-0481	<b>Grant Manager:</b>	Angela Parker		
<b>Grantee EIN:</b>	59-6000785	<b>Application Number(s):</b>	2013-50913-FL-CZ		
<b>Vendor #:</b>	596000078	<b>Award Number:</b>	2013-CZ-BX-0008		
<b>Project Title:</b>	Back to a Future-Palm Beach County's Juvenile Reentry Project	<b>Award Amount:</b>	\$750,000.00		

#### Hold Funds

Accepted Amount: 750000.0

Disbursed Amount: 0.0

Available Amount: 750000.0

#### Hold Amount

Percentage Hold: 100 %

Amount Hold: 750000.0

Module: Financial Status Report

#### \*Required Justification for Hold Funds:

All contacts with the grantee regarding these delinquent financial reports have been documented. As of this date, the grantee has not complied with their financial reporting requirements. Therefore, this grantee's funds are hereby frozen until the delinquent financial reports have been received.

#### Attachments:

None

Print





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**GRANT ADJUSTMENT NOTICE**

**Grantee Information**

<b>Grantee Name:</b>	Palm Beach County Board of County Commissioners	<b>Project Period:</b>	10/01/2013 - 09/30/2014	<b>GAN Number:</b>	[REDACTED]
<b>Grantee Address:</b>	301 North Olive Avenue West Palm Beach, 33401	<b>Program Office:</b>	OJJDP	<b>Date:</b>	05/07/2014
<b>Grantee DUNS Number:</b>	07-847-0481	<b>Grant Manager:</b>	Angela Parker		
<b>Grantee EIN:</b>	59-6000785	<b>Application Number(s):</b>	2013-50913-FL-CZ		
<b>Vendor #:</b>	596000078	<b>Award Number:</b>	2013-CZ-BX-0008		
<b>Project Title:</b>	Back to a Future-Palm Beach County's Juvenile Reentry Project	<b>Award Amount:</b>	\$750,000.00		

**Budget Modification**

\* All editable Budget fields must contain a numeric value.

Categories	Approved Budget	Requested Changes to Budget	Revised Budget
A. Personnel	\$ 62982	\$ 0	\$ 62982
B. Fringe Benefits	\$ 21666	\$ 0	\$ 21666
C. Travel	\$ 23422	\$ 0	\$ 23422
D. Equipment	\$ 0	\$ 0	\$ 0
E. Supplies	\$ 600	\$ 1000	\$ 1600
F. Construction	\$ 0	\$ 0	\$ 0
G. Contractual	\$ 1375665	\$ -1000	\$ 1374665
H. Other	\$ 1000	\$ 0	\$ 1000
<b>TOTAL DIRECT COST</b>	<b>\$ 1485335</b>	<b>\$ 0</b>	<b>\$ 1485335</b>
<b>Total Direct Costs = (Sum of lines A-H)</b>			
<b>INDIRECT COST</b>	<b>\$ 1485335</b>	<b>\$ 0</b>	<b>\$ 1485335</b>

	14665	U	14665
TOTAL PROJECT COST	\$ 1500000	\$ 0	\$ 1500000
Total Project Costs = Total Direct Costs + Indirect Cost Total Project Costs = Federal Funds Approved + Non-Federal Funds + Program Income			
FEDERAL FUNDS APPROVED	\$ 750000		\$ 750000
NON-FEDERAL FUNDS APPROVED	\$ 750000	\$ 0	\$ 750000
PROGRAM INCOME	\$ 0	\$ 0	\$ 0

**\* Required Justification for Budget Modification**

The Original budget was created and submitted to reflect reentry support services from Eckerd Transition Services. Eckerd Transition Services are longer available through the Department of Juvenile Justice. Therefore, we are requesting a

**Attachments:**

Filename:	User:	Timestamp:
REVISED_PBC Juvenile Reentry - Back To A Future - Budget and Budget Narrative (3).docx	PBCBCCPROGRAM	04/30/2014 4:13 PM

Print

**Audit Trail:**

Description:	Role:	User:	Timestamp:
Approved-Final	OCFMD - Financial Analyst	HolmanV	05/07/2014 7:23 AM
Submitted	PO - Grant Manager	PBCBCCPROGRAM	04/30/2014 4:14 PM
Change Requested	PO - Grant Manager	parkera	04/30/2014 2:50 PM
Travel: Please insert the computation for employee development for \$16,000. Other: Please show computation for teach life skills for \$20,000. All cost in this category should be reclassified to Contractual cost category.			
Change Requested	EXTERNAL - External User	parkera	04/30/2014 2:50 PM
Travel: Please insert the computation for employee development for \$16,000. Other: Please show computation for teach life skills for \$20,000. All cost in this category should be reclassified to Contractual cost category.			
Submitted	PO - Grant Manager	PBCBCCPROGRAM	04/17/2014 12:15 PM
Draft	EXTERNAL - External User	PBCBCCPROGRAM	04/17/2014 12:13 PM



US DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
**GRANT ADJUSTMENT NOTICE**

<b>Grantee Information</b>				
<b>Grantee Name:</b>	Palm Beach County Board of County Commissioners	<b>Project Period:</b>	10/01/2013 - 09/30/2014	<b>GAN Number:</b> [REDACTED]
<b>Grantee Address:</b>	301 North Olive Avenue West Palm Beach, 33401	<b>Program Office:</b>	OJJDP	<b>Date:</b> 05/12/2014
<b>Grantee DUNS Number:</b>	07-847-0481	<b>Grant Manager:</b>	Angela Parker	
<b>Grantee EIN:</b>	59-6000785	<b>Application Number(s):</b>	2013-50913-FL-CZ	
<b>Vendor #:</b>	596000078	<b>Award Number:</b>	2013-CZ-BX-0008	
<b>Project Title:</b>	Back to a Future-Palm Beach County's Juvenile Reentry Project	<b>Award Amount:</b>	\$750,000.00	

**Release Funds**

Accepted Amount: 750000.0  
Disbursed Amount: 0.0  
Available Amount: 750000.0

**Release Amount**

Percentage Release: 100 %  
Amount Release: 750000.0  
Module: Financial Status Report

**\*Required Justification for Release Funds:**

The overdue Financial Status Report(s) have been submitted. The Grantee is in compliance with all financial reporting requirements.

**Attachments:**

*None*

Print