

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

Meeting Date: 6/23/15

[X] Consent [] Regular
[] Ordinance [] Public Hearing

Department:

Submitted By: PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION

Submitted For: PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: (A) Ratify the signature of the Mayor on the approval of the Second Chance Act Technology-Based Career Training Program for Incarcerated Adults and Juveniles FY 2015 Competitive Grant Application to the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) for \$750,000 from October 1, 2015 to September 30, 2018 to facilitate the reduction of recidivism in Palm Beach County; and (B) Authorize the County Administrator or his designee to execute all related documents and contracts for the above mentioned grant and to execute electronically all necessary forms and documents as required by the U.S. DOJ.

Summary: Palm Beach County (PBC) in collaboration with the Florida Department of Corrections and community-based reentry partners are proposing to provide inmates with pre- and post-release technology employment services to assist in their transition back into the community. The County is requesting \$750,000 to implement and expand pre-release employment training for adults housed at the Sago Palm Reentry Center. The Grant does not require a match. **Countywide (JB)**

Background and Justification: There are currently over 2.2 million individuals serving time in our federal and state prisons, and millions of people cycling through local jails every year. Ninety-five percent of all people incarcerated today will eventually be released and will return to communities. Programs funded under the Second Chance Act help ensure that the transition individuals make from prison and jail to the community is successful and promotes public safety. Securing employment can facilitate successful reentry for people leaving correctional facilities. However, there are many barriers people with criminal records encounter as they attempt to re-enter both the community and the workforce. Improving employment outcomes for this population can contribute to recidivism reduction and increased public safety.

Attachments

- 1) Mayor Approval Letter
- 2) Delegation of Authority Letter
- 3) Competitive Grant Announcement
- 4) Submitted Grant Application

Recommended by:

Stephanie Seimoh 6/5/15
for Department Director Date

Approved By:

for Stephanie Seimoh 6/5/15
for Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
Net Fiscal Impact	=====	=====	=====	=====	=====
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included In Current Budget? Yes ☐ No ☒

Budget Account Exp No: Fund _____ Department _____ Unit _____ Object _____
 Rev No: Fund _____ Department _____ Unit _____ RevSc _____

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

Fund: TBD
 Unit: TBD
 Grant: TBD

The budget will be amended upon approval of grant application.

Departmental Fiscal Review: Stephanie Sepioke 6/5/15

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

Sherry Br
 4/8 4/9 OFMB 6/9/15

Dr. J. Jacobson 6/10/15
 Contract Administration
 6-10-15 B. Wheeler

B. Legal Sufficiency:

James Brub 6/11/15
 Assistant County Attorney

C. Other Department Review:

 Department Director
 This summary is not to be used as a basis for payment.



SHELLEY VANA
Mayor



*Palm Beach County
Board of County Commissioners
Governmental Center
301 North Olive Avenue, 12th Floor
West Palm Beach, FL 33401
Telephone: (561) 355-2203
Facsimile: (561) 355-6344*

svana@pbcgov.org

www.pbcgov.com

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May 20, 2015

Review Team
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh St. NW
Washington, DC 20531

Dear Review Team:

Re: Second Chance Act Technology-Based Career Training
Program for Incarcerated Adults and Juveniles
FY 2015 Competitive Grant Announcement

Dear Review Team:

As the Mayor of Palm Beach County, I approve, subject to final approval of the Board of County Commissioners, the Grant Application of \$750,000 for the FY2015 Second Chance Act Technology-Based Career Training Program for Incarcerated Adults and Juveniles FY 2015 Competitive Grant Announcement.

The application will be presented to the Board of County Commissioners for ratification at the next available Board meeting.

Sincerely,

A handwritten signature in cursive script that reads "Shelley Vana".

Shelley Vana
Mayor, Palm Beach County

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County Administration

P.O. Box 1989
West Palm Beach, FL 33402-1989
(561) 355-2030
FAX: (561) 355-3982
www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

Shelley Vana, Mayor

Mary Lou Berger, Vice Mayor

Hal R. Valeche

Paulette Burdick

Steven L. Abrams

Melissa McKinlay

Priscilla A. Taylor

County Administrator

Robert Weisman

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May 12, 2015

**Review Team
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh St. NW
Washington, DC 20531**

**Re: Second Chance Act Technology-Based Career Training Program for
Incarcerated Adults and Juveniles FY 2015 Competitive Grant
Announcement - Signature Authority Designation**

Dear Review Team:

I am writing to extend signature authority to Mr. Michael L. Rodriguez, Executive Director of the Palm Beach County Criminal Justice Commission, to execute all related documents for the Second Chance Act Technology-Based Career Training Program for Incarcerated Adults and Juveniles FY 2015 Competitive Grant Application. This authorization includes submitting the application electronically and the execution of all necessary forms, contracts and documents as required by the U.S. Department of Justice, Office of Justice Programs.

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

Thank you for your cooperation and attention to this matter.

Sincerely,


Robert Weisman
County Administrator

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APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance


COUNTY ATTORNEY

OMB No. 1121-0329
Approval Expires 07/31/2016



The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA), is seeking applicants for funding under the Second Chance Act to provide technology career training to incarcerated individuals. This program furthers the Department's mission by providing services and programs to help facilitate the successful reintegration of prisoners as they return to their communities.

Second Chance Act Technology-Based Career Training Program for Incarcerated Adults and Juveniles FY 2015 Competitive Grant Announcement

Eligibility

Eligible applicants are limited to states, units of local government, territories, and federally recognized Indian tribes (as determined by the Secretary of the Interior).

Note: Assessing the outcome of programs funded under the Second Chance Act is a major Department of Justice priority. Applicants should strongly consider not applying for funding if they cannot track unique identifiers for participants, gain access to recidivism data, and report recidivism data, particularly returns to incarceration during the period 1 year after release. Chief executives from applicant organizations will need to sign and submit an assurance that all participant recidivism indicator data will be collected and submitted. Inability or refusal to submit recidivism indicator data may impact the organization's ability to receive future BJA competitive grant funding.

BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

For additional eligibility information, see Section C. Eligibility Information.

Deadline

Applicants must register with Grants.gov prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 19, 2015.

All applicants are encouraged to read this Important Notice: Applying for Grants in Grants.gov.

For additional information, see How to Apply in Section D. Application and Submission Information.

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Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How to Apply](#) section.

For assistance with any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 1-800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email responsecenter@ncjrs.gov; fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncichat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: BJA-2015-4181

Release date: March 30, 2015

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Second Chance Act Technology-Based Career Training Program for Incarcerated Adults and Juveniles (CFDA 16.812)

A. Program Description

Overview

The Second Chance Act of 2007 (Pub. L. 110-199) provides a comprehensive response to the increasing number of incarcerated adults and juveniles who are released from prison, jail, and juvenile residential facilities and returning to communities. There are currently over 2.2 million individuals serving time in our federal and state prisons, and millions of people cycling through local jails every year. Ninety-five percent of all people incarcerated today will eventually be released and will return to communities. Programs funded under the Second Chance Act help ensure that the transition individuals make from prison and jail to the community is successful and promotes public safety.

Securing employment can facilitate successful reentry for people leaving correctional facilities. However, there are many barriers people with criminal records encounter as they attempt to re-enter both the community and the workforce. Improving employment outcomes for this population can contribute to recidivism reduction and increased public safety.

Section 115 of the Second Chance Act authorizes federal awards to states, units of local government, territories, and federally recognized Indian tribes to provide technology-based career training to persons confined in state prisons, local jails, tribal jails, and juvenile residential facilities. This program supports training for technology-related jobs and the continuum of reentry transition planning including education, training, support services, and building connections to local employers that will enable participants to secure employment prerelease.

Program-Specific Information

Goals, Objectives, and Deliverables

The goal of this program is to increase the post-release employability of the incarcerated population in technology-based jobs. The objective of the program is to establish and provide career training programs for incarcerated adults and juveniles during the 6-24 month period before release from a prison, jail, or juvenile facility with connections to follow-up services after release in the community. Most U.S. career sectors have jobs which are technology-based, including computer and information technology occupations which solve computing, communication, and security challenges for private and public sector entities, but many jobs today have a heavy technology focus or require use of specialized technology in order to be fully functional. Training components should be relevant to specific technology-related needs of in-demand jobs within the geographic area to which the individuals will be returning. Each participant should receive an individualized reentry plan which addresses post-release transition services including employment support services.

Mandatory Requirements

To receive an award under this announcement, applicants must clearly demonstrate their ability to comply with the following Mandatory Requirements:

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- Demonstrate a partnership with a training entity (e.g., community college, job center, employer-sponsored training program) to provide technology-based job training in the identified confinement facility(ies) and provide documentation demonstrating the partnership, such as a memorandum of agreement (MOA). The formal partnership should discuss instructors, accredited programming, and/or a direct path to continuing education. The applicant should note the requirements outlined in Section 3.8 of the Financial Guide.
- Provide technology-related job training in occupational fields (e.g., computer programming, web and mobile application development, or technological aspects of positions in fields including auto mechanics, manufacturing, health, etc.) for which there is labor demand in/around the geographic areas to which target population participants will be returning. Demonstrate the analysis conducted to determine which technology-related job training to offer.
- Identify program participants:
- Identify a moderate to high-risk offender target population to receive services as identified using a validated assessment tool. Applicants must identify the validated assessment tool used and the risk levels eligible for participation in the program. "Moderate to high-risk offenders" are defined as individuals that score moderate to high risk based on a validated risk assessment tool. "Risk" is defined as the likelihood that a person will re-offend upon release from a facility. Describe how many total people the proposed program plans to serve over the length of the project period. Provide data to demonstrate that the number of individuals in the target population which the application proposes to serve is a reasonable number. If the applicant is requesting funds for a program that is currently operational, the applicant must state how many people the program has served (who meet the stated target population characteristics) over the past 6 months. If the applicant is proposing to implement a "new program," the applicant must state how many people met the target population characteristics within the past 6 months. Those served or eligible over the past 6 months will provide the foundation for determining the total number of people the proposed program plans to serve. BJA will measure the applicant against this target number, if the applicant is selected to receive an award. Provide a baseline recidivism rate for the proposed target population including documentation to support the development of the rate.
- Provide access to the Internet by incarcerated persons, as appropriate, while protecting public safety.¹
- Ensure all program participants receive individualized reentry plans and case management that link them to community-based services and supports post-release.
- Ensure the ability to collect and report data on participant post-program employment outcomes and participant recidivism indicator data, including the collection of unique identification numbers for each participant.

Priority Consideration

Priority consideration will be given to applicants who propose projects that:

- Apply evidence-based practices provided in *What Works In Job Training: A Synthesis of the Evidence*, released by the U.S. Department of Labor. Implement a Job-Driven Checklist that includes essential parts of job-driven training. More information about the Checklist can be

¹ For more information on technology access in confinement, see the Reentry Mythbuster at <http://csgjusticecenter.org/wp-content/uploads/2014/06/reentry-council-mythbuster-IT-adults.pdf>.

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found in Ready to Work: Job-Driven Training and American Opportunity, released by the White House, including:

- Working with employers to determine local hiring needs and designing training programs that are responsive to those needs.
 - Offering work-based learning opportunities including on-the-job training and Registered Apprenticeship.
 - Making better use of data to drive accountability and inform what programs are offered and what is taught.
 - Measuring and evaluating employment and earnings outcomes.
 - Ensuring a seamless progression from one educational stepping stone to another, breaking down barriers to participation in training.
- Include reentry career planning as intensive post-release services provided by the grantee or subcontractors focusing on job placement and employment retention services. Demonstrate formal partnerships with employers in in-demand job sectors and with local Workforce Investment Boards and/or other external employment assistance programs.
 - Demonstrate formal partnership with local educational institutions that may provide instructors, accredited programming, and or a direct path to continuing education.
 - Through which participants receive industry-recognized certificates which demonstrate successful completion of a training program to better prepare participants for job attainment upon release.
 - Provide ongoing training to employers and potential employers on successful approaches to working with trainees/employees engaged through the program.
 - Demonstrate the leveraging of private, local, state, tribal, or federal resources (cash or in-kind) to support and/or sustain the proposed project.

Target Population

The target population is limited to moderate to high-risk incarcerated adults or juveniles within a 6-24 month period before release from a prison, jail, or juvenile facility. The target population for the initiative must be a specific subset of the population of individuals convicted as an adult or adjudicated as a juvenile, and incarcerated in a state, local, or tribal prison; jail or a juvenile detention/correctional facility; juvenile camp; juvenile community-based program; or a juvenile residential facility. For federally recognized Indian tribes, the individuals may be housed in a tribal, federal, state, regional, county, or local jail facility pursuant to state or tribal law.

Note: In the **Project Abstract** (mandatory attachment, see page 13), applicants must provide the target goal (number) of people to whom they expect to provide technology training and employment services under this project during the grant award period. This number will serve as the target number, and BJA will measure the applicant against this target number, if the applicant is selected to receive an award.

Integrated Reentry and Employment Strategies

For a compilation of the latest research and for an understanding of how to target employment services for the reentry population, see: Integrated Reentry and Employment Strategies: Reducing Recidivism and Promoting Job Readiness. This White Paper is written for policymakers and practitioners engaged in the corrections and workforce development fields who recognize the need for the two systems to collaborate more closely to improve public safety and employment outcomes

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for people who have been incarcerated or are on probation or parole. It promotes close collaborations with reentry service providers and provides guidance on prioritizing scarce resources to more effectively reduce rates of reincarceration and joblessness. The paper also outlines principles that should drive both supervision and service decisions—decisions that can help ensure that front-line personnel's efforts are having the greatest positive effect.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- Improving the translation of evidence into practice

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

National Reentry Resource Center, Technical Assistance, and Related Funding Opportunities

The [National Reentry Resource Center](#) (NRRC) serves as the primary source of information and guidance in reentry, advancing the use of evidence-based practices and policies and creating a network of practitioners, researchers, and policymakers invested in reducing recidivism. The NRRC is administered by BJA in collaboration with the Office of Juvenile Justice and Delinquency Prevention. The Council of State Governments Justice Center operates the NRRC in partnership with many leading nonprofit organizations and service providers.

In addition to advancing the knowledge base of the reentry field including the developing and upkeep of the [What Works in Reentry Clearinghouse](#), the NRRC provides individualized and strategic guidance to recipients of Second Chance Act funding in order to maximize their efforts to help individuals returning from incarceration succeed in their communities and to reduce recidivism in their states and communities. **The NRRC will provide technical assistance to all grant recipients awarded under this solicitation.** The NRRC also creates peer learning networks and regularly disseminates information to the reentry field through an electronic newsletter, monthly webinars, and webcasts on key reentry topics.

All federal reentry-related funding opportunities are announced on the NRRC web site. Most recently, the U.S. Department of Labor's Employment and Training Administration (ETA) announced a grant opportunity titled [Linking to Employment Activities Pre-release Specialized American Job Centers](#) which closes on April 3. Eligible applicants for this funding opportunity are Local Workforce Investment Boards applying in partnership with their county or municipal governments and their county, municipal, or regional correctional facilities. This program will build

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partnerships between local correctional systems and the local workforce systems through the establishment of specialized American Job Centers within local correctional facilities and linking transitioning offenders with a range of community-based workforce services that lead to successful employment. BJA and ETA will coordinate closely as we make final funding decisions on these two related programs.

B. Federal Award Information

BJA estimates that it will make up to 5 grant awards of up to \$750,000 each, for an estimated total of \$3,750,000, for a 36-month project period, beginning with an anticipated start date of October 1, 2015.

BJA may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Allowable Uses for Award Funds

Allowable uses for award funds under a comprehensive technology-related job training application may include the following:

- Use of employability or job readiness assessments. (The types of assessments are key for determining the type of services or training an individual may need prior to job placement and are a valuable tool in assisting the individual find appropriate employment).
- Classroom occupational training.
- Training activities that lead to permanent employment in a technology-based job.
- Alignment with apprenticeship programs in technology-based job.
- In addition to technology-based training, basic skills training that include:
 - Adult basic education
 - English as a Second Language (ESL)
 - Job readiness training
- Job search and placement assistance in the technology field.
- Career counseling, work-based learning, and other activities as justified by the applicant (where appropriate).
- Equipment or supplies necessary for participation and completion of the training program.
- Equipment costs must be fully justified and applicants should note that these funds are not intended to pay for equipment only.
- Training instructors with technology-based job/career experience.

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- Recruiting, training, and supervising mentors, including peer mentors.
- Reentry planning, case management, and post-release services for a maximum 12 month period that provide support for program participants engaged in paths to technology-based careers utilizing employability and/or job readiness assessments.
- Collection, tracking, and reporting performance measures data.
- Cognitive behavioral therapy that changes criminogenic thinking as a critical element for successful reentry.
- Resources for Civil Legal Aid: Civil legal assistance can often play a critical role in addressing barriers to successful reintegration. An allowable use of Second Chance Act funds for reentry services includes referral to and payment of legal services related to the purpose of the grant, such as: securing a driver's license, expunging criminal records, litigating inappropriate denials of housing or employment and violations of the Fair Credit Reporting Act, creating and/or modifying child support orders, and other family law services that help stabilize individuals and families. This excludes the payment of fines or penalties associated with a driver's license suspension or the payment of child support. For more information, go to www.bja.gov/Programs/SecondChanceLegalServicesGuidance.pdf

Unallowable Uses for Award Funds

In addition to the unallowable costs identified in the Financial Guide, award funds may not be used for the following:

- Prizes/rewards/entertainment/trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Vehicles
- Food and beverage

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

Type of Award²

BJA expects that it will make any award from this solicitation in the form of a grant.

Financial Management and System of Internal Controls

If selected for funding, the award recipient must:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

² See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

(b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

(c) Evaluate and monitor the non-federal entity's compliance with statute, regulations and the terms and conditions of federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the non-federal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Cost Sharing or Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. Once incorporated into the budget, the match may not be removed.

Pre-Agreement Cost Approvals

Under this solicitation program, applicants will not be reimbursed for pre-federal awards costs. OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.³ The 2015 salary table for SES employees is available on the Office of Personnel Management [web site](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid

³ This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

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with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (If applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For additional eligibility information, see Title page.

Cost Sharing or Match Requirement

This solicitation does not require a match. For additional information on cost sharing and match requirement, see Section [B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

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D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Project Abstract, Program Narrative, Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under How to Apply to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

- When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).
- Applicants should ensure that all information is correct, check spelling, and pay careful attention to the legal name, award amount, address, and the points of contact.
- Applicants should select the appropriate Point of Contact (POC) and the Authorized Representative (Note: These two contacts should not be the same individual).
- The Authorized Representative must have the authority to enter the state, county, municipality, or other eligible unit of local government into a legal contract with the federal government. This person is typically a county commissioner, mayor, city manager, or other similarly designated official.
- The POC will serve as the primary point of contact and will be responsible for grant management duties such as a submission of reports. Please make sure that the name, contact information, title, and solicitation is correct.

Intergovernmental Review: This funding opportunity (program) **is not** subject to Executive Order 12372. (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.")

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2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience
- Submitted as a separate attachment with "Project Abstract" as part of its file name
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins

The abstract should provide an overall summary of the project and include the project's purposes, goals, and deliverables. **The abstract should include the following clearly labeled and delineated information:**

- Target population characteristics (e.g., adult or juvenile, etc.)
- Name of the validated risk assessment tool used
- Target goal for the target population (number of participants to be served)
- Technology-based jobs training type
- Geographic location
- Whether the agency/correctional facility is a state, local, or tribal entity
- Names of collaborative public and private partners and correctional facilities
- Summarize how each of the individual Mandatory Requirements has been met
- If applicable, summarize how individual Priority Considerations have been met
- Plan for collecting and reporting key data elements. Make sure to address the applicant's ability to track unique identifiers for participants, gain access to recidivism data, report recidivism data, particularly returns to incarceration during the period 1 year after release.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at oip.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf. BJA requires the ability to copy and paste abstract text. **BJA strongly recommends submitting the abstract in a Word document format.**

3. Program Narrative

The program narrative must respond to the solicitation and the Selection Criteria (1-4) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins, and must not exceed 20 pages. Number pages "1 of 20," "2 of 20," etc.

If the program narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

- a. Statement of the Problem
- b. Project Design and Implementation

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c. Capabilities and Competencies

d. Impact/Outcomes, Evaluation, Sustainment, and Plan for Collecting the Data Required for this Solicitation's Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data to measure the results of their work done under this solicitation. Post award, recipients will be required to submit quarterly performance metrics through BJA's online Performance Measurement Tool (PMT), located at www.bjaperformancetools.org. Applicants should review the complete list of Second Chance Act Technology Careers Training Program for Incarcerated Adults and Juveniles Program performance measures at: www.bjaperformancetools.org/help/scatechnologycareersquestionnaire.pdf.

BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the "Research and the Protection of Human Subjects" section of the [OJP Funding Resource Center](http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) web page (ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm). Applicants whose proposals may involve a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that web page.

4. Budget Detail Worksheet and Budget Narrative

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless

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the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included. Applicants should utilize the following approved budget categories to label the requested expenditures:

- Personnel
- Fringe Benefits
- Travel, Equipment
- Supplies
- Consultants/Contracts
- Other Costs, and
- Indirect Costs

Applicants must show all computations. The budget summary page must reflect the amounts in the budget categories as included in the budget detail worksheet. These amounts should mirror the amounts in the budget narrative.

Applicants must budget funding to travel to DOJ-sponsored grant meetings. Applicants should estimate the costs of travel and accommodations for three staff to attend two meetings in Washington, DC.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at www.ojp.gov/financialguide/index.htm.

b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

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c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the Financial Guide.

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see Section B. Federal Award Information.

5. Indirect Cost Rate Agreement (If applicable)

Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the Financial Guide. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

6. Tribal Authorizing Resolution (If applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants unable to submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, BJA will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

7. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to

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OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

8. Additional Attachments

a. Project Timeline, Position Descriptions, Letters of Support, and Assurance

Ensure that the following documents are completed and attached:

- Project Timeline with each project goal, related objective, activity, expected completion date, responsible person, or organization;
- Position Descriptions for key positions;
- Letters of Support/Memoranda of Understanding from all key training/education partners, signaling commitment to the project. Memorandum of Agreement with employer(s) with technology-related employment opportunities in the geographic areas to which targeted participants are likely to return, detailing the commitment to provide jobs to successful program completers; and
- Mandatory Chief Executive Assurance to Collect and Report Recidivism Indicator Data.

b. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or sub-grants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will sub-award federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

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Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	John Doe, 202/000-0000; john.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

c. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal's other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
 - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and sub-recipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or sub-recipients responsible for the research and evaluation or on the part of the applicant organization;

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or sub-recipients) or organizational (related to the applicant or any sub-grantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had

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itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

9. Financial Management and System of Internal Controls Questionnaire

In accordance with 2 CFR 200.205, Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this form.

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10. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

How to Apply

Applicants must register in, and submit applications through Grants.gov, a "one-stop storefront" to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

BJA strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the "&amp;" format.		

Grants.gov is designed to forward successfully submitted applications to OJP's Grants Management System (GMS).

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip." GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

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OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity: Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. **The information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/web/grants/register.html.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.812, titled "Second Chance Act Reentry Initiative", and the funding opportunity number is BJA-2015-4181.
6. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24-48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated,

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or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications at **least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then applicant must e-mail the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time
- Failure to follow Grants.gov instructions on how to register and apply as posted on its web site
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, including firewalls

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at www.ojp.gov/funding/Explore/CurrentFundingOpportunities.htm.

E. Application Review Information

Selection Criteria

1. Statement of the Problem (10 percent)

- Describe the challenges in providing technology-related job training for

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inmates/residents returning to the community. The applicant must provide a clear and concise statement on why the applicant deems important the need to establish a technology-related job training program to train incarcerated persons for technology-based jobs and careers from prisons, jails, or juvenile facilities.

- Provide an assessment of the local demand for employees trained in the targeted technology-related job sector, in the geographic areas to which the program participants are likely to return.
- Indicate the jurisdiction or tribal community to be served including information about the correctional facility where programming is proposed to occur.
- Summarize the status and job placement outcomes of any existing job training initiatives.
- Describe the equipment, facility, security, and personnel needs required to successfully execute the proposed training program.

2. Project Design and Implementation (40 percent)

- Identify goals and objectives for program development, implementation, and outcomes.
- Describe the process or plan for identifying, referring, and assessing potential participants into the training program.
- Include a curriculum that helps participants acquire and develop skills needed to build potentially successful careers in technology-related jobs. The training curriculum must identify necessary skills and competencies, provide real-world work experience, teach transferable job skills and soft skills to help prepare for post-release reentry and employment, and provide resources to support training in technology areas.
- Incorporate the following activities: address skills and competencies demanded by the targeted technology career; support participants' advancement along a defined career pathway; and, where applicable, result in a recognized certificate, degree, or license that indicates a level of mastery and competence in a given technology based on the type of training completed.
- Highlight, when at all possible, the incorporation of evidence-based programs or practices.
- Describe in detail how the **Mandatory Requirements** specified on pages 4-5 of this solicitation have been met.
- Describe in detail how the **Priority Considerations** specified on pages 5-6 of this solicitation have been met.
- Describe in detail how proposed activities fall within the **Allowable Uses of Award Funds** specified on pages 8-9 of this solicitation.

3. Capabilities, Competencies, and Collaboration (25 percent)

- Describe the management structure and staffing of the project, identifying the agency responsible for the project and the grant coordinator.
- Demonstrate the capability of the lead organization and collaborative partners to implement the project, including gathering and analyzing information, developing a plan, evaluating the program, and resumes for key personnel.
- Describe how the project would be organized and staffed to meet each of the

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requirements. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the implementation plan.

- Describe in detail the public and/or private partner(s) with which the applicant will work collaboratively to train and place participants in technology-related jobs, and provide post-release support services. **The applicant must demonstrate proposed partners can provide resources or expertise to the project, are willing to support high-risk offenders through the learning and job training process, and with post-release support services. Applicants should also detail any partnerships with educational organizations (such as community or technical colleges) and/or employers which will assist in the training program.**
 - Include evidence of the partnership(s) by attaching memoranda of agreement or other evidence of the strength and commitment to the project.
- 4. Plan for Collecting the Data Required for this Solicitation's Performance Measures and Sustainability (15 percent)**
- Describe the process for assessing the project's effectiveness through the collection and reporting of the required performance metrics data. (See page 14 for more information.)
 - Outline what data and information will be collected and describe how evaluation and collaborative partnerships will be leveraged to build long-term support and resources for the program. Specifically, address the system for collecting unique participant identifiers, obtaining court and criminal involvement (recidivism) data, including relationships with local or state entities that have been or will be established to gain access to this data.
 - Describe how performance metrics will be documented, monitored, and evaluated, and identify the impact of the strategy once implemented.
 - Identify what data elements and information will be collected and a description of how evaluation and collaborative partnerships will be leveraged to build long-term support and resources for the program.
 - Discuss how this effort will be integrated into the applicant's justice system plans or commitments, how the program will be financially sustained after federal funding ends, and the expected long-term results for the program.
- 5. Budget (10 percent)**
- Complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).
 - Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures.
 - Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁴
 - Applicants must budget funding to travel to DOJ-sponsored grant meetings. Applicants should estimate the costs of travel and accommodations for three staff to attend two meetings in Washington, DC. All expenses must be reasonable, allowable, and necessary

⁴ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

to the project. The estimates must provide a breakdown of all costs and adhere to the federal per diem.

- Matching funds are not required; however, if costs will be shared with another entity, the applicant should indicate any cost sharing arrangements within the budget section. BJA will consider cost sharing when reviewing applications, and these arrangements will be considered favorably in the review process.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as "critical elements"
- Applicants will be checked against the General Services Administration's Excluded Parties List

For a list of critical elements, see "What an Application Should Include" under Section D. Application and Submission Information.

BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation's selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities

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6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its Solicitation Requirements page of the OJP Funding Resource Center.

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the OJP Funding Resource Center and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Standard Assurances

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁵ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements,

⁵ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

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and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via Mandatory Award Terms and Conditions page of the OJP Funding Resource Center.

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page. **Error! Reference source not found.**

H. Other Information

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to oippeerreview@imbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

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Application Checklist

FY 2015 Second Chance Act Technology Careers Training Program for Incarcerated Adults and Juveniles

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNS Number (see page 21)
- _____ Acquire or renew registration with SAM (see page 21)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 21)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 21)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 21)
- _____ Download Funding Opportunity and Application Package (see page 21)
- _____ Sign up for Grants.gov email notifications (optional) (see page 20)
- _____ Read Important Notice: Applying for Grants in Grants.gov

After application submission, receive Grants.gov email notifications that:

- _____ (1) application has been received,
- _____ (2) application has either been successfully validated or rejected with errors (see page 21)

If no Grants.gov receipt, and validation or error notifications are received:

- _____ contact the NCJRS Response Center regarding experiencing technical difficulties (see page 22)

General Requirements:

- _____ Review the Solicitation Requirements in the OJP Funding Resource Center.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of \$750,000.

Eligibility Requirement: Eligible applicants limited to states, units of local government, territories, and federally recognized Indian tribes (as determined by the Secretary of the Interior).

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 12)
- _____ Project Abstract* (see page 13)
- _____ Program Narrative* (see page 13)
- _____ Budget Detail Worksheet* (see page 15)
- _____ Budget Narrative* (see page 15)
 - _____ Employee Compensation Waiver request and justification (if applicable) (see page 10)
 - _____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm (see page 11)

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- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 10)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 16)
- _____ Tribal Authorizing Resolution (if applicable) (see page 16)
- _____ Applicant Disclosure of High Risk Status (see page 16)
- _____ Additional Attachments
 - _____ Project Timeline (see page 17)
 - _____ Position Descriptions (see page 17)
 - _____ Letters of Support (see page 17)
 - _____ *Mandatory Chief Executive Assurance to Collect and Report Recidivism Indicator Data (see page 17)
 - _____ Applicant Disclosure of Pending Applications (see page 17)
 - _____ Research and Evaluation Independence and Integrity (see page 18)
- _____ Financial Management and System of Internal Controls Questionnaire (if applicable) (see page 19)

* NOTE: These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.

Appendix 1

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Mandatory Chief Executive Assurance to Collect and Report Recidivism Indicator Data

I hereby assure that, if awarded grant funds under Second Chance Act Technology-based Career Training Program for Incarcerated Adults and Juveniles , my organization will collect unique identifiers and recidivism indicator performance data for each program participant, and will aggregate all such data and submit it via the Bureau of Justice Assistance Performance Measurement Tool as required upon grant closeout. I understand that the inability or refusal to submit such data after an award is made may impact my organization's ability to receive future Bureau of Justice Assistance competitive grant funding.

Signature

Title

Date

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Craig Spatara

From: DoNotReply@grants.gov
Sent: Tuesday, May 19, 2015 10:15 AM
To: PBCBCCProgram
Subject: GRANT11909954 Grants.gov Submission Receipt

Your application has been received by Grants.gov, and is currently being validated.
Your submission was received at May 19, 2015 10:14:18 AM EDT

Validation may take up to 2 business days. To check the status of your application please click here http://www.grants.gov/applicants/track-my-application.html?tracking_num=GRANT11909954

Type: GRANT

Grants.gov Tracking Number: GRANT11909954

We will notify you via email when your application has been validated by Grants.gov and is being prepared for Grantor agency retrieval.

DUNS Number: 0784704810000

AOR name: Mike Rodriguez

Application Name: Palm Beach County Board of County Commissioners

Opportunity Number: BJA-2015-4181

Opportunity Name: BJA FY 15 Second Chance Act Technology-Based Career Training Program for Incarcerated Adults and Juveniles

<https://apply07.grants.gov/apply/login.faces?cleanSession=1&userType=applicant>

Thank you.

Grants.gov

If you have questions please contact the Grants.gov Contact Center:

support@grants.gov

1-800-518-4726

24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

PROGRAM NARRATIVE

1) Statement of the Problem

Palm Beach County, Florida (PBC), in partnership with **The Florida Department of Corrections (FDC)**, implements a community-based project that delivers a comprehensive model for inmate reentry into Palm Beach County. The Sago Palm Reentry Center, established in 2010, in partnership with the PBC Criminal Justice Commission has reduced recidivism by 50% for the target population by identifying needs, providing targeted evidence-based programs and coordinating pre- and post-release services to assist inmates transitioning from prison to the community.

Palm Beach County is interested in enhancing the established initiative to meet the employment needs of individuals returning to the community through the TECH (Technology Enhanced Career Highway) Initiative. Since inception, ninety-three percent (93%) of the ex-offenders released from Sago Palm had employment identified as a prioritized need. While PBC has created a strong support network for those returning, enhanced employment services in the technology-related job sectors are needed to support the employment piece of the initiative. Through risk/needs assessments, collaborative commitment and independent evaluation, PBC has been able to successfully develop and implement reentry initiatives. The most challenging aspect of the initiative has always been employment.

Palm Beach County has a 55% employment rate among ex-offenders enrolled in programming. That means that 45% are unemployed. The overall unemployment rate for Palm Beach County is 5.0%. Ex-offenders are employed at well below the county average.

Current pre-release practices include, the Palm Beach County School District providing two full-time, in-kind, certified academic teachers to facilitate GED programs at Sago Palm. The

Tests of Adult Education (TABE) determine the educational level of the inmate. Based on the scores, the inmate is placed in a classroom or provided with individual tutoring services for Adult Basic Education and/or GED.

Additionally, Sago Palm currently utilizes a 2 week, pre-release job readiness class that prepares the inmates for employment. Each inmate leaves the facility with an updated resume and participates in mock interviews. Upon release, the ex-offender is paired with a post-release job coach that guides them through the hiring and employment process.

Most institutions, including Sago Palm, have a "no internet" policy which makes it difficult to train inmates for technology related occupations. This initiative, if funded, will build on what is currently in place and add technological vocational training over a secure intranet. Inmates at Sago Palm will have access to 52 technology training modules and certifications (Please see Attachment H for full list). Not all individuals returning to the community from prison have the same needs – the population is diverse, and as such require tailored services. This initiative will provide the flexibility needed to create an individual career pathway.

A variety of resources were used to ensure that accurate, relevant **local labor market information (LMI)** was used to establish employment goals – chief among them was the Targeted Occupations List developed by CareerSource (The local Workforce Investment Board), which determines the industries and jobs eligible for WIA (Workforce Investment Act) training funds. In addition, information from the Florida Department of Economic Opportunity (including the comprehensive Florida Choices platform) and the Business Services and Talent Acquisition units at CareerSource will be consulted during the transition process. "Computer and Mathematical Occupations" is listed as one of the fastest growing occupations in PBC (Attachment D). Careers in this field include but are not limited to: Web Developers, Computer

Analysts, Computer Programmers, Computer User Support Specialists, Software Developers, Database Administrators, Operations Research Analysts and Computer Network Specialists.

WORKFORCE REGION 21 – PALM BEACH COUNTY

Occupation	Employment	Demand	% Change	Total Job Openings
	2014	2022		
Computer and Mathematical Occupations (Code 150000)	13,419	15,507	15.6	3,912

Problems with Returning Inmates to the Community - 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, education, 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. 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 June of 2008, the Palm Beach County Reentry Task Force's Program Assessment Subcommittee provided key findings on barriers to reentry for federal, state and local inmates returning to Palm Beach County. Based on a review of the subcommittee's assessment of reentry services in Palm Beach County, three categories of gaps were identified: 1) *Geographical*- Because of the size of Palm Beach County certain areas of the county were underserved; 2) *Population*- Palm Beach County was lacking in coordination of

comprehensive reentry services for inmates returning from the FDC; and 3) *Systemic*- Palm Beach County was lacking in the areas of transition from incarceration to freedom, including pre-release communication with inmates, transportation home and linkages between pre- and post-release services. Since then, the task force has recognized that housing, substance abuse, family issues, mental health problems, a lack of transportation and too few job opportunities are factors that also impede the successful transition of inmates back into society.

Target Population and Jurisdiction- The Sago Palm Reentry Center, located in Pahokee, was created in response to the local reentry assessment and opened in 2010 as the second reentry prison in the State of Florida dedicated to preparing inmates for a smooth transition back into society. The TECH Initiative targets 300 male inmates ages 18 and older, convicted in and returning to Palm Beach County through Sago Palm. Florida holds national significance due to its size, diversity and ever-expanding penal system. The FDC is the 3rd largest state correctional system in the country. Palm Beach County, ranks as the 29th largest county in the U.S. with more than 1.2 million residents. Currently, there are 4,050 sentenced adult inmates from Palm Beach County who are incarcerated in the Florida Department of Corrections. Of these, 364 inmates housed at Sago Palm released between 10/1/15 and 9/30/18 will be the target population of the TECH Initiative. Palm Beach County will target the highest risk inmates with the most intensive services. The Florida Department of Corrections (FDC) baseline recidivism rates for the target population are: 1 year = 8.7%, 2 years = 20.2% and 3 years = 28.6%. The following is a snapshot of the target population by primary offense, based on the statutory degree of the crime: Violent (18.5%), Drug (23.8%), Property (8.6%), Sexual (2.6%), Burglary/Robbery (35.1%) and Other (11.4%).

Required Equipment, Facility, Security and Personnel

-The TECH Initiative will require a Learning Management System for the administration, documentation, tracking, reporting and delivery of electronic technology education courses and training programs.

TECH Required Equipment:

- 15 Computers, Microsoft Office, Data Cables, Network Switch, Server
- CDL Driving Simulator
- Vocational Program Licenses

TECH Facility Needs:

-The Sago Palm Reentry Center has classroom space available that includes classroom space as well as hands-on learning bays.

-A Full-Time Correctional officer is assigned to the Education building at Sago Palm to assure that inmates and instructors are secure.

TECH Personnel Needs:

Pre-Release TECH Program Coordinator- Management level position that will ensure compliance and accountability; including but not limited to, preparation of monthly reports, maintaining the program budget, and other systems to ensure contract goals and objectives are met; prepares briefings, executive summary reports, memoranda, correspondence and other written materials as needed.

Pre-Release Classroom Instructor- The primary purpose of this position is to provide daily one on one assistance and guidance through the training programs.

Post-Release Entrepreneurial Training Instructor- This position will administer the Entrepreneurial Training Program.

In 2015, Palm Beach County was selected as pilot site by the U.S. Department of Justice, the Annie E. Casey Foundation, the U.S. Department of Labor, and the Council of State Governments Justice Center (CSG Justice Center) to test innovative strategies for enhancing job readiness and reducing recidivism for adults under correctional supervision through the "Integrated Reentry and Employment Strategies" pilot project. The project will be developed and implemented over the next three years. The TECH Initiative would complement this project.

2) Project Design and Implementation

Goals and Objectives (Timeline can be seen as Attachment A)

- 1) Increase partnerships with the business community
- 2) Increase awareness of incentives for businesses that hire ex-offenders
- 3) Connect innovative pre-release training programs to local labor market needs
- 4) Develop Access Points in the Community
- 5) Identify and research policy changes that will result in increased employment opportunities for ex-offenders
- 6) Complete 300 LSI-r Risk/Needs Assessments on the target population
- 7) Provide 300 inmates with pre-release services based on identified needs
- 8) Complete 300 transition plans for the target population
- 9) Refer 300 inmates in the target population to the PBC Portal of Entry
- 10) Track 100% of inmates who enroll in the TECH Initiative

Mandatory Requirement 1 Identify Program Participants- Focusing on the critical transition success elements, the target population is transferred to the Sago Palm Reentry Center at least 18 months prior to their release date. TECH Initiative representatives will assess each inmate and work with them to develop individualized transition plans using validated

assessments. Based on identified needs, the inmates complete educational, vocational, substance abuse treatment and various life skills programming prior to release. Also, prior to release, they are linked to post-release services via Community-Based Reentry Service Providers. The project design shifts the model from pre-release employees to a community-based organization for the delivery of post-release services. The critical design strategies for this project are: (1) Comprehensive Assessment and Planning; (2) Pre-Release Program Employment Services; (3) Individualized Transition Planning; (4) Seamless Post-Release Supervision; and (5) Linkage to Employment. All reentry clients flow through 5 phases of programming 1) Pre-Release Services, 2) Identification and Basic Needs, 3) Housing and Treatment, 4) Employment and 5) Maintenance and Sustainability. Clients that complete the pre-release TECH Program will either be paired with a Job Coach or enroll in an Entrepreneurial Training Program. On the Job Training dollars will be used as an incentive for employers.

Palm Beach County utilizes the Risk-Needs-Responsivity (RNR) model to guide the reentry process. The RNR model refers to predicting which inmates have a higher probability of recidivating and treating the criminogenic needs of those inmates with appropriate programs based on their level of need. There is considerable empirical evidence that programs that target inmates who are at a higher risk to recidivate are more effective in reducing recidivism than those that do not. Accordingly, a range of interventions are provided that target the specific criminogenic needs of inmates who are higher risk. The long term goals are to increase public safety by reducing recidivism by 50% over 5 years in Palm Beach County. Outcome measures that are used to monitor the impact of the process of these long term goals include a reduction in recidivism rates for the target population.

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Mandatory Requirement 2- Demonstrate a partnership with a training entity - The Pre-Release Curriculum was developed by Einestine Technology Services, who has extensive experience offering similar certifications through the Department of Juvenile Justice. Einestine was established in 2006 with a mission to help companies and individuals keep up with ever-changing Information Technology and provide professionals with the training and products needed to succeed. Einestine (***Priority Consideration- Demonstrate formal partnership with local educational institutions***) offers a suite of trainings and certifications that assist in achieving business objectives and individual educational accomplishments. Service offerings include educational support, software and hardware training including Microsoft, CISCO, CompTIA, Adobe, VmWare, and more. Einestine is also a Cisco Select Partner and resells various Cisco products from switches and routers, to unified communications products. The customized training success of Einestine Technology starts with the instructional design team's proven methodologies in collaboration with the needs of incarcerated clients.

Mandatory Requirement 3- Ensure all program participants receive individualized reentry plans and case management that link them to community-based services and supports post-release- The post-release portion of the TECH Initiative will be facilitated through Gulfstream Goodwill Industries, Inc. (GGI). GGI will implement an Entrepreneurial Training Program (ETP) as an alternative option to the traditional Employment Services tract for program participants who successfully complete pre-release technology training and are interested in pursuing self-employment. Participants entering GGI's ETP will apply the skills learned in pre-release courses such as: Windows 7 and 8, and software such as Dream Weaver and Adobe Photoshop to their own business concept while honing that concept, learning essential skills, and developing their own small business.

The ETP will nurture budding entrepreneurs from the beginning business idea until they are able to begin providing services to customers. It is expected that participants will remain in the program for intensive instruction for an average of six months followed by coaching and on-going resource development. Program components include but are not limited to: researching the market, setting goals, developing a business plan, networking, establishing a web presence, learning basic business finance and bookkeeping, marketing skills and materials, and customer relationship building. Just as essential are the tools necessary to continually assess the viability and progress of the individual businesses. Participants will be required to submit assessments of progress using a standardized tool on a weekly basis.

GGI's ETP will utilize the extensive resources already established in our community to further educate participants. This includes workshops, conferences, networking opportunities and classes offered by the Small Business Development Center at: Palm Beach State College, The Center for Technology, Enterprise and Development (TED Center), and the US Small Business Administration. Travel to one-day workshops and conferences in Miami, Ft Lauderdale and/or Orlando will be included.

ETP will call upon business experts, and successful small business entrepreneurs (to include peers) to attend group meetings for consultation with our participants. We will hold focus group meetings with members of our community to test market our emerging businesses in order to hone concepts and expose the participants to the realities of the marketplace. The ETP model also includes funding for on-the-job training opportunities to allow participants to experience working in a closely related business and receive mentoring and hands-on learning. Upon entry into the program each participant will be assigned a laptop computer loaded with the software they learned in pre-release classes. Upon successful completion of ETP they will be

granted the computer. All computers will be purchased through the Good Geeks™ computer recycling and refurbishing program which employs persons with disabilities and disadvantages with multiple skill levels in positions from pressure cleaning computer components to rebuilding systems to in store and online marketing and sales.

The overarching goal of this piece of the program is to provide a network of small business development resources for the successful launch of entrepreneurial endeavors by TECH Initiative enrollees.

Mandatory Requirement 2- Provide technology-related job training in occupational fields-

TECH Initiative Certifications

Microsoft Office	PC Service Specialists	Entrepreneurial	Dreamweaver
Windows	Adobe Photoshop	Graphic Design	CISCO
Illustrator C55	Plumbing	Auto Mechanic	Electrician
Plumbing	Small Engine Repair	Heavy Machinery	

Priority Consideration- Participants receive industry-recognized certificates

The six fundamental strategies of evidence-based correctional practice (*Priority Consideration- Apply evidence-based practices*) are integrated into the design of the program. The Initiative will:

- 1) **Objectively Assess Criminogenic Risks and Needs:** Inmates are objectively assessed using the LSI-r Risk/Needs Assessment (*Mandatory Requirement 4- Identify a moderate to high-risk offender target population to receive services as identified using a validated assessment tool*)
- 2) **Enhances Intrinsic Motivation:** Pre- and Post-Release Staff received training in Motivational Interviewing (MI) and are trained instructors for the Thinking For A Change Curriculum, a cognitive behavior change program for offenders that includes cognitive

restructuring, social skills development and development of problem solving skills. Also, Palm Beach County received a year-long grant from the Quantum Foundation that focuses on MI Skills for individuals working with ex-offenders. The goal at the end of the year is for each agency to have a trained motivational interviewer that can provide on-going staff training in MI.

3) Targets Higher-Risk Offenders: Medium to high risk offenders identified using the LSI-r Assessment receive the most intensive treatment. Lower-risk offenders receive less intensive treatment services.

4) Addresses Offenders' Greatest Criminogenic Needs: TECH identifies and targets the inmate's criminogenic (Anti-social attitudes, Anti-social friends, Substance abuse, Lack of empathy, Impulsive behavior) needs through individual assessment of each inmate.

5) Uses Cognitive-Behavioral Interventions: TECH strategies are focused on changing the offender's thinking patterns in order to change future perceptions. The Thinking For A Change curriculum provides the vehicle for change.

6) Determines Dosage and Intensity of Services: Proper dosage of time and programming are considered based on the risk of the offender. Higher dosages of programming and interventions are provided to offenders who present elevated risk. Modifications are being made to the data system that will allow each employee to track the amount of dosage hours clients receive while working on identified criminogenic needs.

A post-secondary education, particularly a degree or industry-recognized credential related to jobs in demand, is the most important determinant of differences in workers' lifetime earnings and incomes. Flexible and innovative training and post-secondary education approaches, such as contextual learning and bridge programs are expanding and show promise. The more closely training is related to a real job or occupation, the better the results for training

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participants. Employer and industry engagement strategies may improve the alignment of training to employer needs;

Since there is no single job training approach that is right for all workers, having access to accurate and up-to-date labor market data, as well as information and guidance about career and training opportunities, can help individuals make better decisions about training and lead to better outcomes, and can help policymakers and program administrators plan accordingly; and

Lower-skilled individuals and those with multiple barriers to employment benefit from coordinated strategies across systems, and flexible, innovative training strategies that integrate the education, training, and support services they need to prepare for and succeed in the workplace.

The proposed components of this initiative fall within the Allowable uses of Award Funds as described in the proposal:

Classroom occupational training.

Training activities that lead to permanent employment in a technology-based job.

Alignment with apprenticeship programs in technology-based job.

In addition to technology-based training, basic skills training that include:

Adult basic education

English as a Second Language (ESL)

Job readiness training

Job search and placement assistance in the technology field.

Career counseling, work-based learning, and other activities as justified by the applicant (where appropriate).

Equipment or supplies necessary for participation and completion of the training program.

Equipment costs must be fully justified and applicants should note that these funds are not intended to pay for equipment only.

Training instructors with technology-based job/career experience.

Recruiting, training, and supervising mentors, including peer mentors.

Reentry planning, case management, and post-release services for a maximum 12 month period that provide support for program participants engaged in paths to technology-based careers utilizing employability and/or job readiness assessments.

3) Capabilities, Competencies, and Collaboration

The PBC Criminal Justice Commission (CJC) was created by ordinance in 1988. It has 21 public sector members representing local, state and federal criminal justice and governmental agencies. It also has 12 private sector business leaders representing the Economic Council of Palm Beach County. The Criminal Justice Commission (CJC) has an established history of building strong partnerships to improve the criminal justice system. The CJC is a trusted agency known for thinking outside the box and has created and funded several pilot criminal justice programs. In addition to providing oversight to Reentry Services, the CJC also piloted the Mental Health/Substance Abuse Project funded by the State of Florida. Many significant reforms to the county's criminal justice system have been led by the CJC, including the implementation of Community Courts and the Youth Violence Prevention Project. Altogether, the CJC staff has over 100 years experience in youth violence, courts, probation, reentry, research, statistics and law enforcement. Based on early success, Palm Beach County's program was also selected to participate in a national evaluation of reentry programs through RTI international and the Urban Institute to assess the implementation, effects, and cost effectiveness of adult reentry programs.

Management Structure and Staffing The CJC Manager of Criminal Justice Programs will oversee the TECH Initiative and supervise the associated staff. A Pre-Release TECH Coordinator will administer the day to day operations of the Initiative (manage contracts, collect data, supervise staff, grant reporting, etc). A Pre-Release TECH Instructor will be responsible for helping inmates navigate through the system on a day to day basis. See Attachment B for CJC organizational structure, TECH organizational structure and position descriptions.

Capability of the Task Force/Partners – Palm Beach County's capability to implement the TECH Initiative derives from its mission, experience and staff. Palm Beach County brings decades of experience and partnerships in employment, health, social services, counseling, vocational and educational rehabilitation, transportation, housing, and substance abuse treatment yielding effective and efficient service to the target population. Palm Beach County's partner, the Florida Department of Corrections (FDC) operates 140 correctional facilities and 131 probation offices statewide and is an integral part of the criminal justice system working with federal, state and local law enforcement and the court system on a daily basis. The FDC is able to effectively deliver inmate programs at institutions statewide and to document program participation for all inmates. The Community-Based Service Providers, the backbone of the project, bring dedication, compassion and knowledge of local resources. The Palm Beach County *Reentry Task Force* is highly committed to improving reentry outcomes in the County for inmates and reducing recidivism, as evidenced by the development of Palm Beach County's 5-year *Reentry Strategic Plan (Attachment C)*.

SAGO PALM 2013 OUTCOMES

Inmates Active Post Release = 71% (Voluntary Program)

1 Year Rearrest Rate (34 Rearrested/127 Released) = 26.77% (Baseline 68%)

1 Year Return to DOC Rate (3 Reincarcerated/127 Released) = 2.36% (Baseline 11.4%)

Process for Assessing the Initiative's Effectiveness – Palm Beach County uses research-based evaluation methods to measure progress and outcomes. The approach will be collaborative and will involve the FDC and community partners in the development, measurement and reporting of program outcomes. **Process evaluation** tasks will track and measure the objectives of the project. Specifically, process evaluation will show services provided, numbers achieved. From the data derived, PBC will adjust program activities to best meet goals and objectives. The overall goal of this initiative, to reduce recidivism by 50% over a 5-year period, will be measured through an **outcome evaluation**. Data will be collected over a 5-year period and assessed annually in order to determine whether or not recidivism was reduced by 50% for program participants. Palm Beach County has also incorporated recommendations made through Technical Assistance Site Visits set up by the Council of State Governments. The 2011 visit produced recommendations that included expanding the services to inmates returning from other facilities and formalizing policies to ensure participant utilization of post-release services.

Priority Consideration- Demonstrate the leveraging of private, local, state, tribal, or federal resources

In order to achieve the outcomes and outputs proposed in the previous section, CJC will collaborate with CareerSource, The Lord's Place (TLP), Gulfstream Goodwill Industries (GGI), Palm Beach State College and the county-wide re-entry continuum of care to establish and sustain the data-driven, collaboratively delivered strategies offered by the TECH Initiative.

TECH staff will collaborate with Reentry Client Advocates.

PARTNERS

CareerSource Palm Beach County- Seamless connections to Technology employers and Outreach, recruitment, career counseling, case management, and connection to workforce funded services and supports; Job placement assistance and follow-up

Florida Department of Corrections- House inmates and provide facilities, security and classroom oversight.

Einestine Technology Services- Provide technology for pre-release vocational certifications

Gulfstream Goodwill Industries- Provide case managers who ensure connections to wrap around services to address needs and barriers and administer the Entrepreneurial Training Program.

City of Riviera Beach, The Lord's Place- Provide case managers who ensure connections to wrap around services to address needs and barriers

Palm Beach State College- Provide workshops, conferences, networking opportunities and classes that lead to industry recognized certifications.

PBC Reentry Task Force- The Palm Beach County Reentry Task Force was established in February 2008. *The PBC Reentry Task Force* and subcommittees are comprised of over forty decision makers in PBC and includes the support of the Chief Judge, Public Defender, Sheriff, nonprofit organizations, representatives from the Department of Corrections and community stakeholders. This type of support makes it possible for real reform to occur. Participants have been fully engaged in making suggestions that affect *public policy regarding reentry* using their experiences as key stakeholders as a barometer of needs in the county. The *pooling of resources* and uniform programming is of high importance. Chaired by Public Defender, Carey Haughwout, the group was tasked with the development of a Reentry Strategic Plan that was based on a county-wide assessment of reentry services. This Plan guides Palm Beach County in the development and implementation of a coordinated and comprehensive continuum of care for

all returning citizens. All established sub-committees (Data and Evaluation, Sustainability, Sex Offender, Employment, Housing, Mental Wellness and Juvenile) within the Task Force have ex-offenders as members. Programmatic Reports are provided to the task force on a quarterly basis. The Task Force is responsible for the coordination of care among multiple systems, provision of evidence-based policies (EBP) and utilization of other county agencies (child welfare, education, primary health care, mental health, substance abuse and housing) to pool limited resources. The Task Force is the impetus for PBC's strategic planning and will use data gathered through this initiative as a catalyst to guide future planning and funding of reentry services. Specifically, the task force: (1) supports programs and encourages system improvements; (2) improves individualization and effectiveness of programs; and (3) responds to evaluation findings with data-based decision making and systems improvement. The task force will also ensure that the TECH Initiative will be informed by (and benefit from) technical assistance provided by the Council of State Governments Justice Center as a part of the Integrated Reentry and Employment Strategies pilot project.

The TECH Initiative is one strategy under the Criminal Justice Commission's Reentry Task Force's umbrella. Palm Beach County has created a network of unique Reentry efforts that complement each other. This Initiative is a true collaboration between Palm Beach County, the Florida Department of Corrections and the 23 local organizations, including the faith-based community, dedicated to making a change through the Reentry Task Force. Palm Beach County's existing resources are enhanced through the collaboration with the FDC. Resources are integrated at every level within the Criminal Justice Commission. The Sheriff assists in funding Reentry Initiatives and interlocal agreements or contracts have been established with over twenty agencies within the County. The inclusion of the Justice Service Center, The Lord's Place and

Gulfstream Goodwill in this project as community-based, non-profit, reentry service providers allows for complete comprehensive coverage of Reentry services in Palm Beach County. Collaboration is built into the organizational and operational structure of the Criminal Justice Commission's TECH Initiative. Lessons learned from over two decades of facilitating collaboration among Criminal Justice agencies will be integrated into the TECH approach.

-The Florida Department of Corrections- has agreed to house a percentage of inmates returning to Palm Beach County at a facility located in Palm Beach County, thus allowing service providers to establish pre-release relationships with inmates. A copy of the Memorandum of Agreement between Palm Beach County and the Florida Department of Corrections can be seen as Attachment F-2.

-Support of the State – In October 2008, Florida Department of Corrections (FDC) created the Office of Reentry. With this reorganization, reentry became an integral part of Florida's correctional system. The Office of Reentry's mission is to provide inmates with services that will assist in successful reentry into the community, thereby reducing recidivism while enhancing public safety. Attachment F-1 contains explicit support letters from the Department of Corrections, CareerSource and Gulfstream Goodwill.

4) Plan for Collecting the Data Required for this Solicitation's Performance Measures and Sustainability

Mandatory Requirement 7- Ensure the ability to collect and report data- In February of 2012, the Palm Beach County Criminal Justice Commission (CJC) implemented a web-based, client focused, ex-offender reentry case management/data collection system called the CJC REENTRY NETWORK or RENEW. The CJC's Reentry Task Force developed the automated system that creates individualized transition plans (***Priority Consideration- Include reentry***

career planning as intensive post-release services) using evidence-based tools for ex-offenders returning to Palm Beach County. The goal of RENEW is to gather data to support the ability to:

- 1) Improve the level of service to clients;
- 2) Maximize agency resources by affording case managers more time to focus on individualized service through a targeted plan;
- 3) Provide valid planning information related to client needs, service gaps, outcome measures and service utilization;
- and 4) Allow for easy construction of reports to assess the needs and services of Palm Beach County reentry agencies.

RENEW contains detailed information on all inmates who receive services (e.g., demographic data, sentencing information, specific offense, date of the offense and details as to the specific sentence). Post-release data are compiled and analyzed by the CJC. Services received, outcomes and recidivism rates are collected in the system.

Palm Beach County's research staff has extensive experience and academic training in research, statistics and evaluation. RENEW, contains, but is not limited to: inmate demographics, mental health services provided, substance abuse treatment services, educational situations, updated employment history, the number of successful and unsuccessful program exits, the number returning to prison, the number participating in educational services, the number who became employed and number who received housing and other transition services. Data will be used to support the initiative's commitment to carry out the delivery principles, build partnerships, emphasize interagency efforts, market achievements and increase awareness of strengths and needs of the program. The system will also be used to track recidivism for every ex-offender returning to Palm Beach County from the Department of Corrections (roughly 1,200 per year) in order to compare those who receive services and those that do not. *Process for Assessing the Initiative's Effectiveness* – Palm Beach County reentry initiatives use research-based evaluation methods quarterly to determine the success of the efforts.

Performance Documentation, Monitoring, Evaluation, and Impact of the Strategy - In order to assess program effectiveness, TECH staff will document program development, implementation and outcomes through the automated RENEW system. Inmate demographic, risk/needs and program information are collected at the time of entry into the system (baseline) and tracked. Inmate program completion and pre-release services are reported monthly, while job placement, housing, substance abuse and other services post-release are reported quarterly by PBC. Data collection, analysis and reporting ensure that data are available to all parties so that the project can be continuously reviewed for quality assurance and improved upon as needed. RENEW is secure and will store all recorded data for the Second Chance Project. Palm Beach County, the Florida Department of Corrections and the Community-Based Service Providers have access to this system with limited users.

Sustainment Plan – The Reentry Task Force sustainability sub-committee meets bi-monthly and is tasked with developing a plan to secure the financial sustainability of reentry services and programs utilizing diverse funding sources. In 2014, the Chair of the Committee received the first private donation into the “*Second Chance Fund*”. Palm Beach County has historically contributed \$350,000 to reentry efforts through the CJC and has also agreed to contribute an additional \$706,393 towards efforts over the next two years. The partners are committed to continuing this project as a part of the community-wide continuum of care.

Palm Beach County
TECH Initiative
Budget Detail 2015-2018

BUDGET WORKSHEET

A. PERSONNEL

Name/Position Salary Computation Cost

Request

Pre-Release TECH Coordinator \$ 23.50/hr x 2,080 hrs x 3 years \$146,640
Pre-Release TECH Instructor \$ 20.00/hr x 2,080 hrs x 3 years \$124,800

TOTAL REQUEST \$271,440

B. FRINGE BENEFITS

Name/Position Benefits Computation Cost

Request

Pre-Release TECH Coordinator \$146,640 Salary (3 years) x 34.4 % (Standard County Rate) \$ 50,444
Pre-Release TECH Instructor \$124,800 Salary (3 years) x 34.4 % (Standard County Rate) \$ 42,931

TOTAL REQUEST \$ 93,375

C. TRAVEL

Purpose of Travel Computation Cost

Request

Mileage Reimbursement Costs (MRC)
MRC- STAFF 9,369 miles x \$.555 per mile= \$ 5,200

BJA Workshops and Conferences (Total: \$1,800)

1) \$900/trip x 2 trips \$ 1,800

Airfare \$400/trip
Hotel \$100/night x 3 nights = \$300
Per Diem \$40/day x 4 days = \$160
Incidentals (taxi cabs, etc) \$40/trip
Total \$900

TOTAL REQUEST \$ 7,000

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D. EQUIPMENT		
<u>Item</u>	<u>Computation</u>	<u>Cost</u>
CDL Truck Driving Simulator	1 x \$3,495 =	\$ 3,495
DELL Power Edge Server	1 x \$2,695 =	\$ 2,695
Computers	15 x \$1,000 =	\$15,000
Headphones	15 x \$35 =	\$ 525
Data Cable Drop	15 x \$85 =	\$ 1,275
Port Network Switch	1 x \$375 =	\$ 375
		<u>TOTAL REQUEST \$ 23,365</u>
E. SUPPLIES		
<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
		<u>TOTAL REQUEST \$ 0</u>
F. CONSTRUCTION		
<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
		<u>TOTAL REQUEST \$ 0</u>
G. CONSULTANTS/CONTRACTS		
<u>Agency</u>	<u>Service to be Procured</u>	<u>Cost</u>
Vocational Training Program Licenses	Learning Management System	\$95,499
GED Prep Software	Educational Programming	\$ 3,495
Adobe	Site Licenses	\$13,485
Microsoft	Office Pro	\$ 7,495
Einestine Technology	Computer Support	\$30,000
Gulfstream Goodwill Industries	Entrepreneurial Training Program Supervision	\$15,720
	Entrepreneurial Training Program Staff	\$85,018
	Post-Release Equipment	\$14,000
	Post Release Software	\$ 9,800
	Program Supplies	\$ 9,000
	Administrative Costs	\$ 7,340
	Post Release OJT Training	\$35,473
	Ex-Offender Support Services	\$28,495
		<u>TOTAL REQUEST \$ 354,820</u>

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H. OTHER COSTS

Description	Computation	Cost
		<u>TOTAL REQUEST</u> \$ 0

I. INDIRECT COSTS

Description	Computation	Cost
		<u>TOTAL REQUEST</u> \$ 0

<p>Budget Narrative: The narrative should describe each budget item and relate it to the appropriate budget activity. It should follow the content of the budget detail worksheet and provide justification for all proposed costs. In the budget narrative the applicant should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased and how overhead was calculated. The budget narrative should justify the specific items listed on the budget detail worksheet (particularly supplies, travel and equipment) and demonstrate that all costs are reasonable.</p>	
Personnel (\$271,440)	<p>-A federal request of \$271,440 will cover personnel costs associated with the Initiative.</p> <p>Pre-Release TECH Coordinator Salary- \$146,640 - This is a pre-release management level position that will conduct data analyses to ensure compliance and accountability; including but not limited to, preparation of monthly reports, maintaining the program budget, and other systems to ensure contract goals and objectives are met; prepares briefings, executive summary reports, memoranda, correspondence and other written materials as needed.</p> <p>Pre-Release TECH Instructor Salary- \$124,800 - The primary purpose of this position is to provide professional and ethical application of basic tasks and responsibilities of addictions counseling which include clinical evaluation; treatment planning; referral; service coordination; client and community education; client, and group counseling; and documentation. This position will have a caseload between 50-100 clients at any time.</p>
Fringe (\$93,375)	<p>-A request of \$93,375 will cover the fringe benefits associated with Staff employed by the Initiative:</p> <p>Pre-Release TECH Coordinator Fringe Benefits- \$146,640 x .344 (Standard State Rate) = \$50,444</p> <p>Pre-Release TECH Instructor Fringe Benefits- \$124,800 x .344 (Standard State Rate) = \$42,931</p>
Travel (\$7,000)	<p>A request of \$7,000 will cover costs for BJA approved conferences, trainings and mileage reimbursement costs for staff.</p>
Equipment (\$23,365)	<p>CDL Truck Driving Simulator (\$3,495) - To help potential new drivers pass the skills portion of the CDL exam. To get a Commercial Driver's License, drivers must pass a "knowledge test," as well as a "skills" or "road" test. Depending on the state's requirements. The CDL Knowledge Test Review gives drivers a solid understanding of what to expect from the test.</p> <p>DELL Power Edge Server (\$2,695) - One server to host all of the intranet trainings and</p>

	<p>educational gains</p> <p>Computers (\$15,000) – A request of \$15,000 is being made to purchase 15 new computers to build a pre-release computer lab in the Sago Palm Reentry Center.</p> <p>Headphones (\$525) - A request of \$525 is being made to purchase 15 new computer headphones to add to a pre-release computer lab in the Sago Palm Reentry Center.</p> <p>Data Cable Drop (\$1,275) - Cables necessary to construct an intranet.</p> <p>Port Network Switch (\$375) - One switch will be purchased to construct the Sago Palm Reentry Center Intranet.</p>
Supplies (\$0)	
Construction (\$0)	
Consultants/ Contracts (\$354,820)	<p>Vocational Training Program Licenses (\$95,499) - This request will cover the Learning Management System and all associated program licenses.</p> <p>GED Prep Software (\$3,495) - Helps students complete the requirements for the General Education Development (GED) exam. The programs contain a wide variety of interactive learning activities that have been effective in mastering skills relevant to GED success. The bundle will familiarize students with the type of content they will see on the exam. Lessons are self-paced and self-correcting. Student scores are tracked in a record management system that allows instructors and students to view results and print reports.</p> <p>Adobe Site License (\$13,485) - A In this basic level course, students will learn how to use Dream- weaver CS5 to create and modify Web sites. Students will learn how to plan and define a Web site; create pages and format text; define structural elements; create and apply CSS style rules; insert and modify tables, images, and links; test and man- age Web site files; and publish a site</p> <p>Microsoft Office Pro (\$7,495) - A Microsoft Office Professional 2013 is a complete suite of productivity and database software that will help you save time and stay organized. Powerful contact management features help you manage all customer and prospect information in one place. Develop professional marketing materials for print, e-mail, and the Web, and produce effective marketing campaigns in-house. Create dynamic business documents, spreadsheets, and presentations, and build databases with no prior experience or technical staff. You will learn new features rapidly using improved menus that present the right tools when you need them</p> <p>Computer Support (\$30,000) - Set up and regular maintenance of all hardware and software associated with the TECH program.</p>

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Gulfstream Goodwill Industries, Inc. (\$178,945)

Goodwill Entrepreneurial Training Program Supervision (\$15,720) - Program Director Salary and Fringe- (\$101,800 x 15% (2.5 yrs)) – This post-release position will manage the RESTORE Case Managers and assist with program administration.

Goodwill Entrepreneurial Training Program Staff (\$42,509 Annual Salary x 2 years = \$85,018) - This position will administer the Entrepreneurial Training Program.

Laptop Computers (\$14,000) - A federal request is being made to purchase 14 laptop computers to be used in the Goodwill Entrepreneurial Training Program.

Post Release Software (\$9,800) - Software and licensing include Microsoft office, Dream Weaver, Photoshop, etc.

Supplies (\$9,000) - A request is being made for marketing materials, business cards, domain fees and office supplies.

Administrative Costs (\$7,340) - Management and Administrative expenses are calculated and compared to Program and Service expenses. The Management and Administrative expenses include the executive, accounting, community relations, personnel, board of directors, management information systems, risk management, housing and occupancy and training departments. Last year administrative costs were 10.8% of our total budget.

On the Job Training (\$35,473) - 15 people for 236.5 hours at \$10 per hour.

Ex-Offender Support Services- (\$28,495) - This Line Item includes:

Transitional Housing- Homeless Ex-Offenders are provided transitional housing for up to 1 year where they receive wrap around social services to assist in their reintegration back into society.

Bus Passes- Participants with transportation issues are provided bus passes in order to obtain identification or employment.

Vocational Training and Certification- Ex-Offenders receive vocational trainings that lead to certifications from trade schools, colleges or technical institutions.

Identification Assistance- Ex-Offenders that do not have identification are provided with birth certificates, social security cards and state ID cards so they may function in society.

Family Reunification Counseling and Events- Those ex-offenders and their families that are assessed as needing family reunification counseling attend a structured pre-release class facilitated by a counselor and are provided with follow up counseling once they are released in order to assist in the transition back into the family unit.

Educational Classes- Ex-Offenders assessed as needing educational classes can attend classes at the Adult Education Center, local schools or colleges.

Peer Support Groups- Ex-offenders participate in structured counseling sessions with a

	<u>Facilitator.</u> <u>Clothes and Toiletries</u> - Those ex-offenders in extreme situations are provided with basic necessities. <u>Tattoo Removal</u> - This service is offered to those ex-offenders whose visible, gang related tattoos may be hindering employment opportunities. <u>On the Job Training</u> - A percentage of an ex-offender's first three months of salary is paid to employers in order to incentivize the hiring of clients with backgrounds. <u>Substance Abuse and Mental Health Treatment Services</u> - Those ex-offenders that are assessed as needing emergency substance abuse or mental health services or medications are provided with services through an accredited substance abuse or mental health organization.
Other (\$0)	
Indirect (\$0)	
Total Federal grant/funding dollars which will be incorporated into the project: \$750,000	
Total state/local grant/funding dollars which will be incorporated into the project: \$ 0	
Total Project Budget \$750,000	

Budget Summary:

<u>Budget Category</u>	<u>Federal Request</u>	<u>Non-Federal Match</u>	<u>Total Budget</u>
A. Personnel	\$ 271,440	\$ 0	\$ 271,440
B. Fringe	\$ 93,375	\$ 0	\$ 93,375
C. Travel	\$ 7,000	\$ 0	\$ 7,000
D. Equipment	\$ 23,365	\$ 0	\$ 26,365
E. Supplies	\$ 0	\$ 0	\$ 0
F. Construction	\$ 0	\$ 0	\$ 0
G. Consultants/Contracts	\$354,820	\$ 0	\$ 354,820
Other	\$ 0	\$ 0	\$ 0
TOTAL DIRECT COSTS:	\$750,000	\$ 0	\$ 750,000
H. Indirect Costs	\$ 0	\$ 0	\$ 0
TOTAL PROJECT COSTS:	\$750,000	\$ 0	\$ 750,000
Federal Request	\$750,000		
Non-Federal (Match)	\$750,000		

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