

Department: CRIMINAL JUSTICE COMMISSION
Submitted For: CRIMINAL JUSTICE COMMISSION

- 1) Drug Court Grant 2015-JAGC-PALM-1-R3-164 GAN 1
- 2) Reentry Grant 2015-JAGC-PALM-2-R3-188 GANs 1, 3, and 4

Date _____

II.

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Capital Expenditures					
Operating Costs	<\$21,986.12>				
External Revenues	21,986.12				
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	0				

ADDITIONAL FTE

POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
-------------------------------	----------	----------	----------	----------	----------

Is Item Included In Current Budget? Yes x No

Budget Account Exp No: Fund 1507 Department 762/820 Unit 7668 Object 8101/8201/9000

Rev No: Fund 1507 Department 762 Unit 7668 RevSc 3129

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


Fund: Criminal Justice Grant Fund

Unit/Grant: JAG State Solicitation 2015 (FDLE)

Departmental Fiscal Review: Mar 9/8/16

III. REVIEW COMMENTS

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


OFMB 100908 SS 9/13/16
CRM 9/13/16

D. J. Jarbo 9/22/16
Contract Administration
9/22/16 Ter

B. Legal Sufficiency:

James Bond 9/26/16
Assistant County Attorney

C. Other Department Review:

Department Director

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

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

Attachment # 1
Page 1 of 6

Justice Assistance Grant - County-wide



Subgrantee: Palm Beach County Criminal Justice Commission
Project Title: PALM BEACH COUNTY ADULT DRUG COURT
Grant Number: 2015-JAGC-PALM-1-R3-164
Adjustment Number: 1

Nature of Adjustment: Decrease Award / Revise Budget

To Subgrantee:

Pursuant to your request of 11/30/2015, the following change, amendment or adjustment in the above grant project is approved subject to such conditions or limitations as may be set forth below. Retain this Grant Adjustment Notice as part of official project records.

Electronically Signed By:

Date 12/01/2015

Petrina Herring

Authorized Official
Clayton H. Wilder
Administrator

The following revised budget is approved:

Budget Category	Current Approved Budget	Difference	New Approved Budget
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$181,003.00	(\$12,397.50)	\$168,605.50
Expenses	\$0.00	\$0.00	\$0.00
Operating Capital	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
Total Project Costs	\$181,003.00	(\$12,397.50)	\$168,605.50
	Federal	Match	Total Funds
New Approved Budget	\$168,605.50	\$0.00	\$168,605.50

NOTE: Retain this grant Adjustment Notice as part of official project records.

Application Ref 2015-JAGC-2476
Contract 2015-JAGC-PALM-1-R3-164

OCJG Adjustment Memo:

1. Based on your final expenditures, the revised budget reflects a decrease of federal funds in the amount of \$12397.50.
2. The revised budget and narrative reflecting line item change in the Contractual Services category is approved.

NOTE: Retain this grant Adjustment Notice as part of official project records.

Application Ref	2015-JAGC-2476
Contract	2015-JAGC-PALM-1-R3-164

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

Attachment # 1
Page 3 of 6

The reason for the GAN is to reduce the award by the unexpended balance of \$12,397.50 at the time of the closeout.

By electronically submitting this adjustment, I hereby certify that I have reviewed the changes and find them necessary for program activities. I am the signing authority or have been delegated as such by the appropriate official. Information regarding the signing authority is

Electronically Signed By:

Date 11/30/2015

Michael L Rodriguez

Authorized Official or Designated Representative

Application Ref 2015-JAGC-2476
Contract 2015-JAGC-PALM-1-R3-164

Section 4 - Financial

General Financial Info:

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

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

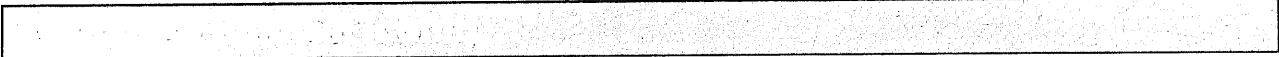
FLAIR / Vendor Number: 596000785

Budget:

Budget Category	Federal	Match	Total
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$168,605.50	\$0.00	\$168,605.50
Expenses	\$0.00	\$0.00	\$0.00
Operating Capital Outlay	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
-- Totals --	\$168,605.50	\$0.00	\$168,605.50
Percentage	100.0	0.0	100.0

Project Generated Income:

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



Budget Narrative:

The consultants will prepare and submit monthly invoices to the the Drug Court Offices. Invoices must include the Drug Court Client Identification Number, client name, date of services, amount due for each service and the total amount due. Invoices will be reviewed and aproved by the County's Representative to verify that services have been rendered in conformity with the contract. Approved invoices will be sent to the Finance Department and Criminal Justice Commission for payment.

Contractural Services: \$168,605.50

Group Counseling:The consultant shall faciitate substance abuse outpatient group counseling sessions to program participants on days and times that are most conducive to successfu completion of the prgoram to include evenings and weekends. The duration of each outpatient group session shall be ninety minutes. Group size shall not exceed fifteen participants. Examples of some modalities include: Cognitive Behavioral Therapy, Relapse Prevention, Relapse support, motivational enhancement therapy, the matrix model and community reinforcement approach.

The consultant
 $\$22.50 \times 1879.8 \text{ units} = \$42,295$

Individual Counseling:
The consultant shall provide individual counseling sessions to participants. The duration of an individual counseling session shall not be less than sixty (60) minutes. Examples of some of the issues that sessions might address are needs assessment, treatment plans, continuing careplans, stopping illegal substance abuse, impaired functioning and family and social relationships.

$\$58.00 \times 853 \text{ units} = \$49,486.50$

Drug Testing:The consultant shall drug test treatment participants who exhibit signs of drug or alcohol use. Drugs of abuse for which testing is conducted shall include; cocaine, marijuana, alcohol,opiaters, benzodiazepine, etc. A written chain of custody is required.
 $\$14.00 \times 5487.4 \text{ units} = \$76,824$

Palm Beach County will pay for any and all overage.

(Descriptions taken from PBC Agenda Item: (R-2012-1740-R2012-1746)

Section Questions:

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

Answer: N/A

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

Answer: N/A

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

Answer: N/A

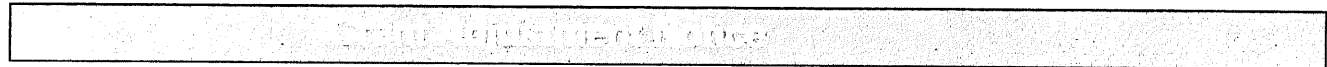
Question: If indirect cost is included in the budget, indicate the basis for the plan (e.g. percent of salaries and benefits), and provide documentation of the appropriate approval of this plan.

Answer: N/A

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

Answer: These are the historic and long standing basis for unit costs in this program. They prices were established through the RFP process over the years. The last RFP was in 2012 which re-affirmed these prices. Drug Court has used the same prices for the past 10 years.

Justice Assistance Grant - County-wide



Subgrantee: Palm Beach County Board of Commissioners
Project Title: PALM BEACH COUNTY EX-OFFENDER REENTRY
Grant Number: 2015-JAGC-PALM-2-R3-188
Adjustment Number: 1

Nature of Adjustment: RevBud/Narr

To Subgrantee:

Pursuant to your request of 06/12/2015, the following change, amendment or adjustment in the above grant project is approved subject to such conditions or limitations as may be set forth below. Retain this Grant Adjustment Notice as part of official project records.

Electronically Signed By:

Date 06/16/2015

Petrina Herring

Authorized Official
Clayton H. Wilder
Administrator

The following revised budget is approved:

Budget Category	Current Approved Budget	Difference	New Approved Budget
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$110,224.00	\$0.00	\$110,224.00
Expenses	\$0.00	\$0.00	\$0.00
Operating Capital	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
Total Project Costs	\$110,224.00	\$0.00	\$110,224.00
	Federal	Match	Total Funds
New Approved Budget	\$110,224.00	\$0.00	\$110,224.00

OCJG Adjustment Memo:

The revised budget and narrative reflecting line item changes in the Contratual Services category is approved.

NOTE: Retain this grant Adjustment Notice as part of official project records.

Application Ref 2015-JAGC-2471
Contract 2015-JAGC-PALM-2-R3-188

Per FDLE Administrative request, Palm Beach County is changing it's line item budget to unit cost.

By electronically submitting this adjustment, I hereby certify that I have reviewed the changes and find them necessary for program activities. I am the signing authority or have been delegated as such by the appropriate official. Information regarding the signing authority is

Electronically Signed By:

Date 06/12/2015

Michael L Rodriguez

Authorized Official or Designated Representative

Application Ref 2015-JAGC-2471
Contract 2015-JAGC-PALM-2-R3-188

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

Attachment # 2

Page 3 of 33

General Financial Info:

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

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000785

Budget:

Budget Category	Federal	Match	Total
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$110,224.00	\$0.00	\$110,224.00
Expenses	\$0.00	\$0.00	\$0.00
Operating Capital Outlay	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
-- Totals --	\$110,224.00	\$0.00	\$110,224.00
Percentage	100.0	0.0	100.0

Project Generated Income:

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

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

Attachment # 2
Page 4 of 33

Budget Narrative:

Budget Narrative:
Contractual Services:

Unit Cost budget

The basis for the unit cost was established based on a calculated value that includes staff salaries, administrative salaries, assistance with the development of case management plans client goal setting, medical management, housing assistance, peer support, social service interventions, employment services, job readiness, and job placement. It was the average calculated across three leading service providers.

The basis for the unit cost was recently established for FY 14/15.
Basis for the unit costs include:

1. Service: Reentry Paralegal Services (Public Defender's Office)

Total cost/service:\$44,541

Basis for the unit cost includes:

*Salaries and benefits-\$44,541

Positions include:

Reentry Paralegal

Reentry Paralegal Services: Public Defender's Office: to provide services for seal and expungement and early termination of probation referrals.

Unit = One hour of service; 2,080 units @ \$21.42 = \$44,541.00

2. Service: Case Management Administrative Services (The Lord's Place)

Total cost/service:\$16,283

Basis for the unit costs include:

* Salaries and benefits-\$12,003

*Office supplies and postage-\$4,280

Positions include:

Coordinator of Reentry Services

Case Management Administrative Services: The Lord's Place To provide case management.

Unit = One hour of service; 651.32 units @ \$25.00 = \$16,283.00

3. Service: Case Management (City of Riviera Beach)

Total cost/service:\$49,400

Basis for the unit cost includes:

*Salaries and benefits-\$49,400

Positions include:

Case Managers x 2

Case Management Services; City of Riviera Beach To provide case management.

Unit = One hour of service; 1,976 units @ \$25.00 = \$49,400.00

Application Ref # 2015-JAGC-2471

Contract 2015-JAGC-PALM-2-R3-188

Section #4 Page 2 of 5

Budget Narrative (Continued):

Palm Beach County will contract with the agencies adhering to the Palm Beach County purchasing policies and procedures. Agencies will be funded on a reimbursement basis and will provide a monthly invoice that includes cancelled checks and quarterly progress reports once the services have been delivered. Anything over the allotted amount will be the responsibility of Palm Beach County.

Section Questions:

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

Answer: N/A

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

Answer: N/A

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

Answer: N/A

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

Answer: N/A

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

Answer: The basis for the unit cost was established three years ago based on a calculated value that includes staff salaries, administrative salaries, assistance with the development of case management plans client goal setting, medical management, housing assistance, peer support, social service interventions, employment services, job readiness, and job placement. It was the average calculated across three leading service providers.

Basis for the unit costs include:

1. Service: Reentry Paralegal Services (Public Defender's Office)

Total cost/service:\$44,541

Basis for the unit cost includes:

*Salaries and benefits-\$44,541

Positions include:

Reentry Paralegal

Reentry Paralegal Services: Public Defender's Office: to provide services for seal and expungement and early termination of probation referrals.

2. Service: Case Management Administrative Services (The Lord's Place)

Total cost/service:\$16,283

Basis for the unit costs include:

* Salaries and benefits-\$12,003

*Office supplies and postage-\$4,280

Positions include:

Coordinator of Reentry Services

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

3. Service: Case Management (City of Riviera Beach)
Total cost/service:\$49,400
Basis for the unit cost includes:
*Salaries and benefits-\$49,400
Positions include:
Case Managers x 2

Attachment # 2
Page 2 of 33

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

Attachment # 2
Page 8 of 33

Edward Byrne Memorial JAG Program

GRANT ADJUSTMENT NOTICE - 3

(GAL 2 WAS DENIED)

SUBGRANTEE: Palm Beach County Board of Commissioners

TITLE OF PROJECT: PALM BEACH COUNTY EX-OFFENDER REENTRY

GRANT NUMBER: 2015-JAGC-PALM-2-R3-188 ADJUSTMENT NUMBER: 2

NATURE OF ADJUSTMENT: Decrease Award/ Revise Budget

TO SUBGRANTEE:

Pursuant to your request of 10/06/2015 the following change, amendment, or adjustment in the above grant project is approved subject to such conditions or limitations as may be set forth below:

Petrina T. Herring 10/8/2015
Authorized Official Date
Petrina Tuttle Herring
Bureau Chief

The following revised budget is approved:

Budget Category	Current Approved Budget	Difference	New Approved Budget
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$110,224.00	(\$90.00)	\$110,134.00
Expenses	\$0.00	\$0.00	\$0.00
Operating Capital	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
Total Project Costs	\$110,224.00	(\$90.00)	\$110,134.00
	Federal	Match	Total Funds
New Approved Budget	\$110,134.00	\$0.00	\$110,134.00

1. Based on your final expenditures, the revised budget reflects a decrease of federal funds in the amount of \$ 90.
2. The revised budget and narrative reflecting line item change in the Contractual Services category is approved.

NOTE: Retain this Grant Adjustment Notice as part of official project records. OCJG-020

Application for Funding Assistance

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

Attachment # 2
Page 9 of 33

Adjustment Justification

This adjustment amends the budget from unit costs to line item expenses and reduces the award by \$90 per discussions with FDLE program manager.

By electronically submitting this adjustment, I hereby certify that I have reviewed the changes and find them necessary for program activities. I am the signing authority or have been delegated as such by the appropriate official. Information regarding the signing authority is available for review.

Electronically Signed By:

Date 10/06/2015

Michael L Rodriguez

Authorized Official or Designated Representative

Application Ref # 2015-JAGC-2471

Contract 2015-JAGC-PALM-2-R3-188

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

Application for Funding Assistance

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

Attachment # 2
Page 10 of 33

Section 4 - Financial

General Financial Info:

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

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000785

Budget:

Budget Category	Federal	Match	Total
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$110,134.00	\$0.00	\$110,134.00
Expenses	\$0.00	\$0.00	\$0.00
Operating Capital Outlay	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
-- Totals --	\$110,134.00	\$0.00	\$110,134.00
Percentage	100.0	0.0	100.0

Project Generated Income:

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

Application Ref # 2015-JAGC-2471
Contract 2015-JAGC-PALM-2-R3-188

Section #4 Page 1 of 4

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

Application for Funding Assistance

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

Attachment # 2
Page 11 of 33

Section 4 - FUNDING (BODL)

Budget Narrative:

Budget Narrative:

Contractual Services

1. Service: Reentry Paralegal Position Services (Public Defender's Office)- to provide services for seal and expungement and early termination of probation referrals.

Total cost of service: \$44,451

Service Includes:

Salaries/Benefits @ approximately \$13.47/hr

Benefits include:

Health Insurance: \$591.52 (Fixed rate per pay period)

FICA/Medicare @ 7.65%

Pre-tax admin assessment: \$4.67 (fixed rate per pay period)- This is a pre-tax premium.

2. Service: Coordinator of Reentry Services Position (The Lord's Place)-

Oversee all Reentry services to ensure that all residents are receiving the appropriate services that will help them end their homelessness. Position supervises and evaluates all Reentry program activities. Hours are typically Monday ? Friday, 8:30 a.m. to 4:30 p.m., but may vary depending on the needs of the program.

Total Cost of Service: \$13,608

Service Includes:

Reentry Coordinator Salaries/Benefits @ approximately \$19.69/hr

Benefits include:

Health insurance @ 2.46%

Life insurance @ 2.3%

Retirement @ 3.0%

SS tax @ 6.2%

Medicare @ 1.45%

FICA @ 14.59%

Workers Comp @ 2.19%

Case Managers develop transition plans that assist reentering citizens with goal setting, medical management, housing assistance, peer support and other social service interventions.

Total Cost of Service: \$2,675

Program Supplies:

Toner 15.51

Printer 119.74

Three Hole Punch 14.69

IVR Toner (Black) 39.72

APW Power Backup 45.89

ACM Shears 8" 4.00

UNV Dispenser, Tape1" 1.48

IVR Toner HP1010/1012 Black 31.78

Punch 3 hole 14.69

Envelope 9x12 12.32

Stapler -Black 4.89

Application Ref # 2015-JAGC-2471

Contract 2015-JAGC-PALM-2-R3-188

Section #4 Page 2 of 4

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

Application for Funding Assistance

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

Attachment # 2
Page 12 of 53

Budget Narrative (Continued):

ABF Book RCPT, 3PT 7.5x11 17.61
Copy paper 8.5x11 154.85
Pens 12.40
Notebooks 11x8.5 31.40
HOD Books Assign WK 5x8 58.03
Desk Pad 22x17 4.69
Appt. book 5x8 19.56
L Shaped Desk 59x59 615.63
UNV Legal Paper 26.16
Labels 5.98
APW power Backup 34.41
Rub Tray 3.06
Cup, Pencil/Pen 0.26
3hole punch 3.67
Stapler- full 2.40
3 Ring Binder 24.95
Binder 11x8 62.40
Appt Book 2.74
Laser Printer 42.21
Copy Paper 77.42
Microsoft Surface Pro 3 Tablet 785.00
Surface Pro 3 Type Cover 115.00
IVR Toner, LSR, Dell 90.40
Microsoft - Docking Station 175.00
Printer Ink 5.70

3. Service: Two (2) Case Management Positions (City of Riviera Beach)- Case Managers will develop transition plans that assist reentering citizens with goal setting, medical management, housing assistance, peer support and other social service interventions.

Total Cost of Service: \$49,400

Case Manager 1: Salaries/Benefits (\$24,700)@ approximately \$15.19/hr.

Benefits include:

FICA/Medicare @ 7.58%

Health insurance @ \$709.60 per pay period

Case Manager 2: Salaries/Benefits (\$24,700)@ approximately \$15.19/hr.

Benefits include:

FICA/Medicare @ 7.58%

Health insurance @ \$709.60 per pay period

Palm Beach County will contract with the agencies adhering to the Palm Beach County purchasing policies and procedures. Agencies will be funded on a reimbursement basis and will provide a monthly invoice that includes cancelled checks and quarterly progress reports once the services have been delivered. Anything over the allotted amount will be the responsibility of Palm Beach County.

Application for Funding Assistance

Attachment # 2
Page 13 of 33

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

Section 4. Financial

Section Questions:

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

Answer: N/A

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

Answer: N/A

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

Answer: N/A

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

Answer: N/A

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

Answer: N/A

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

Attachment # 2
Page 14 of 33

Justice Assistance Grant - County-wide

Subgrantee: Palm Beach County Board of Commissioners
Project Title: PALM BEACH COUNTY EX-OFFENDER REENTRY
Grant Number: 2015-JAGC-PALM-2-R3-188
Adjustment Number: 4

Nature of Adjustment: Decrease Award/Revise Budget

To Subgrantee:

Pursuant to your request of 12/16/2015, the following change, amendment or adjustment in the above grant project is approved subject to such conditions or limitations as may be set forth below. Retain this Grant Adjustment Notice as part of official project records.

Electronically Signed By:

Date 12/16/2015

Petrina Herring

Authorized Official
Clayton H. Wilder
Administrator

The following revised budget is approved:

Budget Category	Current Approved Budget	Difference	New Approved Budget
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$110,134.00	(\$9,498.62)	\$100,635.38
Expenses	\$0.00	\$0.00	\$0.00
Operating Capital	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
Total Project Costs	\$110,134.00	(\$9,498.62)	\$100,635.38
	Federal	Match	Total Funds
New Approved Budget	\$100,635.38	\$0.00	\$100,635.38

NOTE: Retain this grant Adjustment Notice as part of official project records.

Application Ref 2015-JAGC-2471
Contract 2015-JAGC-PALM-2-R3-188

OCJG Adjustment Memo:

- 1. Based on your final expenditures, the revised budget reflects a decrease of federal funds in the amount of \$9498.62.
- 2. The revised budget and narrative reflecting line item change in the Contractual Services category is approved.

NOTE: Retain this grant Adjustment Notice as part of official project records.

Application Ref	2015-JAGC-2471
Contract	2015-JAGC-PALM-2-R3-188

The reason for the GAN is to reduce the award by the unexpended balance of \$9,498.62 at the time of the grant colseout.

By electronically submitting this adjustment, I hereby certify that I have reviewed the changes and find them necessary for program activities. I am the signing authority or have been delegated as such by the appropriate official. Information regarding the signing authority is

Electronically Signed By:

Date 12/16/2015

Vince Bonvento

Authorized Official or Designated Representative



Changing unit cost for Public Defender Paralegal to \$25 per conversation with Grant Manager.

By electronically submitting this adjustment, I hereby certify that I have reviewed the changes and find them necessary for program activities. I am the signing authority or have been delegated as such by the appropriate official. Information regarding the signing authority is

Electronically Signed By:

Date 07/28/2015

Michael L Rodriguez

Authorized Official or Designated Representative

Subgrant Recipient

Organization Palm Beach County Board of Commissioners
County: Palm Beach

Chief Official

Name: Mary Lou Berger
Title: Mayor
Address: 301 North Olive Avenue
City: West Palm Beach
State: FL **Zip:** 33401-4700
Phone: 561-355-2205 **Ext:**
Fax:
Email: MBerger@pbcgov.org

Chief Financial Officer

Name: Sharon Bock
Title: Clerk & Comptroller
Address: 301 North Olive Avenue
9th Floor
City: West Palm Beach
State: FL **Zip:** 33401-4700
Phone: 561-355-4995 **Ext:**
Fax: 561-355-6727
Email: sbock@mypalmbeachclerk.com

Implementing Agency**Organization** Palm Beach County Criminal Justice Commission**County:** Palm Beach**Chief Official****Name:** Vince Bonvento**Title:** Assistant County Administrator**Address:** 20 South Military Trail**City:** West Palm Beach**State:** FL **Zip:** 33415-3130**Phone:** 561-712-6470 **Ext:****Fax:** 561-712-6490**Email:** vbonvent@pbcgov.org**Project Director****Name:** Craig Spatara**Title:** Program Manager**Address:** 301 North Olive Avenue
Suite 1001**City:** West Palm Beach**State:** FL **Zip:** 33401**Phone:** 561-355-2326 **Ext:****Fax:** 561-355-4941**Email:** CSpatara@pbcgov.org



General Project Information

Project Title: PALM BEACH COUNTY EX-OFFENDER REENTRY
Subgrant Recipient: Palm Beach County Board of Commissioners
Implementing Palm Beach County Criminal Justice Commission
Project Start Date: 10/1/2014 **End** 9/30/2015

Problem Identification

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

Project Summary (Scope of Work)

Evidence-Based Methodology and Outcome Measures - 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. The six fundamental strategies of evidence-based correctional practice are integrated into the design of the program.

The program:

- 1) Objectively Assess Criminogenic Risks and Needs: Inmates are objectively assessed using the LSI-r Risk/Needs Assessment.

2) Enhances Intrinsic Motivation: Pre- and Post-Release Staff received training in motivational interviewing 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.

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

4) Addresses Offenders Greatest Criminogenic Needs: 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: 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.

The target population is 5,000 ex-offenders, over the age of 18, returning to Palm Beach County. Funds will be provided to the City of Riviera Beach and The Lord's Place for case management, assessments, community support, employment, counseling and evaluation.

The selected agencies are part of an extensive countywide effort to bring evidence based services and results to clients. The overall outcome is to reduce the number of clients who return to jail thereby reducing the recidivism rate.

Approximately 100 Medium and High risk clients that were convicted in and returning to Palm Beach County are referred to The Lord's Place and the City of Riviera Beach annually through the Paralegal who reaches out to every DOC inmate that is scheduled to return to Palm Beach County. Each client is tracked in a web-based case management system (RENEW) for three years after programming is completed. Palm Beach County will contract with The Lord's Place and The City of Riviera Beach for the following services:

Case management - which will include staffing to provide assistance with health care and public assistance benefits. Many will need driver's licenses or identification assistance.

General Support Services - will consist of program supplies.

Palm Beach County's Public Defender's Office has administered a reentry program since 2002.

The initiative is staffed by a Paralegal. Staff works with clients to assess their needs and establish connections for pre-and post-release community services.

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

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

Palm Beach County will contract with the Public Defender's Office to provide a

Paralegal:

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

These efforts assist the ex-offender in eliminating legal barriers to successfully reintegrating into the community. The position is designed to be a support position for existing reentry service providers to call upon when a client needs services.

Section Questions:

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

Answer: Yes

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

Answer: Yes

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

Answer: No

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

Answer: Yes.

Question: Do the Subrecipient and Implementing agencies understand that this is a cost-reimbursement agreement for satisfactory performance of eligible activities? Requests for reimbursement may be submitted quarterly or monthly as designated in the Financial Section of the agreement. Requests for reimbursement will be processed in conjunction with receipt and review of programmatic performance reports to determine successful completion of minimum performance for deliverables as specified in the agreement.

Answer: Yes



General Financial Info:

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

Financial Reporting Frequency for this Subgrant: Quarterly
Is the subgrantee a state agency?: No
FLAIR / Vendor Number: 596000785

Budget:

Budget Category	Federal	Match	Total
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$100,635.38	\$0.00	\$100,635.38
Expenses	\$0.00	\$0.00	\$0.00
Operating Capital Outlay	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
-- Totals --	\$100,635.38	\$0.00	\$100,635.38
Percentage	100.0	0.0	100.0

Project Generated Income:

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

Budget Narrative:

Budget Narrative:

Contractual Services

1. Service: Reentry Paralegal Position Services (Public Defender's Office)- to provide services for seal and expungement and early termination of probation referrals.

Total cost of service: \$35,817.31

Service Includes:

Salaries/Benefits @ approximately \$13.47/hr

Benefits include:

Health Insurance: \$591.52 (Fixed rate per pay period)

FICA/Medicare @ 7.65%

Pre-tax admin assessment: \$4.67 (fixed rate per pay period)- This is a pre-tax premium.

2. Service: Coordinator of Reentry Services Position (The Lord's Place)-

Oversee all Reentry services to ensure that all residents are receiving the appropriate services that will help them end their homelessness. Position supervises and evaluates all Reentry program activities. Hours are typically Monday ? Friday, 8:30 a.m. to 4:30 p.m., but may vary depending on the needs of the program.

Total Cost of Service: \$15,301.00

Service Includes:

Reentry Coordinator Salaries/Benefits @ approximately \$19.69/hr

Benefits include:

Health insurance @ 2.46%

Life insurance @ 2.3%

Retirement @ 3.0%

SS tax @ 6.2%

Medicare @ 1.45%

FICA @ 14.59%

Workers Comp @ 2.19%

Case Managers develop transition plans that assist reentering citizens with goal setting, medical management, housing assistance, peer support and other social service interventions.

Total Cost of Service: \$1,000.00

Program Supplies:

Copy Paper 8.5 x 11= 9.60

Microsoft Surface Pro 3 Tablet 785.00

Surface Pro 3 Type Cover 115.00

IVR Toner, LSR, Dell 90.40

3. Service: Two (2) Case Management Positions (City of Riviera Beach)- Case Managers will develop transition plans that assist reentering citizens with goal setting, medical management, housing assistance, peer support and other social service interventions.

Total Cost of Service: \$48,517.07

Florida Department of Law Enforcement

Justice Assistance Grant - County-wide Attachment # 2

Page 26 of 33

Budget Narrative (Continued):

Case Manager 1: Salaries/Benefits (\$24,700)@ approximately \$15.19/hr.

Benefits include:

FICA/Medicare @ 7.58%

Health insurance @ \$709.60 per pay period

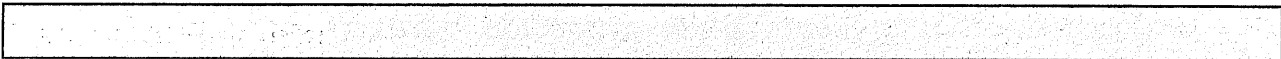
Case Manager 2: Salaries/Benefits (\$24,700)@ approximately \$15.19/hr.

Benefits include:

FICA/Medicare @ 7.58%

Health insurance @ \$709.60 per pay period

Palm Beach County will contract with the agencies adhering to the Palm Beach County purchasing policies and procedures. Agencies will be funded on a reimbursement basis and will provide a monthly invoice that includes cancelled checks and quarterly progress reports once the services have been delivered. Anything over the allotted amount will be the responsibility of Palm Beach County.



Section Questions:

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

Answer: N/A

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

Answer: N/A

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

Answer: N/A

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

Answer: N/A

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

Answer: N/A



General Financial Info:

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

Financial Reporting Frequency for this Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000785

Budget:

Budget Category	Federal	Match	Total
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$100,635.38	\$0.00	\$100,635.38
Expenses	\$0.00	\$0.00	\$0.00
Operating Capital Outlay	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
-- Totals --	\$100,635.38	\$0.00	\$100,635.38
Percentage	100.0	0.0	100.0

Project Generated

Will the project earn project generated income No

Budget Narrative:

Budget Narrative:

Contractual Services

1. Service: Reentry Paralegal Position Services (Public Defender's Office)- to provide services for seal and expungement and early termination of probation referrals.

Total cost of service: \$35,817.31

Service Includes:

Salaries/Benefits @ approximately \$13.47/hr

Benefits include:

Health Insurance: \$591.52 (Fixed rate per pay period)

FICA/Medicare @ 7.65%

Pre-tax admin assessment: \$4.67 (fixed rate per pay period)- This is a pre-tax premium.

2. Service: Coordinator of Reentry Services Position (The Lord's Place)-

Oversee all Reentry services to ensure that all residents are receiving the appropriate services that will help them end their homelessness. Position supervises and evaluates all Reentry program activities. Hours are typically Monday ? Friday, 8:30 a.m. to 4:30 p.m., but may vary depending on the needs of the program.

Total Cost of Service: \$15,301.00

Service Includes:

Reentry Coordinator Salaries/Benefits @ approximately \$19.69/hr

Benefits include:

Health insurance @ 2.46%

Life insurance @ 2.3%

Retirement @ 3.0%

SS tax @ 6.2%

Medicare @ 1.45%

FICA @ 14.59%

Workers Comp @ 2.19%

Case Managers develop transition plans that assist reentering citizens with goal setting, medical management, housing assistance, peer support and other social service interventions.

Total Cost of Service: \$1,000.00

Program Supplies:

Copy Paper 8.5 x 11= 9.60

Microsoft Surface Pro 3 Tablet 785.00

Surface Pro 3 Type Cover 115.00

IVR Toner, LSR, Dell 90.40

3. Service: Two (2) Case Management Positions (City of Riviera Beach)- Case Managers will develop transition plans that assist reentering citizens with goal setting, medical management, housing assistance, peer support and other social service interventions.

Total Cost of Service: \$48,517.07

Budget Narrative (Continued):

Case Manager 1: Salaries/Benefits (\$24,700)@ approximately \$15.19/hr.

Benefits include:

FICA/Medicare @ 7.58%

Health insurance @ \$709.60 per pay period

Case Manager 2: Salaries/Benefits (\$24700)@ approximately \$15.19/hr.

Benefits include:

FICA/Medicare @ 7.58%

Health insurance @ \$709.60 per pay period

Palm Beach County will contract with the agencies adhering to the Palm Beach County purchasing policies and procedures. Agencies will be funded on a reimbursement basis and will provide a monthly invoice that includes cancelled checks and quarterly progress reports once the services have been delivered. Anything over the allotted amount will be the responsibility of Palm Beach County.

Section Questions:

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

Answer: N/A

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

Answer: N/A

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

Answer: N/A

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

Answer: N/A

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

Answer: N/A

Section 5: Standard Conditions

Insert Standard Conditions Page here.

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

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

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

Signature _____

Typed Name and Title: _____

Date: _____

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

Typed Name of Subgrant _____

Signature _____

Typed Name and Title: _____

Date: _____

**Implementing Agency
Official, Administrator or Designated Representative**

Typed Name of Implementing _____

Signature _____

Typed Name and Title: _____

Date: _____