

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Capital Expenditures					
Grants & Aids	(4,976.19)				
External Revenues	4,976.19				
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	0*				
# ADDITIONAL FTE POSITIONS (Cumulative)	0	0	0	0	0

Is Item Included In Current Budget? Yes ☐ No ☒

Budget Account Exp No: Fund 1507 Department 820 Unit 7703/7707 Object 9375

Rev No: Fund 1507 Department 762 Unit 7703/7707 RevSc 3129

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

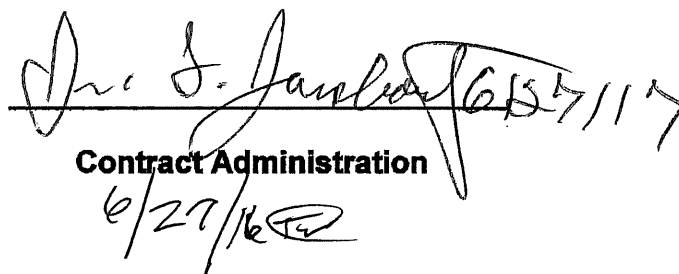
*The current budget has already been adjusted downward by \$4,047.10 as part of BBF. The remaining \$929.09 in FY 2017 will remain unspent and has not been carried forward to FY 2018.

Departmental Fiscal Review: _____

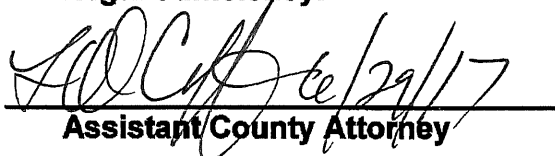
III. REVIEW COMMENTS

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


OFMB 6/19/17
6/14/17 6/19/17


Contract Administration 6/27/17
6/27/17

B. Legal Sufficiency:


Assistant County Attorney 6/29/17

C. Other Department Review:

Department Director

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

Background and Justification: Continued from Page 1.

The Palm Beach County Criminal Justice Commission Reentry Task Force has developed a Strategic Plan for providing effective and coordinated reentry services to those returning from incarceration. The goal is to reduce the recidivism rate by 50% over 5 years for the target population. The CJC initiated the LEX project which is now a 501(c)(3) organization comprised of criminal justice agencies serving Palm Beach County with a Board of Directors. The intent of LEX is to provide a law enforcement enterprise system containing law enforcement data for the purpose of inter-agency collaboration to analyze and share data for crime reduction and enhanced public safety. The Countywide LEX Program Director facilitates the participation and training of the 25 local law enforcement agencies operating within Palm Beach County and oversees all aspects of the design, maintenance, security, and operation of the enterprise system. In accordance with County PPM CW-O-051, all delegated grant adjustments must be submitted by the initiating department as a receive and file agenda item.

Justice Assistance Grant - County-wide

Grant Adjustment Notice

Subgrantee: Palm Beach County Board of Commissioners
Project Title: PBC EX-OFFENDER REENTRY
Grant Number: 2016-JAGC-PALM-1-H3-211
Adjustment Number: 3

Nature of Adjustment: Decrease Award / Closeout

To Subgrantee:

Pursuant to your request of 02/02/2017, 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 02/08/2017

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	\$65,098.00	(\$0.70)	\$65,097.30
Contractual Services	\$130,085.00	(\$4,714.53)	\$125,370.47
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	\$195,183.00	(\$4,715.23)	\$190,467.77
	Federal	Match	Total Funds
New Approved Budget	\$190,467.77	\$0.00	\$190,467.77

OCJG Adjustment Memo:

Based on your final Project Expenditure Report, the revised budget reflects a decrease of federal funds in the amount of \$4,715.23.

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

Application Ref 2016-JAGC-2646
Contract 2016-JAGC-PALM-1-H3-211

Application for Funding Assistance

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

Attachment # 1
Page 2 of 8

Adjustment Justification

The reason for the grant adjustment is to reduce the award by the unexpended balance of \$4,715.23 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 available for review.

Electronically Signed By:

Date 02/02/2017

Kristina Henson

Authorized Official or Designated Representative

Application Ref # 2016-JAGC-2646

Contract 2016-JAGC-PALM-1-H3-211

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

Application for Funding Assistance

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

Section 4 Financial

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	\$65,097.30	\$0.00	\$65,097.30
Contractual Services	\$125,370.47	\$0.00	\$125,370.47
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 --	\$190,467.77	\$0.00	\$190,467.77
Percentage	100.0	0.0	100.0

Project Generated Income:

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

Application for Funding Assistance

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



Budget Narrative:

SALARIES AND BENEFITS

1) Juvenile Reentry Program Management- Palm Beach County- \$65,097.30 Total Salary/Benefits: \$85,190- This position is responsible for the day to day management of Palm Beach County's juvenile reentry initiative and focuses on implementation, managing contracts and support staff and ensures that data is collected and analyzed. The grant will fund approximately 77% of the Annual Salary. This position was previously funded by a Department of Justice grant that expired. The grant will pay approximately 1,620 hours at a rate of \$40.96 (this is the rate calculated off of \$85,190/2,080 which includes benefits. Benefits include approximately: FICA (\$3,176), Medicare (\$743), Workman's Comp (\$116), Retirement (\$\$4,727) and Health Benefits (\$25,540).

Palm Beach County will cover the difference of \$20,092 in the total project cost. Any additional project costs will be Palm Beach County's responsibility to absorb through its revenue and expense budgets.

CONTRACTUAL

- 1) Case Management - Reentry (City of Riviera Beach)
Total Cost \$15,203.51
Number of units: approximately 854
Unit Cost = one hour of service = \$18.95 (estimate)
Total cost: \$15,203.51
Total Project Cost = \$37,914

Total units are determined by 8 hour work days 5 days per week multiplied by 50 weeks (assuming two weeks are taken off for holidays and/or personal time), totaling 2,000 units. The unit cost is determined by dividing the total project cost (\$37,914) by the 2,000 units equaling \$18.95 per unit (per hour).

Palm Beach County will contract with the City of Riviera Beach for services.

Riviera Beach will cover the difference of \$22,710.49 in the total project cost. As a valued partner, Riviera Beach has contracts for other projects with the County but will not be billing the County for additional costs outside of the grant for this project. Any additional project costs will be Riviera Beach's responsibility to absorb through its revenue and expense budgets.

- 2) Case Management - Reentry (Gulfstream Goodwill)
Total Cost: \$83,333

- 2A) Project Director (Gulfstream Goodwill)
Number of units: approximately 480
Unit Cost = one hour of service = \$36.65 (estimate)
Total Budget = \$16,697.08
Total Project Cost = \$73,298

Total units are determined by 8 hour work days 5 days per week multiplied by 50 weeks (assuming two weeks are taken off for holidays and/or personal time), totaling 2,000 units. The unit cost is determined by dividing the total project cost (\$73,298) by the

Application for Funding Assistance

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

Budget Narrative (Continued):

2,000 units equaling \$36.65 per unit (per hour).

Goodwill will cover the difference of \$56,600.92 in the total project cost. As a valued partner, Goodwill has contracts for other projects with the County but will not be billing the County for additional costs outside of the grant for this project. Any additional project costs will be Goodwill's responsibility to absorb through its revenue and expense budgets.

Palm Beach County will contract with Goodwill for services.

2B) Program Coordinator (Gulfstream Goodwill)
Number of units: approximately 521
Unit Cost = one hour of service = \$22.14 (estimate)
Total Budget = \$11,516
Total Project Cost = \$44,286

Total units are determined by 8 hour work days 5 days per week multiplied by 50 weeks (assuming two weeks are taken off for holidays and/or personal time), totaling 2,000 units. The unit cost is determined by dividing the total project cost (\$44,286) by the 2,000 units equaling \$22.14 per unit (per hour).

Goodwill will cover the difference of \$32,770 in the total project cost. As a valued partner, Goodwill has contracts for other projects with the County but will not be billing the County for additional costs outside of the grant for this project. Any additional project costs will be Goodwill's responsibility to absorb through its revenue and expense budgets.

Palm Beach County will contract with Goodwill for services.

2C) Case Manager (Gulfstream Goodwill)
Number of units: approximately 2,000
Unit Cost = one hour of service = \$19.23 (estimate)
Total Budget = \$39,366.92
Total Project Cost = \$38,472

Total units are determined by 8 hour work days 5 days per week multiplied by 50 weeks (assuming two weeks are taken off for holidays and/or personal time), totaling 2,000 units. The unit cost is determined by dividing the total project cost (\$38,472) by the 2,000 units equaling \$19.23 per unit (per hour).

Palm Beach County will contract with Goodwill for services.

2D) Juvenile Case Manager (Gulfstream Goodwill)
Number of units: approximately 826
Unit Cost = one hour of service = \$19.07 (estimate)
Total Budget = \$15,753
Total Project Cost = \$38,145

Total units are determined by 8 hour work days 5 days per week multiplied by 50 weeks (assuming two weeks are taken off for holidays and/or personal time), totaling 2,000

Application for Funding Assistance

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

Budget Narrative (Continued):

units. The unit cost is determined by dividing the total project cost (\$38,145) by the 2,000 units equaling \$19.07 per unit (per hour).

Goodwill will cover the difference of \$22,392 in the total project cost. As a valued partner, Goodwill has contracts for other projects with the County but will not be billing the County for additional costs outside of the grant for this project. Any additional project costs will be Goodwill's responsibility to absorb through its revenue and expense budgets.

Palm Beach County will contract with Goodwill for services.

3) CONTRACTUAL SERVICES / EXPENSES: \$26,833.96

The County's subcontracts with service providers include expenses required to support case management and reentry services for ex-offenders.

Expenses include:

-Program Supplies, including mileage, parking for case management staff and client training videos- (\$7,336.16)

-Office Supplies, including paper, tablets, toner, staples, pens, shredder, folders, binders, tabs, postage, clips, highlighters, calendars, and other small consumable office supplies (\$2,823.55)

-Copier expenses to support the case manager and all reentry clients. (\$489.36)

-Computers = 5 laptops x \$763 per (\$3,464.53)

Training Costs for the University of Cincinnati Correctional Institute Conference.

Approximately Four (4) Training Class Registration Fees X \$1,100 per, at a total cost of \$4,430.72

Approximately Four (4) Hotel stays for 6 nights X 145.00 per, at a total cost of \$3,408

Approximately Four (4) Per Diem Reimbursements at IRS Rates X 300 per, at a total cost of \$1,200

Approximately Four (4) air fares X 423.00 per, at a total cost of \$1,692

Approximately One (1) Car rental X 624.00 per and fuel \$200 for a total cost of \$0.00

Approximately One (1) Hotel parking for 6 nights X 28.00 per, at a total cost of \$152.64

Training Costs for the Essential Financial Skills Training in Maryland.

Approximately One (1) Training Class Registration Fees X \$275 per, at a total cost of \$275

Approximately One (1) Hotel stay for 4 nights X 259.00 per, at a total cost of \$1,036

Budget Narrative (Continued):
Approximately Four (4) Per Diem Reimbursements at IRS Rates X 69 per, at a total cost of \$276

Approximately One (1) air fares X 250.00 per, at a total cost of \$250

Application for Funding Assistance

Florida Department of Law Enforcement
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Section Questions:

Question: If the budget contains salaries and benefits, will this project result in a net personnel increase, or continue to fund a prior federally grant funded net personnel increase?

Answer: Yes

Question: If Expenses or Operating Capital Outlay are included in your budget, what will be the method of procurement for those items? (e.g., competitive bid, sole source, state term contract)

Answer: N/A


Question: If indirect cost is included, explain the indirect cost plan. Provide documentation of approval.

Answer: N/A

Question: If contractual services in the budget are based on unit costs, provide a definition and breakdown of cost for each service. Include the methodology for the unit cost plan and when it was approved.

Answer: Palm Beach County will contract with Reentry Providers for the following services: To provide case management which includes assistance with the development of case management plans that assists reentering citizens with goal setting, medical management, housing assistance, peer support, and other social service interventions. Additionally, employment services include assistance with job skill development and resume development, assistance in identifying proper employment based upon assessment, job readiness, and job placement.

Case Management Unit Cost budget- Please see the budget narrative for an explanation of the individual unit costs that will be used.

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

COUNTY ATTORNEY

Justice Assistance Grant - County-wide

Grant Adjustment Notice

Subgrantee: Palm Beach County Board of Commissioners
Project Title: LAW ENFORCEMENT EXCHANGE
Grant Number: 2016-JAGC-PALM-2-H3-048
Adjustment Number: 2

Nature of Adjustment: Decrease Award / Closeout

To Subgrantee:

Pursuant to your request of 02/02/2017, 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 02/08/2017

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	\$93,089.25	(\$155.03)	\$92,934.22
Expenses	\$5,410.75	(\$227.45)	\$5,183.30
Operating Capital	\$1,500.00	\$121.52	\$1,621.52
Indirect Costs	\$0.00	\$0.00	\$0.00
Total Project Costs	\$100,000.00	(\$260.96)	\$99,739.04
	Federal	Match	Total Funds
New Approved Budget	\$99,739.04	\$0.00	\$99,739.04

OCJG Adjustment Memo:

Based on your final Project Expenditure Report, the revised budget reflects a decrease of federal funds in the amount of \$260.96

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

Application Ref 2016-JAGC-2801

Contract 2016-JAGC-PALM-2-H3-048

Rule Reference 11D-9.006 OCJG-020 (rev. June 2012)

Application for Funding Assistance

Florida Department of Law Enforcement Attachment # 2
Justice Assistance Grant - County Page 2 of 6

Adjustment Description

This GAN includes a budget adjustment to reflect close out balances for salary, operational, and capital expenses.

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 02/02/2017

Kristina Henson

Authorized Official or Designated Representative

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: Monthly

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	\$92,934.22	\$0.00	\$92,934.22
Expenses	\$5,183.30	\$0.00	\$5,183.30
Operating Capital Outlay	\$1,621.52	\$0.00	\$1,621.52
Indirect Costs	\$0.00	\$0.00	\$0.00
-- Totals --	\$99,739.04	\$0.00	\$99,739.04
Percentage	100.0	0.0	100.0

Project Generated Income:

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



Budget Narrative:

LEX Countywide Program Consultant - \$99,739.04

Palm Beach County will use funds for the LEX consultant to evaluate priorities with the organization and technical staff to stay abreast of security, technology and system user requirements. The consultant will oversee and assist with the continued de-confliction of cases throughout Palm Beach County and the Palm Beach Regional Fusion Center. This position will work and coordinate with other data sharing entities to demonstrate the LEX model and integrate the LEX system with other data sharing systems at the regional, State and Federal level. Palm Beach County will contract with LEX adhering to the Palm Beach County purchasing policies and procedures. LEX will be funded on a reimbursement basis and will provide a monthly invoice and quarterly progress reports once the services have been delivered. Anything over the allotted amount will be the responsibility of Palm Beach County.

Attend CJIS, FPCA and IACP Conferences to stay abreast of data/information sharing best practices.

Average consultant rate of \$46.19 X 2012 Hours = \$92,934.22
(Documentation: timesheets and paystubs)

Estimated Expenses: \$5,183.30

IACP Conference Total= \$2,062.02 (To Include the following):

Registration	\$ 350.00
Airfare	\$ 287.70
Hotel 5 nights	\$1,094.21
Per Diem	\$ 193.00
Taxi	\$ 137.11

CJIS Training Total= \$1,058.12 (To Include the following):

Registration	\$230.00
Mileage 440 miles	\$237.60
Hotel 4 nights	\$436.00
Per Diem	\$143.00
Tolls	\$11.52

FPCA Training Total = \$1,946.04 (To Include the following):

Registration	\$ 300.00
Mileage 326 miles	\$ 176.04
Hotel 6 nights	\$1,254.00
Per Diem	\$ 91.00
Parking	\$ 125.00

(Travel Expense Documentation: receipts to include registration, hotels, parking, and tolls. Also conference/training schedule. Per Diem is calculated based on policy allowing \$7 per breakfast, \$11 per lunch, and \$22 per dinner. Mileage is \$.56 per mile)

Docking Station \$117.12

Operating Capital Outlay: \$1,621.52

Application for Funding Assistance

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

Budget Narrative (Continued):

1 14" LCD Laptop approx. \$1,621.52

(Three estimates were received and the lowest cost was selected.)

TOTAL \$ 99,739.04

Application for Funding Assistance

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



Section Questions:

Question: If the budget contains salaries and benefits, will this project result in a net personnel increase, or continue to fund a prior federally grant funded net personnel increase?

Answer: No

Question: If Expenses or Operating Capital Outlay are included in your budget, what will be the method of procurement for those items? (e.g., competitive bid, sole source, state term contract)

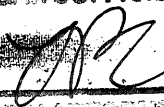
Answer: N/A

Question: If indirect cost is included, explain the indirect cost plan. Provide documentation of approval.

Answer: N/A

Question: If contractual services in the budget are based on unit costs, provide a definition and breakdown of cost for each service. Include the methodology for the unit cost plan and when it was approved.

Answer: N/A

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

COUNTY ATTORNEY

Application Ref # 2016-JAGC-2801

Section #4 Page 4 of 4

Contract 2016-JAGC-PALM-2-H3-048

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



Attachment # 3
Page 1 of 1

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



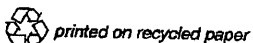
**Palm Beach County
Board of County
Commissioners**

Mary Lou Berger, Mayor
Hal R. Valeche, Vice Mayor

Paulette Burdick
Shelley Vana
Steven L. Abrams
Melissa McKinlay
Priscilla A. Taylor

County Administrator
Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"



May 4, 2016

Florida Department of Law Enforcement (FDLE)
Office of Criminal Justice Grants
PO BOX 1489
Tallahassee, Florida 32302-1489

Re: Edward Byrne Memorial Justice Assistance Grant (JAG)
Program - Signature Authority Designation
Contract No. 2016-JAGC-PALM-2-H3-048
Contract No. 2016-JAGC-PALM-1-H3-211

To Whom It May Concern:

I am writing to extend signature authority to Mrs. Kristina Henson, Executive Director of the Palm Beach County Criminal Justice Commission, to execute all documents for the Florida Department of Law Enforcement, Edward Byrne Memorial Justice Assistance Grant. This authorization includes submitting grant applications, grant adjustments and reports electronically. This also includes the authority to execute all necessary forms and documents related to this grant project.

If you have any questions, please feel free to call Mrs. Henson at (561) 355-4943.

Thank you for your cooperation and attention to this matter.

Sincerely,

Verdenia C. Baker
County Administrator

Cc: Kristina Henson, CJC Executive Director



Florida Department of
Law Enforcement

Richard L. Swearingen
Commissioner

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

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

FEB 22 2017

Honorable Mary Lou Berger
Mayor
Palm Beach County Board of Commissioners
301 North Olive Avenue
West Palm Beach, FL 33401-4700

Re: Contract No. 2016-JAGC-PALM-1-H3-211

Dear Mayor Berger:

This letter confirms our receipt and acceptance of all financial and programmatic reports applicable to the referenced project. While this concludes active administration of the subgrant agreement by the Florida Department of Law Enforcement, you are reminded that all supporting records must be maintained for a period of not less than five years from termination date for audit and examination. An audit performed in accordance with OMB Circular No. A-133 must also be conducted and submitted to the Office of Criminal Justice Grants, Florida Department of Law Enforcement, 2331 Phillips Road, Tallahassee, Florida 32308.

All non-expendable property acquisitions must be accounted for and maintained for as long as the equipment is in service. The Department must be notified prior to any disposition of non-expendable property and must be advised immediately of any lost or stolen items.

Any further inquiries relative to this project should be directed to your grant manager at 850-617-1250.

Sincerely,

Petrina Tuttle Herring
Bureau Chief

PTH/ar

cc: Craig Spatara, Project Director, Palm Beach County Criminal Justice Commission



Florida Department of
Law Enforcement

Richard L. Swearingen
Commissioner

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

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

FEB 22 2017

Honorable Mary Lou Berger
Mayor
Palm Beach County Board of Commissioners
301 North Olive Avenue
West Palm Beach, FL 33401-4700

Re: Contract No. 2016-JAGC-PALM-2-H3-048

Dear Mayor Berger:

This letter confirms our receipt and acceptance of all financial and programmatic reports applicable to the referenced project. While this concludes active administration of the subgrant agreement by the Florida Department of Law Enforcement, you are reminded that all supporting records must be maintained for a period of not less than five years from termination date for audit and examination. An audit performed in accordance with OMB Circular No. A-133 must also be conducted and submitted to the Office of Criminal Justice Grants, Florida Department of Law Enforcement, 2331 Phillips Road, Tallahassee, Florida 32308.

All non-expendable property acquisitions must be accounted for and maintained for as long as the equipment is in service. The Department must be notified prior to any disposition of non-expendable property and must be advised immediately of any lost or stolen items.

Any further inquiries relative to this project should be directed to your grant manager at 850-617-1250.

Sincerely,

A handwritten signature in dark ink, reading "Petrina Tuttle Herring", is written over a faint, larger signature that appears to say "P. Tuttle Herring".

Petrina Tuttle Herring
Bureau Chief

PTH/ar

cc: Katherine Hatos, Project Director, Palm Beach County Criminal Justice Commission



[All Active](#)

[Change Requested](#)

[Approved](#)

[Denied](#)

[Draft](#)

[Create Grant Adjustment](#)

[Help/Frequently Asked Questions](#)



US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information				
Grantee Name:	Palm Beach County	Project Period:	10/01/2014 - 09/30/2018	GAN Number: 007
Grantee Address:	301 North Olive Avenue West Palm Beach, 33401	Program Office:	BJA	Date: 05/24/2017
Grantee DUNS Number:	07-847-0481	Grant Manager:	Tamaro White	
Grantee EIN:	59-6000789	Application Number(s):	2015-H3977-FL-DJ	
Vendor #:	596000789	Award Number:	2015-DJ-BX-0924	
Project Title:	Criminal Justice Commission Initiatives	Award Amount:	\$144,219.00	
Change Project Scope				
*Scope Change Types				
Altering programmatic activities		Altering the purpose of the project		
Changing the project site		Change in organization with primary responsibility for implementation of grant		
Contracting out, sub-granting or otherwise obtaining the services of a third party to perform activities that are central to the purpose of the award		Other (Please enter type of scope change below) <input type="text"/>		
*Required Justification for Change Project Scope:				
<p>Palm Beach County intends to contract with Correctional Counseling, Inc. to deliver Moral Reconation Therapy to participants in the Palm Beach County Reentry Program. MRT® is a state-of-the-art cognitive behavioral rehabilitation system that has shown substantial effectiveness in significantly reducing offender's recidivism over the ten years following program participation.</p> <p>\$2,903.94 will be used from this grant to purchase 116 MRT® workbooks, "How To Escape Your Prison," for each program participant. This workbook contains all client exercises, materials, and tasks clients complete in the program as well as containing the client's personal "Step Checklist." Additional information is attached.</p> <p>This Grant Adjustment Notice (GAN) serves to modify the budget, as requested by the grantee above and justified in the attached correspondence.</p>				
Attachments:				
Filename:		User:	Timestamp:	Action:

2015-DJ-BX-0924 Budget Breakdown.xlsx	PBCBCCPROGRAM	05/01/2017 11:17 AM	Delete Attachment
2015-DJ-BX-0924 Budget.docx	PBCBCCPROGRAM	05/01/2017 11:44 AM	Delete Attachment
Moral Reconation Therapy Premiere.doc	PBCBCCPROGRAM	03/21/2017 11:15 AM	Delete Attachment
MRT 4 Day AGENDA.doc	PBCBCCPROGRAM	03/21/2017 11:15 AM	Delete Attachment
MRT FREEDOM LADDER 2015.doc	PBCBCCPROGRAM	03/21/2017 11:15 AM	Delete Attachment
MRT Groups Size Number of Sessions Time to Complete.docx	PBCBCCPROGRAM	03/21/2017 11:15 AM	Delete Attachment
MRT Verbiage for Grants.doc	PBCBCCPROGRAM	03/21/2017 11:15 AM	Delete Attachment
MRT Summary2013updated15.doc	PBCBCCPROGRAM	03/21/2017 11:15 AM	Delete Attachment
Training cost proposal Palm Beach County Public Safety Dept. Palm Beach, FL.doc	PBCBCCPROGRAM	03/21/2017 11:15 AM	Delete Attachment


Actions:

Close

Printer Friendly Version

Audit Trail:				
Description:	Role:	User:	Timestamp:	Note:
Approved-Final	PO - GAN 1st Line Supervisor	Locicerd	05/24/2017 7:11 AM	View Note
Submitted	PO - Grant Manager	PBCBCCPROGRAM	05/01/2017 11:45 AM	View Note
Draft	EXTERNAL - External User	PBCBCCPROGRAM	05/01/2017 11:18 AM	View Note
Change Requested	EXTERNAL - External User	WhiteT	04/30/2017 11:16 PM	View Note
Change Requested	PO - Grant Manager	WhiteT	04/30/2017 11:16 PM	View Note
Submitted	PO - Grant Manager	PBCBCCPROGRAM	04/27/2017 7:34 AM	View Note
Change Requested	EXTERNAL - External User	WhiteT	04/26/2017 8:23 PM	View Note
Change Requested	PO - Grant Manager	WhiteT	04/26/2017 8:23 PM	View Note
Submitted	PO - Grant Manager	PBCBCCPROGRAM	04/04/2017 12:26 PM	View Note
Draft	EXTERNAL - External User	PBCBCCPROGRAM	03/21/2017 11:47 AM	View Note
Draft	EXTERNAL - External User	PBCBCCPROGRAM	03/21/2017 11:40 AM	View Note
Draft	EXTERNAL - External User	PBCBCCPROGRAM	03/21/2017 11:33 AM	View Note
Draft	EXTERNAL - External User	PBCBCCPROGRAM	03/21/2017 11:16 AM	View Note
Draft	EXTERNAL - External User	PBCBCCPROGRAM	03/21/2017 11:14 AM	View Note

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY



COUNTY ATTORNEY



[All Active](#)

[Change Requested](#)

[Approved](#)

[Denied](#)

[Draft](#)

[Create Grant Adjustment](#)

[Help/Frequently Asked Questions](#)



US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information			
Grantee Name:	County of Palm Beach	Project Period:	10/01/2015 - 09/30/2019
Grantee Address:	301 North Olive Avenue West Palm Beach, 33401	Program Office:	BJA
Grantee DUNS Number:	07-847-0481	Grant Manager:	Tamaro White
Grantee EIN:	59-6000789	Application Number(s):	2016-H3434-FL-DJ
Vendor #:	596000789	Award Number:	2016-DJ-BX-0889
Project Title:	Criminal Justice Commission Initiatives	Award Amount:	\$160,148.00
GAN Number: 007 Date: 06/01/2017			

Change Project Scope	
*Scope Change Types	
Altering programmatic activities	Altering the purpose of the project
Changing the project site	Change in organization with primary responsibility for implementation of grant
Contracting out, sub-granting or otherwise obtaining the services of a third party to perform activities that are central to the purpose of the award	Other (Please enter type of scope change below)

***Required Justification for Change Project Scope:**

Palm Beach County intends to contract with Correctional Counseling, Inc. to deliver Moral Reconation Therapy to participants in the Palm Beach County Reentry Program. MRT® is a state-of-the-art cognitive behavioral rehabilitation system that has shown substantial effectiveness in significantly reducing offender's recidivism over the ten years following program participation.

\$9,550.00 will be used from this grant to purchase 382 MRT® workbooks, "How To Escape Your Prison," for each program participant. This workbook contains all client exercises, materials, and tasks clients complete in the program as well as containing the client's personal "Step Checklist."

\$3,600.00 will be used from this grant to pay for the travel expenses of 2 trainers from Correctional Counseling, Inc. to come to Palm Beach County and train Palm Beach County Reentry Program Staff.

\$20,000 will be used from this grant to pay the registration fees for 40 staff from the Palm Breach Reentry Program to complete the training.

It takes one year to a year and a half to have someone trained as a "trainer" and it costs \$7,500 per person (we would need multiple trainers because we are working with multiple agencies and we want to control for staff turnover). We couldn't provide the classes until 2019 in this scenario and it would cost over \$40,000 for the training alone. We are hoping to implement the classes as part of a project that starts this summer.

Additional information is attached.

This Grant Adjustment Notice (GAN) serves to approve the requested budgetary changes as requested by the grantee above and justified in the attached correspondence.


Attachments:

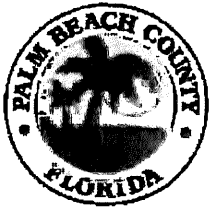
Filename:	User:	Timestamp:	Action:
Train the trainer clarification.docx	PBCBCCPROGRAM	05/01/2017 11:14 AM	Delete Attachment
2016-DJ-BX-0889 Budget.docx	PBCBCCPROGRAM	04/27/2017 11:48 AM	Delete Attachment
Moral Reconation Therapy Premiere.doc	PBCBCCPROGRAM	03/21/2017 11:42 AM	Delete Attachment
MRT 4 Day AGENDA.doc	PBCBCCPROGRAM	03/21/2017 11:42 AM	Delete Attachment
MRT FREEDOM LADDER 2015.doc	PBCBCCPROGRAM	03/21/2017 11:42 AM	Delete Attachment
MRT Groups_Size_Number of Sessions_Time to Complete.docx	PBCBCCPROGRAM	03/21/2017 11:42 AM	Delete Attachment
MRT Verbiage for Grants.doc	PBCBCCPROGRAM	03/21/2017 11:43 AM	Delete Attachment
MRT_Summary2013updated15.doc	PBCBCCPROGRAM	03/21/2017 11:43 AM	Delete Attachment
Training cost proposal Palm Beach County Public Safety Dept. Palm Beach FL.doc	PBCBCCPROGRAM	03/21/2017 11:43 AM	Delete Attachment

Actions:

Close

Printer Friendly Version				
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Description:	Role:	User:	Timestamp:	Note:
Approved-Final	PO - GAN 1st Line Supervisor	Locicerd	06/01/2017 12:47 PM	View Note
Submitted	PO - Grant Manager	PBCBCCPROGRAM	05/24/2017 1:06 PM	View Note
Draft	EXTERNAL - External User	PBCBCCPROGRAM	05/24/2017 1:06 PM	View Note
Change Requested	PO - Grant Manager	WhiteT	05/23/2017 7:38 PM	View Note
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Change Requested	EXTERNAL - External User	WhiteT	04/30/2017 11:06 PM	View Note
Change Requested	PO - Grant Manager	WhiteT	04/30/2017 11:06 PM	View Note
Submitted	PO - Grant Manager	PBCBCCPROGRAM	04/27/2017 11:48 AM	View Note
Change Requested	PO - Grant Manager	WhiteT	04/26/2017 9:05 PM	View Note
Change Requested	EXTERNAL - External User	WhiteT	04/26/2017 9:05 PM	View Note
Submitted	PO - Grant Manager	PBCBCCPROGRAM	04/04/2017 12:26 PM	View Note
Draft	EXTERNAL - External User	PBCBCCPROGRAM	03/30/2017 10:37 AM	View Note
Draft	EXTERNAL - External User	PBCBCCPROGRAM	03/30/2017 10:34 AM	View Note
Draft	EXTERNAL - External User	PBCBCCPROGRAM	03/21/2017 11:46 AM	View Note
Draft	EXTERNAL - External User	PBCBCCPROGRAM	03/21/2017 11:42 AM	View Note

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

COUNTY ATTORNEY



Attachment # 7
Page 1 of 1

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

April 27, 2016

Bureau of Justice Assistance (BJA)
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

Palm Beach County
Board of County
Commissioners

Mary Lou Berger, Mayor

Hal R. Valeche, Vice Mayor

Paulette Burdick

Shelley Vana

Steven L. Abrams

Melissa McKinlay

Priscilla A. Taylor

Re: BJA Edward Byrne Memorial Justice Assistance Grant (JAG)
Program - Signature Authority Designation

To Whom It May Concern:

I am writing to extend signature authority to Mrs. Kristina Henson, Executive Director of the Criminal Justice Commission, to execute all related documents for the Edward Byrne Justice Assistance Grant-JAG. This authorization includes submitting grant applications, grant adjustments and reports electronically. This also includes the authority to execute all necessary forms and documents related to the projects.

If you have any questions, please feel free to call Mrs. Henson at (561) 355-4943.

County Administrator

Verdenia C. Baker

Thank you for your cooperation and attention to this matter.

Sincerely,

Verdenia Baker
Verdenia Baker
County Administrator

cc: Kristina Henson, Executive Director, CJC

"An Equal Opportunity
Affirmative Action Employer"

printed on recycled paper



Attachment # 8
Page 1 of 1

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**

Mary Lou Berger, Mayor
Hal R. Valeche, Vice Mayor

Paulette Burdick

Shelley Vana

Steven L. Abrams

Melissa McKinlay

Priscilla A. Taylor

County Administrator

Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"

Official Electronic Letterhead

August 25, 2016

Bureau of Justice Assistance (BJA)
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

Re: BJA Edward Byrne Memorial Justice Assistance Grant
(JAG) Program - Signature Authority Designation

To Whom It May Concern:

I am writing to extend signature authority to Mrs. Kristina Henson, Executive Director of the Criminal Justice Commission, to execute all related documents for the Federal Fiscal Year 2016 (County Fiscal Year 2017) Edward Byrne Justice Assistance Grant-JAG. This authorization includes submitting grant applications, executing the grant award, grant adjustments, and reports electronically.

If you have any questions, please feel free to call Mrs. Henson at (561) 355-4943.

Thank you for your cooperation and attention to this matter.

Sincerely,

Verdenia C. Baker
County Administrator

cc: Kristina Henson, Executive Director, CJC