Agenda Item #: 3Q-1

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

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Meeting Date:	**January 15, 2019**	**[X]**	**Consent**	**[ ]**	**Regular**
		[ ]	**Ordinance**	**[ ]**	**Public Hearing**

Department: **CRIMINAL JUSTICE COMMISSION**
Submitted For: **CRIMINAL JUSTICE COMMISSION**

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: A) ratify the Mayor's signature on a grant application to the Florida Department of Law enforcement (FDLE) Edward Byrne Memorial Justice Assistance Formula Federal FY2017 (County FY2018) Grant (JAGC) in the amount of $322,513 beginning October 1, 2017 through March 31, 2019 to fund the Palm Beach County Reentry Program; and **B) authorize** the County Administrator or designee to execute the grant award, amendments, documents, and electronic grant reporting forms, related to this grant, on behalf of the Board of County Commissioners, after approval of legal sufficiency by the County Attorney's Office, and within budget allocations.

Summary: Palm Beach County was allocated $322,513 in Federal FY2017 (County FY2018) funds as part of the Edward Byrne Memorial Justice Assistance Grant (JAG) Program (CFDA#16.738) for expenditure for the period retroactive to October 1, 2017 through March 31, 2019. The Criminal Justice Commission (CJC) approved recommendations made by the CJC's Finance Committee to allocate these funds to the existing Palm Beach County Reentry Program. The JAG funds were held nationwide until June 26, 2018 due to a federal lawsuit. This award will retroactively compensate the County for the program expenditures during County FY18 and continue into FY19 until the funds are expended. The program provides transitional services to juveniles and adults reentering society from jail and prison. A competitive Request for Applications (RFA) was distributed and multiple agencies responded. Gulfstream Goodwill Industries, Inc., the City of Riviera Beach and The Lord's Place, Inc., were selected as providers based on contracting, eligibility, project scope, budget, experience, administration/ organizational capacity and references. The emergency procedure, pursuant to Palm Beach County Administrative Code, Section 309, was used because of the limited time for submission of the grant application following the funding announcement. **No local match is required for this grant. Countywide (DC)**

Background and Justification: The JAG Program is the primary provider of federal criminal justice funding to state and local jurisdictions. It provides states and units of local government with critical funding necessary to support a broad range of program areas. JAG awards are based on a statutory formula with factors including population and violent crime.

Attachments:
1) Mayor's Cover Letter to the grant application
2) FDLE JAG Program Grant Solicitation
3) Copy of the Grant Application

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Recommended by: Kristina Henson 11-28-18
Department Director **Date**

Approved by: Laine Johnson 12/10/18
Assistant County Administrator **Date**

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures					
Operating Costs	214,810	107,703			
External Revenues	(214,810)	(107,703)			
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	0	0			
# ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included In Current Budget? Yes X No ____
Does this item include the use of federal funds? Yes X No ___

Budget Account Exp No: Fund 1436/1507 Department 662/820 Unit (5699,5700)/7712
Object VAR
Rev No: Fund 1436/1507 Department 662/762 Unit (5699,5700)/7712
RevSc VAR

B. Recommended Sources of Funds/Summary of Fiscal Impact:
Fund: FDLE JAG County-wide
Unit: Reentry Adult 5699, Juvenile 5700
Grant: TBD

***The JAG grant is a reoccurring grant, it was budgeted in FY18 for $333,400 based on the FY17 award amount. Once the FY18 grant is executed, a budget amendment will be submitted for approval to decrease the FY19 carry over budget by $10,887 and reallocate funds from CJC to Public Safety.**

Departmental Fiscal Review: 11/20/18

III. REVIEW COMMENTS

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

12/5/18 — OFMB EB 12/3 12/4 11/30

12/7/18 — Contract Administration

B. Legal Sufficiency:

12/10/18
Assistant County Attorney

C. Other Department Review:

Department Director

County Administration
P.O. Box 1989
West Palm Beach, FL 33402-1989
(561) 355-2050
FAX: (561) 355-3982
www.pbcgov.com

October 22, 2018

Ms. Petrina T. Herring
Bureau Chief
Office of Criminal Justice Grants
2331 Phillips Road
Tallahassee, Florida 32308

SUBMITTED VIA FDLE SIMON ONLINE SYSTEM

RE: Application for grant funds with the FDLE Office of Criminal Justice Grants Edward Byrne Memorial Justice Assistance Grant (JAG) Countywide Program

Dear Ms. Herring:

As Mayor of the Palm Beach County Board of County Commissioners (the Board), which represents Unincorporated Palm Beach County and a population of 618,446, I conditionally request the acceptance of this grant application for the Edward Byrne Memorial Justice Assistance Grant (JAG) Countywide Program for Federal Fiscal Year 2017 (County Fiscal Year 2018). This grant application will go before the full board of County Commissioners to ratify my signature at the next available Board meeting.

GRANTEE: Palm Beach County Board of County Commissioners
PROJECT TITLE: Adult Ex-Offender Reentry
FEDERAL FUNDS RECOMMENDED: $322,513.00

If you have any questions about this application or the process, please contact the Criminal Justice Commission Executive Director, Kristina Henson at 561-355-4943 or email her at Khenson@pbcgov.org.

Sincerely,

Melissa McKinlay

Melissa McKinlay
Mayor, Board of County Commissioners
Palm Beach County

Enc.

Florida Department of Law Enforcement
Office of Criminal Justice Grants
Post Office Box 1489 Tallahassee, Florida 32302-1489 (850) 617-1250 criminaljustice@fdle.state.fl.us

Federal Fiscal Year 2017
Edward Byrne Memorial Justice Assistance Grant (JAG) Program
JAG-Countywide (JAGC) Solicitation

The Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants (OCJG) is seeking applications for the state's Edward Byrne Memorial Justice Assistance Grant Countywide (JAGC) Program. This program focuses on helping state and local agencies improve the criminal justice system.

Eligibility

Eligible applicants are limited to units of local government. A unit of local government is defined as a city, county, town, township, borough, parish, village, or other general-purpose political subdivision of the state, including Native American Tribes who perform law enforcement functions as determined by the Secretary of the Interior.

Eligibility requires each unit of local government receiving funds from this award to complete and submit a properly executed "Certification of Compliance with 8 U.S.C. § 1373 by Prospective Subrecipient: Recipient State subaward to a Local Government".

The allocations by county for Florida's FY 2017 JAGC program can be found in Appendix C.

Contact Information

For questions regarding this solicitation, contact the JAG unit in FDLE's Office of Criminal Justice Grants at (850) 617-1250.

For assistance with creating and/or submitting an application in the Subgrant Information Management Online (SIMON) system, or for technical assistance or issues with SIMON, please request to speak with the SIMON Help Desk or a grant manager.

Table of Contents

Program Description

The State of Florida, Department of Law Enforcement (FDLE) has received an award from the United States Department of Justice (USDOJ) in the amount of $10,711,104 for the Edward Byrne Memorial Justice Assistance Grant (JAG). FDLE will distribute JAG-Countywide (JAGC) local share funds in accordance with the JAGC distribution provisions of Chapter 11D-9, Florida Administrative Code.

This Notice of Funding Opportunity seeks subrecipient applications for activities as they relate to criminal justice. Please note this program solicitation contains information provided by the USDOJ regarding specific areas of national focus and the priorities to help maximize the effectiveness of Byrne/JAG funding.

Local Planning and Approval Process

For JAG–Countywide each county is allocated a **portion of the state's federal award** for use by local units of governments within the jurisdiction. FDLE determines each county's allocation through a funding algorithm based on population and crime statistics. The county is then required to complete a local planning process to determine how that allocation will be distributed and used.

Chapter 11D-9, Florida Administrative Code, requires the unit of government in each county to reach consensus concerning the expenditure of JAG funds allocated to the jurisdiction. Consensus includes agreeing upon the projects to be implemented and the agency or agencies responsible for implementation through the 51% process. Each county must document the consensus by submitting letters from at least 51% of the units of government in the county, representing a minimum of 51% of the **county's population.**

Coordination is vital to meeting this program requirement, and FDLE requests that the county board of commissioners serve as the coordinating unit for all local governments within the county. The Chairman of the Board of County Commissioners is requested to return a Certificate of Participation indicating the **county's willingness to serve**, and designating a primary point of contact (e.g. County Coordinator) for coordination efforts. In the event the county declines to serve in this capacity, FDLE will request the governing body of each municipality within the county, in descending order of population, serve as the coordinating unit of government.

The JAG program requires applications, and amendments to applications, be submitted for governing body review, or to an organization designated by the governing body. The program also stipulates they are made available to citizens and neighborhood or community-based organizations for public comment. The local planning process used by each county (e.g. 51% process) should assure and document compliance with these requirements.

Program Strategy and Purposes

JAG funds may be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice in any one or more of the following purpose areas:

1. Law enforcement programs;
2. Prosecution and court programs;
3. Prevention and education programs;
4. Corrections and community corrections programs;
5. Drug treatment and enforcement programs;
6. Planning, evaluation, and technology improvement programs;
7. Crime victim and witness programs; and
8. Mental health programs.

Any law enforcement or justice initiative previously eligible for funding under Byrne or LLEBG is eligible for JAG funding.

Priority Areas for Funding

BJA issues funding priorities in conjunction with JAG program guidance to ensure recipients and subrecipients are aware of areas of national focus and priority, and maximize the effective use of JAG funds. As a result, Florida passes-through these priority areas to subgrantees in the JAG-Countywide solicitation. The JAG funding priorities for FY17 awards and subawards are as follows:

Evidence-Based Programs or Practices
OJP places a strong emphasis on the use of data and evidence in policy making and program development in criminal justice. Programs and practices are considered to be evidenced-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. 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 will influence the degree to which OJP considers a program or practice to be evidence-based.

The following are resources available to JAG applicants on evidence based programs:

- OJP's CrimeSolutions.gov website offers applicants information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.
- The Center for Evidence-Based Crime Policy at George Mason University provides information about evidence-based policing programs.
- The National Reentry Resource Center's What Works in Reentry Clearinghouse provides a summary of research-based reentry strategies.
- The Bureau of Justice Assistance's (BJA) Smart Suite identifies a number of program models to implement evidence-based strategies in policing, supervision, pre-trial, defense, prosecution, reentry and other fields.

Reducing Gun Violence
As a result of gun violence affecting states and local governments nationwide, BJA encourages units of government to invest JAG funds in programs designed to: combat gun violence, enforce existing firearm laws, improve the process used to ensure individuals prohibited from purchasing or owning guns are prevented from doing so by enhancing reporting to the FBI's National Instant Criminal Background Check System (NICS).

National Incident-Based Reporting System (NIBRS)
The FBI has formally announced its intentions to establish NIBRS as the law enforcement crime data reporting standard for the nation. Transitioning to NIBRS will provide a more complete and accurate picture of crime at the national, state and local level. Upon completion of this transition, the FBI will no longer collect summary data, and only accept data in the NIBRS format. Currently, JAG award amounts are based on Uniform Crime Reporting (UCR) data; however, once NIBRS implementation is complete, amounts will be calculated on the basis of NIBRS data. BJA encourages JAG award recipients to use funds to expedite the transition to NIBRS. **For information regarding Florida's NIBRS project, please contact FDLE's Criminal Justice Information Services division at (850) 410-7121.**

Officer Safety and Wellness
BJA recognizes the need to focus on officer performance and safety. This focus includes both tactical safety concerns and health and wellness initiatives, as both affect officer performance and safety. JAG funds may be used to address these needs by paying tuition and travel expenses to attend training sessions, such as the VALOR training, and by funding health and wellness programs for law enforcement officers.

Border Security
JAG funds may be used to reduce and prevent transnational drug-trafficking networks and combat human

trafficking networks within the United States. State and local agencies are encouraged to use JAG funds to support law enforcement hiring, training, and technology enhancement in the area of border security.

Collaborative Prosecution
BJA strongly encourages state and local law enforcement to foster relationships with prosecutors to adopt new collaborative strategies aimed at combating increases in crime, particularly violent crime. BJA's Smart Prosecution Initiative is an effort by OJP aimed at promoting partnerships between prosecutors and researchers to develop and deliver effective, data-driven, evidence-based strategies to solve and fight chronic crime problems.

Eligibility Requirements

Applicants for JAG subawards must comply with all terms and conditions of the federal award and subaward, including those incorporated by reference. This section identifies specific program requirements that must be met as a condition of eligibility to receive federal funds under this program.

Each applicant must be able to document compliance with the following requirements:

8 U.S.C §1373 *Communication Between Governments and the Immigration and Naturalization Service*
2 C.F.R. §200.318-326 *Federal Procurement Standards*
2 C.F.R Part 200.300-309 *Standards for Financial and Program Management*
2 C.F.R. Part 25 *Universal Identifier and System for Award Management (SAM) Requirements*
28 C.F.R. Part 42 *Nondiscrimination; Equal Employment Opportunity; Policies and Procedures*

SAM Registration
To apply for JAG funds in SIMON, an organization and its users must be registered in SIMON and have a Data Universal Numbering System (DUNS) number. The organization must also be registered with the U.S. Federal Government's System for Award Management (SAM) (2 C.F.R. Part 25).

A DUNS number may be obtained by calling (866) 705-5711 or by visiting the Dun & Bradstreet website at: https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm. A DUNS number is usually received within one to two business days.

To create or update your annual SAM registration, go to SAM.gov. The process can take up to 10 business days.

Compliance with Applicable Federal Laws
At the time of application, potential subrecipients are required to certify compliance with all applicable federal laws. All applicants should understand that if the DOJ Office of Justice Programs receives information indicating an applicant may be in violation of any applicable federal law, the applicant may be referred to the DOJ Office of Inspector General (OIG) for investigation. If the applicant is found to be in violation of an applicable federal law by the OIG, the applicant may be subject to criminal and civil penalties, in addition to relevant OJP programmatic penalties, including suspension or termination of funds, inclusion on the high risk list, repayment of expended funds, and/or suspension and debarment.

Certification of Compliance with 8 U.S.C. § 1373 by the Chief Legal Officer of the Applicant Government
The chief legal officer of the applicant government (i.e. City/County attorney, etc.) is to carefully review the "Certification of Compliance with 8 U.S.C. § 1373 by Prospective Subrecipient: Recipient State subaward to a Local Government". If the chief legal officer determines he or she may execute the certification, the potential subrecipient is to submit the certification as a part of the application. FDLE will be unable to approve a subaward for an applicant that does not submit the certification.

Civil Rights Requirements
Federal laws prohibit subrecipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, disability, or age in funded programs or activities. All subrecipients,

implementing agencies, and contractors must comply with any applicable statutorily-imposed nondiscrimination requirements, which are summarized below:

- **Title VI of the Civil Rights Act of 1964**: Applicants must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E that relate to an equal employment opportunity program. Applicants are advised to use the Office for Civil Rights EEO Reporting Tool at (https://ojp.gov/about/ocr/eeop.htm).

- **Equal Employment Opportunity Certification (EEOC)**: Applicants must submit an EEO Certification annually within 120 days of the subaward.

- **Limited English Proficiency (LEP)**: In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. Part 2000d, applicants in receipt of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. FDLE strongly advises applicants to have a written LEP Language Access Plan. For more information visit https://www.lep.gov/.

- **Equal Treatment for Faith Based Organizations**: Applicants, must comply with all applicable requirements of 28 C.F.R. Part 38, "Equal Treatment for Faith Based Organizations", specifically including the provision for written notice to current or prospective program beneficiaries.

- **Americans with Disabilities Act**: Applicants must comply with the requirements of the Americans with Disabilities Act (ADA), Public Law 101-336, which prohibits discrimination on the basis of disability including provision to provide reasonable accommodations.

Filing a Complaint - If the applicant or any of its employees, contractors, vendors, or program beneficiaries has a discrimination complaint, they may file a complaint with the applicant, with FDLE, or with the Office for Civil Rights.

Discrimination complaints may be submitted to FDLE at Office of the Inspector General, Post Office Box 1489, Tallahassee, Florida 32302-1489, or online at info@fdle.state.fl.us. Any discrimination complaints filed with FDLE will be reviewed by FDLE's Inspector General and referred to the Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission, based on the nature of the complaint.

Discrimination complaints may also be submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, Northwest, Washington, D.C. 20531, or by phone at (202) 307-0690.

Intergovernmental Review: The FY17 JAG program is subject to Executive Order 12372. As a result, FDLE may provide information regarding subrecipient applications to the state single point of contact to satisfy this requirement.

Match

Match is not required for the JAG program. However, if a subrecipient identifies match on an application that is approved for award, the match portion will be required.

Administrative Costs

Administrative costs/fees are not eligible on JAG subawards.

Prohibited Uses & Controlled Expenditures

JAG funds may not be used to supplant state or local funds. Funds must only be used to increase the amount of funds that would, in the absence of federal funds, be made available for the given activities.

(See the JAG FAQs for examples of supplanting).

Additionally, there are other prohibited and controlled expenditures defined in federal statute, regulations or executive order. For FY 2017, BJA has released a comprehensive guide regarding prohibited and controlled expenditures, as well details on submitting approval requests to purchase the controlled expenditures.

If an agency wishes to use JAG funds for a controlled item and/or project, the agency must submit the required justification and obtain written approval from BJA prior to purchasing the item. This justification should be submitted to OCJG in the form of a letter on agency letterhead, signed by the chief official, and include all required elements outlined in the BJA comprehensive guide.

Costs Requiring Pre-Approval

The following cost elements require prior approval from FDLE and/or BJA:

Methamphetamine Mitigation Plans
Any program that funds any portion of methamphetamine laboratory operations or clean-up must complete a Meth Mitigation Plan that includes the nine protective measures or components required by BJA. **If an agency's application requests** funding related to meth lab mitigation, review the BJA website related to NEPA compliance (including information regarding meth labs) and **contact FDLE's Office of** Criminal Justice Grants for further assistance.

Publications and Other Media
All media created, published, and/or altered using federal grant funds must be reviewed and approved by FDLE and/or BJA prior to release or distribution. This includes any curricula, training materials, brochures, or other written materials that will be published, including web-based materials and web site content, as well as all audio or video materials, including Public Service Announcements. Grantees must submit a draft of each proposed item to OCJG **no later than thirty (30) days prior** to the targeted dissemination date. For items containing videos, a transcript may be provided with screenshots or a description of the visual portion.

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

> *"This project was supported by Award No. 2017-MU-BX-0187 awarded by the Bureau of Justice Assistance, Office of Justice programs. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the authors and do not necessarily reflect the views of the Department of Justice."*

This requirement does not apply to the purchase or reproduction of existing materials or items created by other agencies or vendors, for example, crime prevention brochures, unless the subrecipient alters the item in any way. Neither does this requirement apply to items serving only to advertise an event or the availability of services. **Please contact FDLE's grant's office** with questions or to clarify the applicability of pre-approval requirements.

NEPA
Any improvement, building or construction project will require pre-approval to ensure compliance with the National Environmental Policy Act (NEPA). This may include relatively minor activities such as installing fence posts, security or surveillance cameras, or anchoring any item to the ground. If the grant will fund any activities that may fall under this requirement, review the subaward standard condition related to NEPA and the section of the BJA web site related to NEPA compliance and **contact FDLE's grant's office** for assistance.

Sole Source
If any proposed costs will be procured by sole source to a single vendor, a sole source justification must be submitted to FDLE for approval. For a sole source procurement over the federal Standard Acquisition Threshold (SAT) of $150,000, written pre-approval must be obtained from both FDLE and DOJ.

Subrecipients should submit the completed "Sole Source Justification" form with the application or as soon as the procurement method is known.

Sole source approval applies to the amount of the total procurement, regardless of the amount of federal investment in the purchase.

Automated Data Processing (ADP) Equipment
Agencies requesting to purchase ADP equipment must submit an "ADP Equipment and Software Approval" form to FDLE along with the subgrant application. Purchases over the federal Standard Acquisition Threshold of $150,000 must have written pre-approval from both FDLE and DOJ.

ADP equipment and software that will connect to or interface with state or national criminal justice systems will also be required to satisfy award conditions for State Information Technology (IT) Point of Contact (POC) requirements. OCJG will provide a copy of subgrant applications to the IT POC for projects meeting this criteria.

Conference/Meeting/Training Costs
OJP policy and guidance encourages minimization of conference, meeting, and training costs; sets cost limits, which include a general prohibition of all food and beverage costs; and requires prior written approval of most conference, meeting, and training expenditures. Subawards requesting to use grant funds for meetings, trainings, or conferences may be required to complete and submit an OJP event submission form upon request from FDLE and/or OJP.

JAG Program and Additional Requirements

For FY17, subrecipients will be required to complete the following documents at the time of application; failure to do so may result in the withholding of funds until items are received.

OJP Financial Management and System of Internal Controls Questionnaire
All applicants are required to complete the OJP Financial Capability form, and submit to OCJG with their application. FDLE will use this form to validate a subrecipient's eligibility to apply, receive, and maintain a federal JAG subaward. Additionally, this validation will allow FDLE to expedite the monitoring process and ensure all subrecipients are in compliance with program requirements.

Subgrantees that also receive a direct award from DOJ and that previously completed and submitted this form for their federal FY17 or FY18 federal awards may submit a copy of the completed form to OCJG to satisfy this requirement.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements
Subrecipients are not permitted to use federal funds, directly or indirectly, in support of any lobbying activity. A subrecipient receiving or requesting an award exceeding $100,000 must certify compliance with this requirement.

Additionally, a person/agency that is debarred, suspended, declared ineligible or is voluntarily excluded is prohibited from receiving federal funds under this grant program. All subrecipients must certify the subgrantee organization, and any vendor or lower tiered subrecipient, is eligible to receive these funds.

In compliance with the Drug-Free Workplace Act of 1988, state agencies applying for federal grant funding under this program must certify compliance with establishing and maintaining a drug-free work environment.

Failure to submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matters" to FDLE with the application may result in a withholding of funds condition on the subaward until the requirement is satisfied.

Contractual Services Subrecipient vs. Contractor Determination
Subrecipients utilizing funds in the Contractual Services budget category must adhere to the

subcontracting requirements below. All subrecipients should review the "OJP Subaward vs. Procurement Toolkit" for information regarding the two types of subcontracting.

1. Any applicant using grant funds in the Contractual Services budget category must complete and submit the "OJP Checklist to Determine Subrecipient or Contractor Classification" for each contracted services item to FDLE with the application.

2. The application must contain detailed information regarding the type of subcontracting (subrecipient or contractor) and the method of procurement for the subcontract.

3. An applicant proposing to enter into a subrecipient contracting relationship must request approval to subaward in the grant application and be able to adhere to and document compliance with requirements and provisions for pass-through entities in 2 C.F.R. §200.331.

4. Applicants entering into a contractor relationship must adhere to the local unit of government's written procurement policies and procedures to the extent they are consistent with or more stringent than the procurement standards outlined in 2 C.F.R. § 200.318-326.

Body Armor

Body armor purchased with JAG funds may be purchased at any threat level, make or model from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice (NIJ) ballistic or stab standards and the body armor purchased must be made in the United States. The latest NIJ standards information can be found at: http://www.nij.gov/topics/technology/body-armor/Pages/welcome.aspx.

Prior to the use of JAG funds for the purchase of body armor, the agency must certify a written mandatory wear policy is in effect, and applicable to all uniformed officers. Guidance and FAQs for the mandatory wear policy and certification can be found at: https://www.bja.gov/Funding/JAGFAQ.pdf.

Body Worn Camera (BWC) Purchases

JAG funds may be used to purchase equipment or to implement and/or enhance BWC programs. Subrecipients using JAG funds for BWC programs must certify the law enforcement agency receiving funds has policies and procedures in place relating to equipment use, data storage, privacy, victims, access, disclosure and training.

Any subrecipient intending to use grant funds for BWC related expenses that does not have policies and procedures in place will have funds withheld until a certification is submitted by OCJG and DOJ Bureau of Justice Assistance. Information regarding BWC policies, resources and best practices can be found at: https://www.bja.gov/bwc.

Law Enforcement Agency Training Information

Any law enforcement agency receiving funds under a JAG subaward must submit performance accountability metrics data in SIMON related to training on: use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public. These metrics will be collected via questionnaire from FDLE's grants office and reported to BJA's Performance Management Tool (PMT).

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

If JAG funds will be used for DNA testing of evidentiary materials, any resulting eligible profiles must be uploaded to the Combined DNA Index System (CODIS) by a government DNA lab with access to CODIS. No profiles generated with JAG funding may be entered into any other non-governmental DNA database without prior written approval from FDLE's grants office and BJA.

Interoperable Communications

Subrecipients utilizing FY17 JAG funds to support emergency communications activities should review the most recent SAFECOM Guidance. This includes the purchase of interoperable communications equipment and technology such as voice-over-internet-protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band

under the Federal Communications Commission (FCC) waiver order.

Additionally, to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, subrecipients are required to comply with DOJs Global Justice Information Sharing Initiative guidelines and recommendations. All subrecipients shall document planned approaches to information sharing and describe their compliance, or provide detailed justification for why an alternative approach is recommended.

State and Federal Transparency

Subaward agreements and information supplied to FDLE for grant management and payment purposes will be used to report to the following mandatory state and federal transparency systems.

Florida Accountability and Contract Tracking System (FACTS)
This grant agreement, all corresponding information and a copy of the grant document, is provided to FACTS to meet requirements under Chapter 2013-54 and 2013-154 Laws of Florida.

Exemption from FACTS The SIMON grant management system allows for partial or complete contract exemption from FACTS for those agreements containing information exempt from public records. Please be aware, in the event that your agency's submission contains confidential and/or exempt information prohibited from public dissemination under Florida's Public Records Law, Chapter 119, Florida Statutes, the subrecipient agency bears the responsibility for applying proper redactions. Otherwise, any and all records submitted may be released without redactions.

Federal Funding Accountability and Transparency Act (FFATA)
The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006, with the intent to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is USASpending.gov. FDLE is required to report subaward data to FFATA as well.

Application Information and How to Apply

Length of the Award
Due to delays in receiving federal FY17 awards, subgrantees may select a project period date range for JAG-Countywide subawards between October 1, 2016 and September 30, 2019.

Distribution of Funds
Grant funds are distributed on a cost reimbursement basis, with the ability to advance, for satisfactory performance of eligible activities. Payment requests can be submitted on a monthly or quarterly basis and should include total expenditures for the reporting period. Reimbursements will be processed in conjunction with the receipt and review of programmatic performance reports to determine successful completion of minimum performance deliverables as specified in the agreement.

Application Access
Applications should be submitted via the FDLE Subgrant Information Management Online (SIMON) grant management system by **October 24, 2018**. In addition, applicants must mail two hard copies of the application with original signatures to FDLE by **October 31, 2018**. Signature pages must be pen-to-paper ink signatures from the chief officials, and cannot be photocopies, or contain highlights, strike-throughs, white-out, or other corrections.

Access codes are required to begin an application in SIMON. The SIMON announcement code for FY17 JAG subawards are provided to each County Coordinator that was designated and approved to facilitate the application process for each jurisdiction. OCJG can provide the contact information for designated county coordinators upon request. Applicants are encouraged to contact their County Coordinators to

obtain the necessary information required to apply.

What an Application Should Include

SIMON applications contain four sections: Administration, Project Overview, Performance, and Financial/Budget. The requirements for each section are described below:

Problem Identification
This section contains a general summary of the problem or issue that will be addressed with grant funds. It provides an overview or statement of the criminal justice activity to be addressed with the awarded funds. In addition, the Problem Identification should include data to support the problem description; and what has been done to date to address the specific problem.

Project Summary / Scope of Work
The scope of work (SOW) should describe how the problem above will be addressed and how proposed activities relate to the grant program priorities. This section should identify each activity, objective, task, and/or responsibility that will be completed or provided. Additionally, it should identify who will provide/receive services, standards or levels of service to be delivered, anticipated project outcomes or impacts resulting from these activities, and any performance or documentation that will be produced or maintained in support of the project.

In addition, the SOW should provide a clear understanding of the project design and implementation plan, a general timeline for completion of project tasks/activities, the capabilities and competencies of the applicant, and the plan for collecting data for performance reporting.

OCJG may add additional verbiage to satisfy State of Florida grant/contract requirements in F.S. 215.971 "Agreements funded with federal or state assistance."

Performance
FDLE requires subrecipients to report performance either monthly or quarterly through the SIMON system. The objectives and measures will be based on federal JAG program requirements as identified by DOJ.

Financial / Budget
The financial/budget section should provide a detailed computation for each cost element requested for funding. The budget should list each item with the total cost and show how it was calculated, be mathematically sound, and correspond with the information and figures provided. The budget narrative should thoroughly and clearly describe every category of expense. Proposed budgets should be complete, cost effective, and allowable. Applicants should demonstrate how costs will be maximized for effectiveness in relation to potential alternatives and the goals of the project.

If funds are requested for the contracted services budget category, applicants must indicate whether requested costs are for procurement contracts or subawards. Each cost element in the contracted services budget category will be required to have a completed "Checklist to Determine Subrecipient or Contractor Classification" form submitted in conjunction with the application.

Appendix A
Application Timeline

Applicants should be aware of the deadlines below and notify the OCJG grant manager of any delays.

July 25, 2017	Florida received final state JAG appropriation from U.S. Department of Justice.
August 25, 2017	FDLE Office of Criminal Justice Grants (OCJG) submitted the State of Florida application for FY17 Byrne JAG funding.
August 28, 2017	OCJG released JAGC local allocations with instructions for the Certificate of Participation and County Coordinator designation process and the 51% process on the department's website; Notification emails sent to chief officials.
August 28, 2018	Florida accepted the state's FY17 federal JAG award.
September 28, 2018	OCJG's revised deadline for BOCCs to respond to OCJG with Certification of Participation and designation of County Coordinator.
Ongoing	Upon receipt of BOCC COP and County Coordinator designation; OCJG provides County Coordinator with application information and SIMON announcement code to distribute to all application managers in their respective counties.
October 5, 2018	OCJG's revised deadline for County Coordinators to submit required 51% letters to OCJG advising of applications that will be submitted from agencies within their respective counties.
October 24, 2018	Deadline to submit applications in FDLE's electronic grants management system (SIMON).
October 31, 2018	Deadline for hard copies of applications with original signatures and any additional certifications/forms to be received by OCJG.

Appendix B
Application Checklist

What Each County Should Do - Pre-Application

- ☐ Submit a signed *Certificate of Participation* designating a County Coordinator
- ☐ Assure all 51% letters for the county have been completed and submitted to OCJG

What Each Applicant Should Do – Pre-Application

- ☐ Acquire a DUNS Number
- ☐ Acquire or renew registration with SAM.gov
- ☐ For new users, request SIMON account
- ☐ For existing users, verify SIMON username/password and contact information
- ☐ Obtain a properly executed *FY 2017 Certification of Compliance with 8 U.S.C. § 1373 by Prospective Subrecipient: Recipient State subaward to a Local Government*
- ☐ Obtain an *EEO Certification* via EEO Reporting Tool
- ☐ Read the FDLE subaward Special Conditions and DOJ Grants Financial Guide

Additional Requirements

- ☐ Complete the OJP Financial Management and System of Internal Controls Questionnaire
- ☐ Complete a Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements (for state agencies and local units of government, if applicable)
- ☐ Complete an OJP Checklist to Determine Subrecipient or Contractor Classification for each cost element requested in the Contracted Services budget category
- ☐ Complete a Body Armor Mandatory Wear Policy Certification (if applicable)
- ☐ Complete a Confidential Funds Certification (if applicable)
- ☐ Complete an Automated Data Processing Certification (if applicable)
- ☐ Complete a Sole Source Justification form (if applicable)

Appendix C
FY17 JAGC County Allocation

County	County Allocation	County	County Allocation
Alachua	$94,044	Lake	$90,873
Baker	$37,008	Lee	$185,292
Bay	$91,315	Leon	$103,328
Bradford	$54,112	Levy	$30,790
Brevard	$145,757	Liberty	$18,575
Broward	$416,692	Madison	$54,852
Calhoun	$23,409	Manatee	$119,709
Charlotte	$70,322	Marion	$99,053
Citrus	$50,160	Martin	$64,629
Clay	$55,982	Monroe	$71,967
Collier	$94,549	Nassau	$46,810
Columbia	$48,827	Okaloosa	$70,199
Dade	$658,538	Okeechobee	$60,726
Desoto	$42,000	Orange	$322,517
Dixie	$27,063	Osceola	$99,548
Duval	$254,909	Palm Beach	$322,513
Escambia	$119,302	Pasco	$122,523
Flagler	$37,760	Pinellas	$277,379
Franklin	$45,574	Polk	$186,327
Gadsden	$33,846	Putnam	$63,381
Gilchrist	$28,566	Santa Rosa	$46,863
Glades	$16,446	Sarasota	$110,778
Gulf	$44,990	Seminole	$122,750
Hamilton	$47,437	St. Johns	$59,814
Hardee	$38,755	St. Lucie	$98,828
Hendry	$70,460	Sumter	$40,603
Hernando	$58,097	Suwannee	$38,796
Highlands	$60,634	Taylor	$39,975
Hillsborough	$337,697	Union	$22,701
Holmes	$23,472	Volusia	$150,509
Indian River	$58,902	Wakulla	$22,896
Jackson	$30,213	Walton	$34,502
Jefferson	$ 39,853	Washington	$31,391
Lafayette	$12,521		
		Total JAGC	**$6,500,609**

Application for Funding Assistance

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

Subgrant Recipient

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

Chief Official

Name: Melissa McKinlay
Title: Mayor
Address: 301 North Olive Avenue
Suite 1201
City: West Palm Beach
State: FL **Zip:** 33401-4700
Phone: 561-355-2206 **Ext:**
Fax:
Email: MMckinlay@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

Application for Funding Assistance

Florida Department of Law Enforcement
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Section 1 - Administration

Implementing Agency

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

Chief Official

Name: Kristina Henson
Title: Executive Director
Address: 301 North Olive Avenue
City: West Palm Beach
State: FL **Zip:** 33401-4700
Phone: 561-355-2314 **Ext:**
Fax:
Email: KHenson@pbcgov.org

Project Director

Name: Jonathan Hackley
Title: Criminal Justice Analyst
Address: 301 North Olive Avenue
City: West Palm Beach
State: FL **Zip:** 33401-4700
Phone: 561-355-4939 **Ext:**
Fax:
Email: jhackley@pbcgov.org

Application for Funding Assistance

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

General Project Information

Project Title: PBC EX-OFFENDER REENTRY (FINAL)
Subgrant Recipient: Palm Beach County Board of Commissioners
Implementing Agency: Palm Beach County Criminal Justice Commission
Project Start Date: 10/1/2017 **End Date:** 3/31/2019

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 adult and juvenile ex-offenders. This is a continuation grant from last year (2017-JAGC-PALM-1-F9-015).

Project Summary (Scope of Work)

Palm Beach County is requesting to sub-ward grant funds to a local provider (Gulfstream Goodwill) for case management services for at risk reentry clients upon release from a state correctional facility.

By sub-warding federal funds, this agreement generates a tiered sub-recipient relationship between Palm Beach County and the provider, resulting in Palm Beach County being designated as a non-federal pass-through entity defined by 2 CFR 200.74. As a result, Palm Beach County must comply with all provisions of 2 CFR Part 200 and the OJP Financial Guide regarding pass-through entities. Palm Beach County must provide supporting documentation for their compliance with these federal requirements during monitoring.

Palm Beach County must assure the provider meets federal eligibility requirements as a sub-recipient for federal grant funding, including registration in the System for Award Management (sam.gov) and compliance with all Omnibus and Safe Streets Act statutory provisions, including registration and compliance with the DOJ Office of Civil Rights requirements.

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Palm Beach County will provide a copy of each sub-award agreement with the provider. The agreements must comply with Florida Statute 215.97 for contract and grant, including quantifiable deliverables, minimum performance, and financial consequences to ensure the provider complies with all applicable regulations of Part 200 of the Uniform Requirements, including but not limited to: financial management system requirements, internal controls, cost principles, allowable costs, indirect costs, and audit requirements. Palm Beach County will ensure providers are compliant through a documented sub-recipient monitoring process.

Palm Beach County will report financial and programmatic information from each provider on a quarterly basis to FDLE. Documentation on Palm Beach County's responsibilities as a pass-through entity will be provided at the time of monitoring, including but not limited to copies of completed risk, assessments, monitoring reports, and financial supporting documentation for each sub-recipient.

The sub-recipient will be responsible for the following activities:

1. Reentry Case Management is delivered to ex-offenders to support their ability to develop and complete a transition plan. Case Management aids in the provision of services to assist the ex-offender in developing skills to better manage the reentry process as well as cope with other life stressors or needs in order to reduce recidivism. Case Management can relate to Assessment Services, Motivational Interviewing, Cognitive Behavioral Services, Substance Abuse Treatment, Mental Health Treatment, Family Reunification Services, Pro-Social Activities, Employment Services, Education Services, Mentoring Services, Housing Services, Identification Services, Financial Education or Health Services.

2. Provide ex-offenders with assistance obtaining health care and public assistance benefits as well as driver's licenses and identification assistance.

3. Conduct risk assessments on clients to determine their level of eligibility and their minimum required hours of case management services from the program.

The subrecipient will be responsible for tracking the hours of services per client, and documenting the service hours and/or clients served under the federal award. A provider not fulfilling obligations to the clients will not be reimbursed.

The provider will be responsible for submitting invoices and records substantiating the services provided to Palm Beach County, and will be made available for review during grant monitoring or upon request. The provider will also provide additional documentation, such as reporting or sharing of client-based program data, including but not limited to: number of clients served, number of clients completing service plans, etc. The provider will maintain and produce documentation related to facility licensing and monitoring through the Department of Children and Families to provide treatment and behavioral health services.

Palm beach County, and each provider using funds for compensation of personnel services, must ensure records and documentation comply with 2 CFR 200.430, including but not limited to: pay policies, internal controls, cost allocation of program activities, time and effort reporting, etc. Each subaward was procured via a competitive solicitation for services.

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Documentation relating to these procurements are available upon request.

Palm Beach County will request reimbursement of allowable costs identified in Section 4, pages 1 -3 on a quarterly basis.

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Section Questions:

Question: What percentage of the total cost of this project is being funded by sources other than this award?

Answer: 78

Question: What is the name of the jurisdiction(s) your agency provides service to. (e.g., City of Miami, Orange County, State of Florida)

Answer: Palm Beach County

Question: What is the address of the location being used to provide services for this project?

Answer: 301 North Olive Avenue, West Palm Beach, Florida

Question: Describe your agency. (e.g., non-profit, community based, government)

Answer: Local Government

Question: Have you verified that the subgrantee has an active and current registration in SAM.gov?

Answer: Yes

Question: What is the Operating Capital Outlay threshold used by the subgrantee?
If the implementing agency is a sheriff's office, indicate the sheriff's office's threshold instead.

Answer: $1,000.00

Question: Does the subgrantee receive a single grant in the amount of $750,000 or more from the U.S. Department of Justice?

Answer: Yes

Question: Does the implementing agency receive a single grant in the amount of $750,000 or more from the U.S. Department of Justice?

Answer: Yes

Question: In your organization's preceding completed fiscal year, did your organization (the subgrantee) receive at least (a) 80 percent or (b) $25,000,000 of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Answer: No

Question: If you answered yes above, does the public have access to information about the compensation of the executives in your 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: No

Question: What is the combined population of the jurisdiction(s) your agency provides services to (according to the 2010 census)?

Answer: 1320134

Application for Funding Assistance

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

General Performance Info:

Performance Reporting Frequency: Quarterly

Prime Purpose Area: 09 - Reentry Services

State Purpose Area: 1G - General Questions

Objectives and Measures

Objective: General Questions - General Questions for All Recipients

Measure: General 01

Will your organization be using the crimesolutions.gov website during the grant period regardless of JAG funding? Crimesolutions.gov provides information on several crime reduction and prevention programs and practices.

Goal: Yes

Measure: General 02

Will your organization be using the The National Training and Technical Assistance Center (NTTAC) during the grant period, regardless of JAG funding? The NTTAC serves as BJA's training and technical assistance center. You can find resources, tools, webinars, and TTA support on a variety of criminal justice issues and initiatives.

Goal: Yes

Measure: General 03

Will your organization be using the NCJP.org website during the grant period, regardless of JAG funding? NCJP.org contains resources to support strategic planning, program development, and implementation of evidence-based policy and practice.

Goal: Yes

Measure: General 04

Will your organization be using the Evidence-Based Policing Matrix during the grant period regardless of JAG funding? The Evidence-Based Policing Matrix provides information on evidence-based practices for law enforcement.

Goal: No

Measure: General 05

Will your organization be using the What Works in Reentry Clearinghouse during the grant period regardless of JAG funding? The clearinghouse provides research on the effectiveness of reentry programs and practices.

Goal: Yes

Measure: General 06

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Will your organization be using Research to Practice during the grant period regardless of JAG funding? Research to Practice promotes the dissemination of research on drug courts to practitioners and policymakers.

Goal: No

Measure: General 07

Will your organization be using any other resources during the grant period regardless of JAG funding? If yes, please describe them.

Goal: Federal JAG, State of Florida Legislative Allocation and County Ad Valorem Dollars

Measure: General 08

During the grant period, will your agency conduct or sponsor (with or without JAG funds) a survey or focus group of citizens on any of the following topics? Enter all that apply from the following list: Public satisfaction with police services; public satisfaction with prosecution services; public satisfaction with public defender/indigent defense services; public satisfaction with courts; public perceptions of crime/disorder problems; personal crime experiences of citizens; none of the above; unsure/don't know.

Goal: NO

Measure: General 09

During the grant period, which of the following community activities will your organization be involved in, with or without JAG funds and how often will they each occur (yearly, monthly, etc.)? Choose from the following list: Hosting community meetings; attending community meetings; distributing a newsletter, e-mail, or other bulletin; attending community events; conducting social media activities; conducting outreach to minority populations; other (please describe)

Goal: Hosting community meetings; attending community meetings; distributing a newsletter, e-mail, or other bulletin; attending community events; conducting social media activities; conducting outreach to minority populations

Measure: General 10

Law Enforcement Agencies ONLY: In which of the following ways has your agency fostered community involvement in the last year? Enter all that apply from the following list: Citizen Review Board or other review board with citizen representation, Citizen's Police Academy, Internships for university or high school students, Volunteer Program, Auxiliary police officer program, Police Cadet Program, k-12 school programs, Youth Athletic Programs, Other (please Describe), None of the above, Unsure/Don't know.

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Goal: NA

Measure: General 11

Identify the goal(s) you hope to achieve with your funding. If you have multiple goals, describe each goal separately.

Goal: We hope to reduce recidivism rates by 50% for those involved in funding.

Measure: General 12

Are the subrecipient and implementing agency aware that they will be required to report on the status of the identified goals during each reporting period?

Goal: Yes

Measure: General 13

Describe any barriers you may encounter which may prevent you from achieving your identified goal(s).

Goal: Bureaucratic delays and obstacles

Measure: General 14

Are you aware that the Office of Criminal Justice Grants encourages recipients to report on any noteworthy accomplishments, success stories, or program results that they would like to showcase?

Goal: Yes

Measure: General 11b

What major activities are planned for each of your goals listed in question 11?

Goal: Case Management Services

State Purpose Area: 5C - Consultants/Contracts

Objectives and Measures

Objective: Consultants/Contracts - Questions for all recipients using consultants/contracts.

Measure: Consultants1

Please describe what consultants/contracts will be paid for with JAG funds during the grant period. Include names, titles and areas of expertise where applicable.

Goal: Gulfstream Goodwill Industries- $153,483

State Purpose Area: R25 - Questions for recipients of an award $25,000 or more.

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Objectives and Measures

Objective: R General - Reentry questions for recipients of an award $25,000 or more.

Measure: R01

How many employees does your office currently have on staff? Please count both full - and part-time employees.

Goal: 4

Measure: R02

Of the employees your office currently has on staff, how many are JAG funded?

Goal: 2

Measure: R03

What is the name of your reentry program/service? If you will operate more than one program/service, answer for each separately.

Goal: RESTORE

Measure: R04

If you will operate a reentry program/service with JAG funds during the grant period, what percentage of the program's total costs will be paid for with sources other than this JAG award? If you operated more than one program, answer for each separately.

Goal: 78%

Measure: R05

If you will operate a reentry program/service with JAG funds during the grant period, what is the initiation year of that program, regardless of when it received JAG funding? If you will operate more than one program, answer for each separately.

Goal: 2011

Measure: R06

Are you or a partner planning or conducting an evaluation of your reentry program/service? If you will operate more than one program, answer for each separately.

Goal: No.

Measure: R07

If you or a partner are planning or conducting an evaluation of your reentry program/service, describe the current status of the evaluation, its purpose, who is conducting the evaluation and the evaluation results if applicable. If you will operate more than one program being evaluated, answer for each separately.

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Goal: N/A

Measure: R08

What reentry services will you provide during the grant period? If you will operate more than one program, answer for each separately. Choose all that apply from the following list: Cognitive based, Educational, Employment, Healthcare/Medicaid eligibility, Housing, Mental Health, Pro-social, Substance abuse, Transportation, Vocational, Individualized case planning, Family engagement, Other (please describe).

Goal: Cognitive based, Educational, Employment, Healthcare/Medicaid eligibility, Housing, Mental Health, Pro-social, Substance abuse, Transportation, Vocational, Individualized case planning and Family engagement

Measure: R09

When are candidates typically assessed/screened for eligibility for services, regardless of JAG funding? Choose from the following: Upon arrest/preadjudication, Within the first 6 weeks of sentencing, Within the first 6 months of sentence/time served, Post release, None of the above, Other (please describe).

Goal: Post-Release

Measure: R10

Regardless of JAG funding, approximately how many candidates will be screened for eligibility for your reentry program/service during the grant period? Candidates are those identified at the time of arrest or referred by criminal justice professionals but who may not necessarily be deemed eligible for participation. If you will operate more than one program, answer for each separately.

Goal: 600

Measure: R11

Regardless of JAG funding, approximately how many new participants will receive services for the first time during the grant period? If you will operate more than one program, answer for each separately.

Goal: 600

Measure: R12

Regardless of JAG funding, how many total participants are currently enrolled in your reentry program/service? If you operated more than one program, answer for each separately.

Goal: 798

Measure: R13

Regardless of JAG funding, approximately how many participants will successfully complete all corrections program requirements during the

grant period? If you will operate more than one program, answer for each separately.

Goal: 60%

Measure: R14

Regardless of JAG funding, approximately how many participants will not complete your reentry program/service (unsuccessfully exited) for any reason during the grant period? If you will operate more than one program, answer for each separately.

Goal: 40%

Measure: R15

Are you aware that you will be required to complete the reentry questionnaire and submit it to your grant manager alongside each performance report.

Goal: Yes

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Section 4: Financial

General Financial Info:

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

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000785

Budget:

Budget Category	Prime	Match	Total
Salaries and Benefits	$169,030.00	$0.00	$169,030.00
Contractual Services	$153,483.00	$0.00	$153,483.00
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 --	**$322,513.00**	**$0.00**	**$322,513.00**
Percentage	**100.0**	**0.0**	**100.0**

Project Generated Income:

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

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Budget Narrative:

Adult Reentry Program Coordinator $83,962
This position will manage the administrative aspects of the Palm Beach County Adult Reentry Initiative; manage the provider contracts; monitor the quality of services offered throughout the county; account for all funds associated with the program; and perform any other duties necessary. They will formally monitor providers to ensure that data is collected and entered in the RENEW database in a timely manner. They will work closely with to ensure the fidelity of the evidence-based programs that will be implemented. .

This is specialized work within Public Safety?s Justice Services Division, organized around the efforts of inmate reentry in Palm Beach County. An employee in a position allocated to this class is responsible for the day to day management of contract compliance for reentry projects. The job focuses around the management and implementation of Ex-offender reentry projects. These intervention programs will provide a select group of ex-offenders, a host of interlinking services in an attempt to reduce the recidivism rate of this group of respondents. Work is performed in collaboration with the Florida Department of Corrections, Department of Juvenile Justice and the Palm Beach County Sheriff?s Office, the partner(s) on the project for financial and administrative interfaces. Work is performed with considerable independence and is reviewed by the Manager, Criminal Justice Programs through conferences, reports and evaluation of results obtained.
-Acts as a liaison to service providers and contractors associated with the project.
-Develops organizational partnerships with private, governmental and nonprofit entities.
-Performs related work as required.

Juvenile Reentry Program Coordinator $85,068
This position will manage the administrative aspects of the Palm Beach County Juvenile Reentry Initiative; manage the provider contracts; monitor the quality of services offered throughout the county; account for all funds associated with the program; and perform any other duties necessary. They will formally monitor providers to ensure that data is collected and entered in the RENEW database in a timely manner. They will work closely with to ensure the fidelity of the evidence-based programs that will be implemented.

This is specialized work within Public Safety?s Justice Services Division, organized around the efforts of juvenile reentry in Palm Beach County. An employee in a position allocated to this class is responsible for the day to day management of contract compliance for reentry projects. The job focuses around the management and implementation of Ex-offender reentry projects. These intervention programs will provide a select group of ex-offenders, a host of interlinking services in an attempt to reduce the recidivism rate of this group of respondents. Work is performed in collaboration with the Florida Department of Corrections, Department of Juvenile Justice and the Palm Beach County Sheriff?s Office, the partner(s) on the project for financial and administrative interfaces. Work is performed with considerable independence and is reviewed by the Manager, Criminal Justice Programs through conferences, reports and evaluation of results obtained.
-Acts as a liaison to service providers and contractors associated with the project.

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Budget Narrative (Continued):

-Develops organizational partnerships with private, governmental and nonprofit entities.
-Performs related work as required.

Gulfstream Goodwill Industries Juvenile Case Management Services $153,483 total - Gulfstream Goodwill Industries will provide Juvenile Ex-Offender Reentry services through the Back to A Future Initiative for individuals returning to Palm Beach County through the Department of Juvenile Justice. Case Management services are delivered to ex-offenders to support their ability to navigate a reentry transition plan. Services are delivered face to face with the ex-offenders for the purpose of transition planning and provision of services to assist the ex-offender in developing skills to better manage the reentry process as well as cope with other life stressors or needs.

Pre- or Post-Release Outreach and Orientation ($63 per session)- The Contractor may provide initial outreach activities for pre-release program participants that are within 3 years of release and post-release services to those within 12 months of release. May provide services to offender family members or formerly incarcerated offenders convicted in and returning to Palm Beach County, to determine their need and willingness to participate, in transitional services. Outreach and orientation activities may include informational session(s) and/or other outreach activities, such as telephone contact or mailing efforts to determine and develop program participant?s interest in the RESTORE program. Outreach activities shall include at least a 30-minute session in which information about the program services and aiding the identified pool of program participants in developing their interest in utilizing the services available through RESTORE, are provided.

Pre- or Post-Release Needs Assessment ($64 per program participant)- The Contractor shall assess the needs of eligible program participants using the Level of Service Inventory revised (LSI -r). A case manager shall deliver the assessment. The minimum time utilized for conducting a needs assessment of the program participant?s needs shall be forty-five (45) minutes.

Pre- and Post-Release Plans of Care ($75 per program participant)- The Contractor shall develop a Plan of Care for each program participant through a case manager, based on individual need and willingness to participate, that will facilitate successful completion of supervision and assist the program participant in successful re-entry to the community. The plan will be participant centered and conducted through an in-person, one-to-one interview. The plan shall identify goals, including but not limited to the following: criminal thinking, substance use, correctional supervision responsibly, family reunification, compliance with court mandates, housing, transportation, job placement and future employment and educational goals and improvement of life skills that will assist the program participant in avoiding crime, engaging in pro-social community activities and in meeting family responsibilities.

Pre-or Post-Release Follow-up/Plan Review ($150,828= 2286 sessions x $66 per session)- The Contractor will ensure a qualified case manager meets individually with each program participant at least monthly to evaluate and discuss the program participant?s performance and progress in the program. A plan review session consists of a phone and/or face-to-face contact between the program participant and the primary case manager. Verbal feedback will be provided, and written documentation of the case management review shall be maintained. All follow-up case notes shall be documented utilizing the approved information management system.

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Budget Narrative (Continued):

The minimum time utilized for conducting a follow-up of the program participant?s needs shall be a minimum of 30 minutes.

Post-Release Pro Social Activity Supervision ($2,955 = 197 sessions x $15 per session)- Case Managers interact with youth and supervise pro-social events. Each session lasts a minimum of 30 minutes.

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Section 4: Financial

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: Competitive Bid

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

Answer: NA

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: The unit cost rates were approved by Palm Beach County in August of 2017.

Pre-or Post-Release Follow-up/Plan Review ($150,828= 2286 sessions x $66 per session)- The Contractor will ensure a qualified case manager meets individually with each program participant at least monthly to evaluate and discuss the program participant?s performance and progress in the program. A plan review session consists of a phone and/or face-to-face contact between the program participant and the primary case manager. Verbal feedback will be provided, and written documentation of the case management review shall be maintained. All follow-up case notes shall be documented utilizing the approved information management system. The minimum time utilized for conducting a follow-up of the program participant?s needs shall be a minimum of 30 minutes.

Post-Release Pro Social Activity Supervision ($2,955 = 197 sessions x $15 per session)- Case Managers interact with youth and supervise pro-social events. Each session lasts a minimum of 30 minutes.

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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 acceptable.

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

Signature: _____

Typed Name and Title: _____

Date: _____

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

Typed Name of Subgrant Recipient: Palm Beach County

Signature: Melissa McKinlay

Typed Name and Title: Melissa McKinlay Mayor, Board of County Commissioners

Date: 11/15/2018

Implementing Agency
Official, Administrator or Designated Representative

Typed Name of Implementing Agency: _____

Signature: _____

Typed Name and Title: _____

Date: _____

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Certifications and Authorizations

Insert Certifications and Authorizations here.