

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

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Meeting Date: January 15, 2019	<input checked="" type="checkbox"/>	Consent	<input type="checkbox"/>	Regular
	<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	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 receive and file Grant Adjustment Notice (GAN) three from the Federal Fiscal Year 2016 (County FY17) Florida Department of Law Enforcement (FDLE) Edward Byrne Memorial Justice Assistance Grant (JAG) Program 2017-JAGC-PALM-1-F9-015 for the term of October 1, 2016 through September 30, 2017 to reinstate the grant for vendor clarification of expenditures, provide an extension of the grant period, change the project director, and relinquish an unexpended balance of \$16,453.28.

Summary: Grant 2017-JAGC-PALM-1-F9-015 was awarded to Palm Beach County in the amount of \$233,395 for the Adult Reentry Program. GAN three provides for an extension from December 31, 2017 to September 30, 2018 to clarify vendor expenditures, a budget modification to reflect changes in contractual services, a change in the project director due to personnel changes of CJC staff, and a relinquishment of the unexpended balance of funds in the amount of \$16,453.28 to the Florida Department of Law Enforcement. This GAN has been fully executed on behalf of the Board of County Commissioners by the Executive Director of the Criminal Justice Commission (CJC), in accordance with R2016-1029. **No County matching funds are required for this grant.** Countywide (DC)

Background and Justification: The JAG Program allows local governments to support a range of activities to prevent and control crime based on local needs and conditions. The County's Reentry Program, created by the CJC and now operating under the County's Public Safety Department, provides for effective and coordinated services to those returning from incarceration. 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.

Attachments:

- 1) 2017-JAGC-PALM-1-F9-015 Adult Reentry Grant GAN #3

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Recommended by:		
	Department Director	Date

Approved by:		
	Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Capital Expenditures					
Operating Costs	(16,453)				
External Revenues	16,453				
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	0				

ADDITIONAL FTE

POSITIONS (Cumulative)	0	0	0	0	0
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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 1507/1436 Department 762/662 Unit 7710/5699
Object 9375/(8101,8201)**

Rev No: Fund 1507/1436 Department 762/662 Unit 7710/5699

RevSc 3129/8249

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

Fund: Fund 1507 Criminal Justice Grant Fund

Fund 1436 Justice Service Grant Fund

Unit: Unit 7710 JAG State Solicitation 2017 (FDLE) TBD

Reentry Adult 5699, Juvenile 5700


Grant: Florida Department of Law Enforcement (FDLE) Edward Byrne Memorial Justice Assistance Grant (JAG) Program grant 2017-JAGC-PALM-1-F9-015

Departmental Fiscal Review:

III. REVIEW COMMENTS

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

[Signature] 12/8/16
OFMB *[Initials]* 12/11 SP11/30

 12/6/18
Contract Administration

B. Legal Sufficiency:

[Signature] 12/10/18
Assistant County Attorney

C. Other Department Review:

Department Director

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

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

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Justice Assistance Grant - County-wide

Subgrantee: Palm Beach County Board of Commissioners
Project Title: PBC EX-OFFENDER REENTRY
Grant Number: 2017-JAGC-PALM-1-F9-015
Adjustment Number: 3

Nature of Decrease Award/Revised Budget

To Subgrantee:

Pursuant to your request of 09/17/2018, 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 10/01/2018

Petrina Herring

Authorized Official
Petrina T. Herring
Administrator

The following revised budget is approved:

Budget Category	Current Approved	Difference	New Approved Budget
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$233,395.00	(\$16,453.28)	\$216,941.72
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	\$233,395.00	(\$16,453.28)	\$216,941.72
	Prime	Match	Total Funds
New Approved Budget	\$216,941.72	\$0.00	\$216,941.72

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

Application Ref # 2017-JAGC-2908

Contract # 2017-JAGC-PALM-1-F9-015

Adjustment 3
Grant 2017-JAGC-PALM-1-F9-015
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OCJG Adjustment

1. Based on your final expenditures, the revised budget reflects a decrease of federal funds in the amount of \$16,153.28.
2. The revised budget and narrative reflecting line item change in contractual services category is approved.

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

Application Ref # 2017-JAGC-2908

Contract # 2017-JAGC-PALM-1-F9-015

Application for Funding Assistance

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Reinstatement of the grant to clarify vendor expenditures. Extension of the grant period until 9/30/2018 to use unexpended funds. In addition, we are requesting to change the Project Director in SIMON from Katherine Shover to Jonathan Hackley. We request to surrender the balance of \$16453.28 to FDLE.

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

Electronically Signed By:

Date 09/17/2018

Kristina Henson

Authorized Official or Designated Representative

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY


COUNTY ATTORNEY

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Application Ref # 2017-JAGC-2908

Contract # 2017-JAGC-PALM-1-F9-015

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

Application for Funding Assistance

Florida Department of Law Enforcement
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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

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Application for Funding Assistance

Florida Department of Law Enforcement
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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

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General Project Information

Project Title: PBC EX-OFFENDER REENTRY
Subgrant Recipient: Palm Beach County Board of Commissioners
Implementing Agency: Palm Beach County Criminal Justice Commission
Project Start Date: 10/1/2016 **End Date:** 9/30/2018

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 (2016-JAGC-PALM-1-H3-211).

Project Summary (Scope of Work)

Palm Beach County is requesting to sub-ward grant funds to local providers (City of Riviera Beach, Gulfstream Goodwill, and The Lord's Place) for case management and supervisor services for at risk reentry clients upon release from a state correctional facility. The City of Riviera Beach is a local government and The Lord's Place and Gulfstream Goodwill are non-profit agencies.

Additionally, Palm Beach County will sub-award with a provider to provide transitional housing for ex-offenders. Eligible ex-offenders will receive up to one year of transition housing assistance where they will receive wrap-around social service to assist in their integration back into society. The minimum performance measures that prompt a payment for a bed day include an invoice from the provider backed up by a client log indicating that the client was housed in the facility.

By sub-warding federal funds, this agreement generates a tiered sub-recipient relationship between Palm Beach County and each 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

Florida Department of Law Enforcement
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must provide supporting documentation for their compliance with these federal requirements during monitoring.

Palm Beach County must assure each 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.

Palm Beach County will provide a copy of each sub-award agreement with providers. 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.

Each sub-recipient (City of Riviera Beach, Gulfstream Goodwill, and The Lord's Place) 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.
 - low risk: not eligible
 - moderate risk: 100 hours of services
 - moderate-high risk: 150 hours of services
 - high risk: 200+ hours of service

Each 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. Providers not fulfilling obligations to the clients will not be reimbursed.

Each provider will be responsible for submitting invoices and records substantiating

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the services provided to Palm Beach County, and will be made available for review during grant monitoring or upon request. Providers 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. All providers 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.

In order to provide evidenced based practices, we need LSI-r training and staff needs laptops to do their work in the field.

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. 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: 75

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, Florida

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 33401

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

Answer: 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: No

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: No

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

RECEIVED JFL 10/15/17

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	\$0.00	\$0.00	\$0.00
Contractual Services	\$216,941.72	\$0.00	\$216,941.72
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 --	\$216,941.72	\$0.00	\$216,941.72
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:

The Palm Beach County, Criminal Justice Commission (CJC), will use grant funds to reimburse local providers (City of Riviera Beach, Gulfstream Goodwill, and The Lord's Place) for case management services of eligible ex-offenders within Palm Beach County.
Contractual Services Subrecipient Relationships

1. City of Riviera Beach: Grant funds will be used to support two (2) case managers to perform the following activities:

1A) Case Manager 2 (approx. \$19/hour)

Salary: \$36,497

FICA/Medicare: 7.65%

Benefits: \$843/month

Total: \$49,400

Grant funding: \$49,400 (100% of the position's salary)

1B) Case Manager 3 (approx. \$16.85/hour)

Salary: \$30,667

FICA/Medicare: 7.65%

Benefits: \$639/month

Total: \$40,680

Grant funding: \$26,245 (64.52% of the position's salary)

The City of Riviera Beach will be responsible for covering any cost above the grant funded amount of \$75,645.

This position manages a variety of direct client services relative to the intervention and education of ex-offenders returning to the community as part of the Justice Service Center, a part of the Youth Violence Prevention Project.

2. Gulfstream Goodwill: Grant funds will be used to support one (1) Project Director, one (1) Program Coordinator, and one (1) case manager to perform the following activities

2A) Project Director (approx. \$29.5/hour)

Salary: \$61,360

FICA/Medicare: 7.65%

Benefits: \$248/month

Total: \$69,028

Grant funding: \$14,432.39 (20.09% of the position's salary)

The Project Director will focus on building programs and services to offer to returning citizens and youth at risk. This would also include implementing and monitoring justice programs within communities and Youth Empowerment Centers, building relationships with persons from local Government officials and Justice Service's arena to include, but not limited to the Criminal Justice Commission, Public Defender's and State Attorney's offices, local Sheriff's Office, Department of Correction and Probation as well as City and County Commissioners and Mayor's offices. The Program Director must also work closely with the Department of Juvenile Justice local and state offices

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Budget Narrative (Continued):

and the Directors of local Youth Empowerment Centers; perform functions to design, develop, implement, and administer the policies and procedures for Re-Entry programs and contribute to the mission of Goodwill by maximizing the opportunities for participants with criminal histories and other barriers to become more independent, making decisions based on conclusions for which there is little precedent.

2B) Program Coordinator (approx. \$17.83/hour)

Salary: \$37,079

FICA/Medicare: 7.65%

Benefits: \$430/month

Total: \$45,072

Grant funding: \$7,408.01 (16.04% of the position's salary)

The Program Coordinator will manage the adult reentry program plan and implement the program's policies and procedures to ensure the program's integrity; and contribute to the mission of Goodwill by advocating for the participants and maximizing participant independence and community integration, guided by precedent and working within the limits of established policies

2C) Case Manager 2 (approx. \$21.53/hour)

Salary: \$44,782

FICA/Medicare: 7.65%

Benefits: \$305/month

Total: \$51,857

Grant funding: \$28,636.25 (57.01% of the position's salary)

The Case Manager will develop and monitor the implementation of a Personal Development Plan (PDP) with participants in the Residential Program, provide guidance and support to participants to meet program objectives; and contribute to the mission of Goodwill by advocating for the participants and maximizing opportunities for persons with disabilities and other barriers to become more independent, guided by precedent and working within the limits of established policies.

Gulfstream Goodwill will be responsible for covering any cost above the grant funded amount of \$57,290.

3. The Lord's Place- Grant funds will be used to support four (4) case managers to perform the following activities:

3A) Case Manager 2 (approx. \$12.00/hour)

Salary: \$24,960

FICA/Medicare: 7.65%

Benefits: \$607/month

Total: \$34,152

Grant funding: \$13,701.51 (40.1% of the position's salary)

3B) Case Manager 3 (approx. \$21.68/hour)

Salary: \$45,094

FICA/Medicare: 7.65%

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Budget Narrative (Continued):

Benefits: \$651/month

Total: \$56,350

Grant funding: \$16,996.27 (30.01% of the position's salary)

3C) Case Manager 4 (approx. \$18.82/hour)

Salary: \$39,146

FICA/Medicare: 7.65%

Benefits: \$436/month

Total: \$47,371

Grant funding: \$31,613.20 (66.07% of the position's salary)

3D) Case Manager 5 (approx. \$16.83/hour)

Salary: \$35,006

FICA/Medicare: 7.65%

Benefits: \$615/month

Total: \$45,063

Grant funding: \$19,771.53 (43.87% of the position's salary)

The Lord's Place will be responsible for covering any cost above the grant funded amount of \$90,060.

Case Managers will oversee the Community-based Reentry program to ensure that all participants are receiving the appropriate services that will help them end their homelessness. The position coordinates all activities in the Reentry program including the social services programs. This position will also provide direct client service.

4. Transitional Housing- Grant funds will be used to provide up to one year of transitional housing services for eligible ex-offenders allowing them to receive wrap around social services to assist in their integration back into society.

Unit Cost= 1 bed day= \$25

Number of Units: approx. 416

Total Transitional Housing Project Cost for Provider: \$103,569

Total Grant Funding: \$9,037.56

The housing provider will be responsible for any costs over the grant funded amount of \$9,037.56.

Palm Beach County

2017-2018 Reentry Bed Night Analysis

Unit Rate Justification: The Lord's Place Housing will provide housing services directly to participants. Gulfstream Goodwill and the City of Riviera Beach will use outside vendors to provide housing at the same rate.

Salaries & Benefits (non duplicative): \$117,529

Occupancy: \$80,848

Other Operating Costs: \$18,288

Transportation: \$7,309

Prop Mgmt/Supervision/Eval & Research: \$40,613

Total Housing Costs: \$264,587

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Budget Narrative (Continued):

of units: 29

Annual Cost per unit: \$9,124

Total Cost per Unit/Bed Night: \$25.00

Online LSI-r Training \$499 per training x 17 individuals = \$8,483

Staff Laptops \$1,435.14 per laptop x 2 = \$2,870.28

Case Manager Tablets \$800 per tablet x 6 = \$4,800

Any costs over the allocated grant amount will be paid for by the Palm Beach County Board of Commissioners.

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