

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

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Meeting Date: March 12, 2019	[X] Consent	[] Regular
	[] Ordinance	[] Public Hearing

Department: Department of Public Safety
Submitted By: Department of Public Safety
Submitted For: Division of Victim Services

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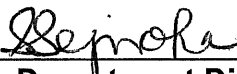
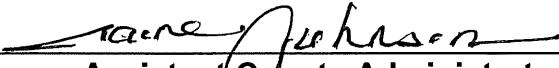
I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: six (6) Grant Adjustment Notices (GAN) #017: personnel changes; #018: publication/signage; #019 consultant rate; #020 ICJR new grantee required webinars; #021: Practitioner Designation Training; and #022 budget revisions with the US Department of Justice (DOJ), Office on Violence Against Women (OVW), Grants to Improve Criminal Justice Response Program (ICJR) (2017-WE-AX-0034), which facilitated administrative filing and approvals through January 31, 2019.

Summary: As per grant guidelines, certain expenditures and work product require approval from the OVW ICJR grant manager. The approval process is facilitated by drafting a GAN and submitting it through the OVW's Grant Management web portal. GAN #017 approved the selected candidates for the vacant Therapist and Victim Advocate positions. GAN #018 approved signage to show offices are ADA compliant in order to increase access to services. GAN #019 approved to pay the maximum per day consultant rate of \$650 for Gender Bias Focused training. GAN #020 showed proof that grant coordinator completed required webinars. GAN #21 approved travel for the OVW Victim Advocate to attend the required Practitioner Designation Training. GAN #22 approved requested budget revisions. R2014-1633 authorized the County Administrator or designee to execute future awards, contracts, sub-recipient agreements and sub contracts and amendments/modifications utilizing funding from the DOJ, OVW on behalf of the Board of County Commissioners. Countywide (LDC)

Background and Justification: The DOJ, OVW awarded Palm Beach County an ICJR contract in the amount of \$900,000 that started October 1, 2017 and ends September 30, 2020. The focus of the grant is to increase collaboration among responders, build capacity for the Sexual Assault Response Team (SART), and reach underserved populations. In order to meet this need, Palm Beach County Victim Services collaborated with Aid to Victims of Domestic Abuse, Inc., Catholic Charities Diocese of Palm Beach, Inc., the Coalition for Independent Living Options, Inc., and Destiny by Choice, Inc. to maintain services and strengthen our community's coordinated response to victims of sexual violence, domestic violence, dating violence and stalking, especially in underserved marginalized communities.

- Attachments:**
- 1) Grant Adjustment Notice #017, DOJ
 - 2) Grant Adjustment Notice #018, DOJ
 - 3) Grant Adjustment Notice #019, DOJ
 - 4) Grant Adjustment Notice #020, DOJ
 - 5) Grant Adjustment Notice #021, DOJ
 - 6) Grant Adjustment Notice #022, DOJ
- =====

Recommended by:	 _____ Department Director	2/8/19 _____ Date
Approved By:	 _____ Assistant County Administrator	3/1/19 _____ Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
Net Fiscal Impact	_____*	_____	_____	_____	_____

ADDITIONAL FTE
POSITIONS (Cumulative) _____

Is Item Included In Current Budget? Yes _____ No _____
Does this item include the use of federal funds? Yes X No _____
Budget Account Exp No: Fund _____ Department _____ Unit _____ Object _____
Rev No: Fund _____ Department _____ Unit _____ Rev Source _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:
Grant:
Fund:
Unit:

*There is no additional fiscal impact associated with this agenda item.
Departmental Fiscal Review: (NC) [Signature] 2/4/19

III. REVIEW COMMENTS

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


[Signature] 2/5/19 OFMB [Signature] 2/2/19 [Signature] 2/26/19
Contract Administration 2/25/19 RW

B. Legal Sufficiency:
[Signature]
Assistant County Attorney

C. Other Department Review:

Department Director

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



US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information				
Grantee Name:	Palm Beach County	Project Period:	10/01/2017 - 09/30/2020	GAN Number: 017
Grantee Address:	301 N. Olive Avenue West Palm Beach, 33401	Program Office:	OVW	Date: 11/25/2018
Grantee DUNS Number:	07-847-0481	Grant Manager:	Aisha J Battle	
Grantee EIN:	59-6000785	Application Number(s):	2017-X0247-FL-WE	
Vendor #:	596000078	Award Number:	2017-WE-AX-0034	
Project Title:	Palm Beach County's Enhanced Response to Sexual Assault, Domestic Violence, Dating Violence and Stalking		Award Amount:	\$900,000.00

Program Office Approvals

*Approval Types

<input type="checkbox"/> Changes in Consultant rates (in excess of \$650/day)	<input type="checkbox"/> Publication Plan Submissions
<input type="checkbox"/> Purchase of Automatic Data Processing (ADP) Equipment and Software	<input type="checkbox"/> Funding for Criminal Justice Information and Communication Systems
<input type="checkbox"/> Foreign Travel Costs	<input checked="" type="checkbox"/> Other (Please enter type of Program Office Approval below) <input type="text" value="Personnel changes"/>

*Required Justification for Program Office Approvals:

Kelly Dambra, vacated the grant Therapist position effective 6/4/2018 and Victoria Siegel was hired to replace her on 8/27/2018. The Advocate, Cristi Wilson vacated her position on 7/20/18 and a newly hired Advocate, Kenia	^ v
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Attachments:

Filename:	User:	Timestamp:
FINAL REVISED BUDGET for 2017-X0247-FL-WE April 9th.doc	NBishop1	09/04/2018 12:10 PM

Print

Audit Trail:

Description:	Role:	User:	Timestamp:
Approved-Final	PO - GAN 1st Line Supervisor	Krista.Blakeney-Mitchell@usdoj.gov	11/25/2018 10:28 PM
Approved-GM	PO - GAN 1st Line Supervisor	aisha.battle@usdoj.gov	10/15/2018 5:34 PM

I approve this GAN.

Submitted	PO - Grant Manager	NBishop1	09/25/2018 10:13 AM
Draft	EXTERNAL - External User	NBishop1	09/06/2018 3:54 PM
Draft	EXTERNAL - External User	NBishop1	09/04/2018 12:13 PM
Draft	EXTERNAL - External User	NBishop1	09/04/2018 12:11 PM
Draft	EXTERNAL - External User	NBishop1	09/04/2018 12:06 PM
Draft	EXTERNAL - External User	NBishop1	09/04/2018 12:04 PM
Draft	EXTERNAL - External User	NBishop1	09/04/2018 12:03 PM

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information

Grantee Name:	Palm Beach County	Project Period:	10/01/2017 - 09/30/2020	GAN Number:	018
Grantee Address:	301 N. Olive Avenue West Palm Beach, 33401	Program Office:	OVW	Date:	11/25/2018
Grantee DUNS Number:	07-847-0481	Grant Manager:	Aisha J Battle		
Grantee EIN:	59-6000785	Application Number(s):	2017-X0247-FL-WE		
Vendor #:	596000078	Award Number:	2017-WE-AX-0034		
Project Title:	Palm Beach County's Enhanced Response to Sexual Assault, Domestic Violence, Dating Violence and Stalking	Award Amount:	\$900,000.00		

Program Office Approvals

*Approval Types

<input type="checkbox"/> Changes in Consultant rates (in excess of \$650/day)	<input type="checkbox"/> Publication Plan Submissions
<input type="checkbox"/> Purchase of Automatic Data Processing (ADP) Equipment and Software	<input type="checkbox"/> Funding for Criminal Justice Information and Communication Systems
<input type="checkbox"/> Foreign Travel Costs	<input checked="" type="checkbox"/> Other (Please enter type of Program Office Approval below) <input type="text" value="Publication/signage"/>

*Required Justification for Program Office Approvals:

The attached sample signage is a tangible product that supports Goal 6: Meaningfully increase access to OVW programming for specific underserved populations. Objective 1: Provide accessible services to individuals with

Attachments:

Filename:	User:	Timestamp:
sample signage with disclaimer 10.30.18.pdf	NBishop1	10/30/2018 12:40 PM

Audit Trail:

Description:	Role:	User:	Timestamp:
Approved-Final	PO - GAN 1st Line Supervisor	Krista.Blakeney-Mitchell@usdoj.gov	11/25/2018 10:49 PM
Approved-GM	PO - GAN 1st Line Supervisor	aisha.battle@usdoj.gov	11/05/2018 1:40 PM

I approve this GAN containing accessibility signage that includes the OVW disclaimer.

Submitted	PO - Grant Manager	NBishop1	10/30/2018 3:49 PM
Draft	EXTERNAL - External User	NBishop1	10/30/2018 3:48 PM
Draft	EXTERNAL - External User	NBishop1	10/30/2018 12:40 PM
Draft	EXTERNAL - External User	NBishop1	10/30/2018 12:39 PM

<https://grants.ojp.usdoj.gov/gmsexternal/gan/granteeProOffGAN.st>

12/6/2018

Attachment 2 page 2 of 2

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information			
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Grantee Address:	301 N. Olive Avenue West Palm Beach, 33401	Program Office:	OVW
Grantee DUNS Number:	07-847-0481	Grant Manager:	Aisha J Battle
Grantee EIN:	59-6000785	Application Number(s):	2017-X0247-FL-WE
Vendor #:	596000078	Award Number:	2017-WE-AX-0034
Project Title:	Palm Beach County's Enhanced Response to Sexual Assault, Domestic Violence, Dating Violence and Stalking		Award Amount:
			\$900,000.00

Program Office Approvals	
*Approval Types	
<input type="checkbox"/> Changes in Consultant rates (in excess of \$650/day)	<input type="checkbox"/> Publication Plan Submissions
<input type="checkbox"/> Purchase of Automatic Data Processing (ADP) Equipment and Software	<input type="checkbox"/> Funding for Criminal Justice Information and Communication Systems
<input type="checkbox"/> Foreign Travel Costs	<input checked="" type="checkbox"/> Other (Please enter type of Program Office Approval below) Consultant Rate and dis

***Required Justification for Program Office Approvals:**

The GAN is submitted to request approval to pay the maximum per day consultant rate of \$650 for the discipline specific trainer to present during Technical Assistance (TA) Event 1- Gender Bias Focused training. The TA Event 1 is specified in

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Attachments:

Filename:	User:	Timestamp:
2017 ICJR Program Narrative with highlighted section of the timeline.doc	NBishop1	11/02/2018 11:51 AM
FINAL REVISED BUDGET for 2017-X0247-FL-WE with highlights 11.2.18.doc	NBishop1	11/02/2018 11:53 AM
LE Consultant invoice.pdf	aisha.battle@usdoj.gov	11/26/2018 12:48 PM
FW_ Inquiry Re_ Training Invoice for Award 2017-WE-AX-0034.pdf	aisha.battle@usdoj.gov	11/26/2018 12:48 PM

Print

Audit Trail:

Description:	Role:	User:	Timestamp:
Approved-Final	PO - GAN 1st Line Supervisor	Krista.Blakeney-Mitchell@usdoj.gov	11/27/2018 3:50 PM

Approved-GM	PO - GAN 1st Line Supervisor	aisha.battle@usdoj.gov	11/26/2018 12:52 PM
<p>I approve this GAN, therefore retroactively approving the request to pay \$650 for training. The training was organized by BWJP, ICJR's comprehensive TA provider. I have attached my email exchange with BWJP referencing the negotiated rate and their discussion with the grantee. In addition, I have requested that the grantee submit their budget modifications in a separate Program Office Approval GAN.</p>			
Submitted	PO - Grant Manager	NBishop1	11/02/2018 4:05 PM
Draft	EXTERNAL - External User	NBishop1	11/02/2018 3:03 PM
Draft	EXTERNAL - External User	NBishop1	11/02/2018 11:58 AM
Draft	EXTERNAL - External User	NBishop1	11/02/2018 11:53 AM
Draft	EXTERNAL - External User	NBishop1	11/02/2018 11:47 AM
Draft	EXTERNAL - External User	NBishop1	11/02/2018 10:26 AM

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information			
Grantee Name:	Palm Beach County	Project Period:	10/01/2017 - 09/30/2020
Grantee Address:	301 N. Olive Avenue West Palm Beach, 33401	Program Office:	OVW
Grantee DUNS Number:	07-847-0481	Grant Manager:	Aisha J Battle
Grantee EIN:	59-6000785	Application Number(s):	2017-X0247-FL-WE
Vendor #:	596000078	Award Number:	2017-WE-AX-0034
Project Title:	Palm Beach County's Enhanced Response to Sexual Assault, Domestic Violence, Dating Violence and Stalking		
		Award Amount:	\$900,000.00

Program Office Approvals	
*Approval Types	
<input type="checkbox"/> Changes in Consultant rates (in excess of \$650/day)	<input type="checkbox"/> Publication Plan Submissions
<input type="checkbox"/> Purchase of Automatic Data Processing (ADP) Equipment and Software	<input type="checkbox"/> Funding for Criminal Justice Information and Communication Systems
<input type="checkbox"/> Foreign Travel Costs	<input checked="" type="checkbox"/> Other (Please enter type of Program Office Approval below) ICJR New Grantee Ori

***Required Justification for Program Office Approvals:**

ICJR new grantee required webinars for the Improving Criminal Justice Responses to Sexual Assault, Dating Violence, and Stalking grant 2017-WE-AX-0034 for Palm Beach County Victim Services & Certified Rape Crisis Center. The following

Attachments:

Filename:	User:	Timestamp:
ICJR webinar checklist.pdf	NBishop1	12/07/2018 11:26 AM

[Print](#)

Audit Trail:

Description:	Role:	User:	Timestamp:
Approved-Final	PO - GAN 1st Line Supervisor	Krista.Blakeney-Mitchell@usdoj.gov	12/11/2018 2:14 PM
Approved-GM	PO - GAN 1st Line Supervisor	aisha.battle@usdoj.gov	12/10/2018 9:52 AM

I approve this GAN.

Submitted	PO - Grant Manager	NBishop1	12/07/2018 11:29 AM
Draft	EXTERNAL - External User	NBishop1	12/07/2018 11:29 AM
Draft	EXTERNAL - External User	NBishop1	12/07/2018 11:20 AM

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information			
Grantee Name:	Palm Beach County	Project Period:	10/01/2017 - 09/30/2020
Grantee Address:	301 N. Olive Avenue West Palm Beach, 33401	Program Office:	OVW
Grantee DUNS Number:	07-847-0481	Grant Manager:	Aisha J Battle
Grantee EIN:	59-6000785	Application Number(s):	2017-X0247-FL-WE
Vendor #:	596000078	Award Number:	2017-WE-AX-0034
Project Title:	Palm Beach County's Enhanced Response to Sexual Assault, Domestic Violence, Dating Violence and Stalking		
Award Amount:	\$900,000.00		
GAN Number: 021			
Date: 01/09/2019			

Program Office Approvals	
*Approval Types	
<input type="checkbox"/> Changes in Consultant rates (in excess of \$650/day)	<input type="checkbox"/> Publication Plan Submissions
<input type="checkbox"/> Purchase of Automatic Data Processing (ADP) Equipment and Software	<input type="checkbox"/> Funding for Criminal Justice Information and Communication Systems
<input type="checkbox"/> Foreign Travel Costs	<input checked="" type="checkbox"/> Other (Please enter type of Program Office Approval below) <input type="text" value="Training"/>

*Required Justification for Program Office Approvals:	
Palm Beach County Victim Services & Certified Rape Crisis Center OVW project goal one: to increase support by strengthening legal advocacy service programs and other victim services for victims of sexual assault, domestic violence,	^ v

Attachments:		
Filename:	User:	Timestamp:
training overview.pdf	NBishop1	12/20/2018 8:49 AM
Training worksheet for Practitioner training . Kenia.docx	NBishop1	12/19/2018 5:05 PM

Audit Trail:			
Description:	Role:	User:	Timestamp:
Approved-Final	PO - GAN 1st Line Supervisor	Krista.Blakeney-Mitchell@usdoj.gov	01/09/2019 9:17 AM
Approved-GM	PO - GAN 1st Line Supervisor	aisha.battle@usdoj.gov	12/21/2018 10:11 AM

I approve this GAN for an advocate to attend a state training put on by the Florida AG's Office.			
<div>^</div> <div>v</div>			
Submitted	PO - Grant Manager	NBishop1	12/20/2018 8:50 AM
Draft	EXTERNAL - External User	NBishop1	12/20/2018 8:50 AM
Draft	EXTERNAL - External User	NBishop1	12/19/2018 5:05 PM
Draft	EXTERNAL - External User	NBishop1	12/19/2018 5:04 PM



US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information			
Grantee Name:	Palm Beach County	Project Period:	10/01/2017 - 09/30/2020
Grantee Address:	301 N. Olive Avenue West Palm Beach, 33401	Program Office:	OVW
Grantee DUNS Number:	07-847-0481	Grant Manager:	Aisha J Battle
Grantee EIN:	59-6000785	Application Number(s):	2017-X0247-FL-WE
Vendor #:	596000078	Award Number:	2017-WE-AX-0034
Project Title:	Palm Beach County's Enhanced Response to Sexual Assault, Domestic Violence, Dating Violence and Stalking		
		Award Amount:	\$900,000.00

Program Office Approvals	
*Approval Types	
<input type="checkbox"/> Changes in Consultant rates (in excess of \$650/day)	<input type="checkbox"/> Publication Plan Submissions
<input type="checkbox"/> Purchase of Automatic Data Processing (ADP) Equipment and Software	<input type="checkbox"/> Funding for Criminal Justice Information and Communication Systems
<input type="checkbox"/> Foreign Travel Costs	<input checked="" type="checkbox"/> Other (Please enter type of Program Office Approval below) Revised budget

***Required Justification for Program Office Approvals:**

This GAN is submitted to request approval for the following budgetary changes: 1) Increase in salary rate for each position to include annual 3% cost of living increase that is anticipated for all Palm Beach County employees; 2) Increase

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Attachments:

Filename:	User:	Timestamp:
FY 2017 ICJR Budget Detail Worksheet and Narrative Revised 12.06.18 .doc	NBishop1	01/09/2019 4:41 PM
RE Award # 2017-WE-AX-0034 BWJP Invoice for consultant fees.msg	NBishop1	12/10/2018 10:39 AM

Print

Audit Trail:

Description:	Role:	User:	Timestamp:
Approved-Final	PO - GAN 1st Line Supervisor	Krista.Blakeney-Mitchell@usdoj.gov	01/15/2019 12:05 PM
Approved-GM	PO - GAN 1st Line Supervisor	aisha.battle@usdoj.gov	01/14/2019 5:00 PM

I approve this GAN revising the grantee's budget. Budget changes are highlighted.			
Submitted	PO - Grant Manager	NBishop1	01/09/2019 4:48 PM
Draft	EXTERNAL - External User	NBishop1	01/09/2019 4:45 PM
Draft	EXTERNAL - External User	NBishop1	01/09/2019 4:41 PM
Change Requested	EXTERNAL - External User	aisha.battle@usdoj.gov	01/09/2019 10:31 AM
Please hi-light within the attached document the changes being made to the salaries and training line items. Please provide a written description in the narrative of the changes and hi-light the description as well.			
Change Requested	PO - Grant Manager	aisha.battle@usdoj.gov	01/09/2019 10:31 AM
Please hi-light within the attached document the changes being made to the salaries and training line items. Please provide a written description in the narrative of the changes and hi-light the description as well.			
Sent Back to GM	PO - Grant Manager	Krista.Blakeney-Mitchell@usdoj.gov	01/09/2019 10:28 AM
Sent back for additional information from the grantee.			
Approved-GM	PO - GAN 1st Line Supervisor	aisha.battle@usdoj.gov	12/17/2018 12:00 PM
I approve this GAN evidencing the budget revisions made by the grantee. The budget revisions have been discussed with both the grantee, and BWJP that assisted the grantee in organizing the training.			
Submitted	PO - Grant Manager	NBishop1	12/10/2018 11:04 AM
Draft	EXTERNAL - External User	NBishop1	12/10/2018 11:03 AM
Draft	EXTERNAL - External User	NBishop1	12/10/2018 10:44 AM
Draft	EXTERNAL - External User	NBishop1	12/10/2018 10:39 AM
Draft	EXTERNAL - External User	NBishop1	12/10/2018 10:12 AM