

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: August 20, 2019 ☒ Consent ☐ Regular
 ☐ Ordinance ☐ Public Hearing

Department: CRIMINAL JUSTICE COMMISSION
Submitted For: CRIMINAL JUSTICE COMMISSION

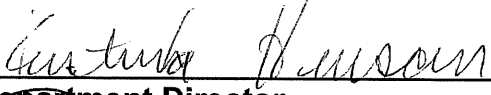
I. EXECUTIVE BRIEF


Motion and Title: Staff recommends motion to: **A) receive and file** a grant award 2019-JAGC-PALM-1-N2-143 from the Florida Department of Law Enforcement (FDLE), Edward Byrne Memorial Justice Assistance Formula Federal FY17 (County FY18) Grant (JAG), in the amount of \$322,513 to fund the Palm Beach County Reentry Program for the period October 1, 2017 through September 30, 2019; **B) approve** a downward budget amendment of \$10,887 in the Criminal Justice Grant Fund to adjust the budget to the actual grant award; **C) approve** a budget amendment of \$89,113 in the Justice Service Grant Fund to recognize the transfer from the Criminal Justice Grant Fund; and **D) approve** a downward budget amendment of \$100,000 in the General Fund to reallocate funding from the Criminal Justice Commission (CJC) to the Public Safety Department Reentry Program.

Summary: Palm Beach County was allocated \$322,513 in Federal FY17 (County FY18) FDLE, Edward Byrne Memorial Justice Assistance Formula Grant (JAG) funds (CFDA#16.738) for expenditure for the period retroactive to October 1, 2017 through September 30, 2019. The grant was budgeted at \$333,400 based on prior year FDLE funding. The budget amendments correct the amounts based on the actual allocation. This award will retroactively compensate the County for the program expenditures during County FY18. On April 3, 2019, the CJC was notified of the County FY19 allocation in the amount of \$322,532 with grant applications due by July 31, 2019. The JAG funds were held nationwide until June 26, 2018 due to a federal lawsuit. The Board of County Commissioners (the Board) at their March 13, 2018 meeting, in item 5E-1, approved continuation of the Reentry Program pending resolution of federal litigation and subsequent release of JAG allocations. On June 20, 2019 the CJC was notified by FDLE that the pending application, previously approved by the Board on January 15, 2019 (R2019-0125), was awarded. The funds will be used to support the Adult and Juvenile Reentry Programs created by the CJC and now operated under the County's Public Safety Department. This award was fully executed on July 1, 2019 on behalf of the Board by the Executive Director of the CJC, in accordance with R2019-0125. **No local match is required for this grant. Countywide (LDC)**

Background and Justification: The JAG Program is the primary provider of federal criminal justice funding to state and local jurisdictions. It provides state and units of local government with critical funding necessary to support a broad range of program areas. Reentry is one of JAG's Priority Areas. JAG awards are based on a statutory formula with factors including population and violent crime. In accordance with County PPM CW-O-051, all delegated grant adjustments and signatures must be submitted by the initiating department as a receive and file agenda item.

- Attachments:**
- 1) Grant Award from FDLE (2019-JAGC-PALM-1-N2-143)
 - 2) Budget Amendment Fund 1507
 - 3) Budget Amendment Fund 1436
 - 4) Budget Amendment Fund 0001

Recommended by:  7-25-19
Department Director Date

Approved By:  8-2-19
Deputy 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	(10,887)				
External Revenues	10,887				
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	<u>0</u>				

ADDITIONAL FTE

POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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Is Item Included In Current Budget? Yes No X
Does this item include the use of federal funds? Yes X No

Budget Account:

Exp No: Fund 1436/1507/0001 Department 662/820/767 Unit (5699/5700)/7712/7613
Object VAR

Rev No: Fund 1436/1507/0001 Department 662/820/767 Unit (5699/5700)/7712/7613
RevSc VAR

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

Fund: 1436 Justice Svs Grant Fd; 1507 Criminal Justice Grant Fd; 0001 General Fd

Unit: 5699 Adult Reentry; 5700 Juvenile Reentry; 7712 JAG State Solicitation 2018 (FDLE)
TBD; 7613 Frequent User System Engagement (FUSE)

The Reentry and FUSE program was originally budgeted for \$333,400, which was an estimate based on the prior year FDLE funding. When the grant was awarded, PBC received \$322,513 or a decrease of \$10,887. Originally, \$100,000 was allocated to the FUSE program, however funding was reallocated to the Reentry Program.

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

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

[Signature] 7/29/19
OFMB

[Signature] 7/31/19
Contract Administration

B. Legal Sufficiency:

[Signature] 8/1/19
Assistant County Attorney

C. Other Department Review:

Department Director

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

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

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CERTIFICATE OF ACCEPTANCE

The subgrantee, through its authorized representative, acknowledges receipt and acceptance of subgrant award number 2019-JAGC-PALM-1-N2-143, in the amount of \$322,513.00, for a project titled, PBC EX-OFFENDER REENTRY (FINAL), for the period of 10/01/2017 through 09/30/2019, to be implemented in accordance with the approved subgrant application, and subject to the Florida Department of Law Enforcement's Standard Conditions and any special conditions governing this subgrant.

This subaward requires that the subrecipient adhere to the following:

SUPPLANTING: Federal funds must be used to supplement existing state or local funds for program activities and may not replace state or local funds which have been appropriated or allocated for the same purpose. Federal funds may also not be used to replace state or local funds required by law. In accepting this award the subrecipient certifies that it will not or has not supplanted with federal funds for the approved project.

PROCUREMENT STANDARDS: The subrecipient certifies all procurement transactions will comply with the subrecipient's procurement policy provided the policy is compliant with the requirements set forth in the Office of Management and Budget (OMB) Uniform Requirements, 2 C.F.R. 200.317-326. In the event the subrecipient's procurement policy does not comply with the OMB procurement requirements, the subrecipient ensures all grant-related procurements will be conducted in a manner consistent with the federal standards.

CONFLICT OF INTEREST: Decisions related to use these grant funds must be free from undisclosed personal or organizational conflicts of interest, both in fact and in appearance. The subrecipient certifies the unit of government below is compliant with OMB Uniform Requirements, 2 C.F.R. 200.112, regarding conflict of interest, and will notify FDLE's Office of Criminal Justice Grants, in writing, of any potential conflicts of interest in accordance with this agreement. The subrecipient also agrees to disclose in a timely manner, in writing, all violations of state or federal criminal law involving fraud, bribery, or gratuity violations.

8 U.S.C. 1373: The subrecipient certifies the unit of government below is in, and will maintain throughout the life of this subaward, compliance with the conditions outlined in the subaward Standard Conditions, Section VII Compliance with 8 U.S.C. 1373. The subrecipient also agrees to disclose in a timely manner, in writing, all violations of these conditions, and any credible evidence indicating a federally funded program or activity, at any tier, is subject to an "information communication restriction."

Kristina Henson
(Signature of Subgrantee's Authorized Official)

Kristina Henson, CTC Executive Director
(Print Name and Title of Official)

Palm Beach County
(Name of Subgrantee)

7-1-19
(Date of Acceptance)

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY**

[Signature]
COUNTY ATTORNEY



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

Palm Beach County
Board of County
Commissioners

Mack Bernard, Mayor

Dave Kerner, Vice Mayor

Hal R. Valecha

Gregg K. Wales

Robert S. Weinroth

Mary Lou Berger

Melissa McKinlay

County Administrator

Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"



January 23, 2019

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

Re: Edward Byrne Memorial Justice Assistance Grant (JAG)
Program - Signature Authority Designation
Federal Fiscal 2017 (County Fiscal Year 2018)

To Whom It May Concern:

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

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

Thank you for your cooperation and attention to this matter.

Sincerely,

Verdenia C. Baker
County Administrator

cc: Kristina Henson, Executive Director, PBC CJC



Florida Department of
Law Enforcement

Richard L. Swearingen
Commissioner

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

Ron DeSantis, Governor
Ashley Moody, Attorney General
Jimmy Patronis, Chief Financial Officer
Nikki Fried, Commissioner of Agriculture

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June 18, 2019

Honorable Mack Bernard
Mayor
Palm Beach County Board of Commissioners
301 North Olive Avenue
West Palm Beach, FL 33401-4700

Re: Contract No. 2019-JAGC-PALM-1-N2-143

Dear Mayor Bernard:

The Florida Department of Law Enforcement is pleased to award to the Palm Beach County Board of Commissioners a subgrant in the amount of \$322,513.00 for the project titled PBC EX-OFFENDER REENTRY (FINAL). This subgrant is provided under the Edward Byrne Memorial Justice Assistance Grant (JAG) Countywide Program and approved under Florida's state JAG award 2017-MU-BX-0187 from the United States Department of Justice (DOJ). These funds shall be used for the purpose(s) identified in the enclosed subaward agreement.

This subaward is subject to all administrative and financial requirements, including timely submission of all financial and performance reports and compliance with all standard conditions.

In order to meet the requirements of the Transparency Florida Act (215.985, F.S.), this agreement is provided to the Florida Accountability Contract Tracking System (FACTS). If this agreement contains confidential or exempt information not subject to disclosure under Chapter 119, F.S., please contact the Office of Criminal Justice Grants (OCJG) for guidance on requesting an exemption.

The enclosed Certificate of Acceptance is required to be completed and returned within thirty (30) calendar days from the date of award. Completion of the Certificate of Acceptance constitutes official acceptance of the subaward and all associated terms and conditions. The Department is unable to reimburse any project expenditures until this certificate is received.

We look forward to working with you on this project. Please contact your grant manager at (850) 617-1250 if you have any questions or if we can be of further assistance.

Sincerely,



Rona Kay Credit
Bureau Chief

RKC/bb

Enclosures

Service • Integrity • Respect • Quality

CERTIFICATE OF SUBAWARD

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Subrecipient: Palm Beach County Board of Commissioners

Date of Award: 6/14/2019.

Grant Period: From: 10/01/2017 TO: 09/30/2019

Project Title: PBC EX-OFFENDER REENTRY (FINAL)

Grant Number: 2019-JAGC-PALM-1-N2-143

Federal Funds: \$322,513.00

Matching Funds: \$0.00

Total Project Cost: \$322,513.00

CFDA Number: 16.738

Federal Award Number: 2017-MU-BX-0187

Federal Awarding Agency: U.S. Department of Justice (USDOJ)

Pass-through Entity: Florida Department of Law Enforcement (FDLE)

Award is hereby made in the amount and for the period shown above of a subgrant under Part E of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 as amended Subpart 1 of such part (42 U.S.C. 3751-3759); the Consolidated Appropriations Act, 2008, Public Law 110-161; and Public Law 109-162, Title XI, Department of Justice Reauthorization, Subtitle B, Improving the Department of Justice's Grant Programs, Chapter 1, Assisting Law Enforcement and Criminal Justice Agencies, Section 1111. Merger of Byrne Grant Program and Local Law Enforcement Block Grant Program, to the above mentioned subgrantee and subject to any attached or special conditions.

This award is subject to all applicable rules, regulations, and conditions as contained in the Office of Justice Programs (OJP) Financial Guide, Common Rule for State and Local Governments, and/or Office of Management and Budget (OMB) Uniform Grant Requirements (2 C.F.R. Part 200), in their entirety. It is also subject to the attached standard conditions and such further rules, regulations and policies as may be reasonably prescribed by the State or Federal Government consistent with the purposes and authorization of Public Law 90-351, as amended, and Public Law 100-690.

This award is a cost-reimbursement agreement for satisfactory performance of eligible activities. Requests for reimbursement may be submitted quarterly or monthly as designated in the Financial Section of the agreement. Requests for reimbursement will be processed in conjunction with receipt and review of programmatic performance reports to determine successful completion of minimum performance for deliverables. Expenditures must be supported with documentation and provided to the Department upon request.

Failure to comply with provisions of this agreement, or failure to meet minimum performance specified in the agreement will result in required corrective action up to and including project costs being disallowed, withholding of federal funds and/or termination of the project, as specified within the terms of the agreement and OMB Uniform Guidance 200.338 - 200.342.

Within thirty (30) days from the date of award, a properly executed Certificate of Acceptance of Subgrant Award must be returned to the Department.



Authorized Official
Rona Kay Cradock
Bureau Chief

6/14/2019
Date

☒ This award is subject to special conditions (attached).

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

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SPECIAL CONDITION(S)

Subrecipient: Palm Beach County Board of Commissioners

Grant Number: 2019-JAGC-PALM-1-N2-143

Grant Title: PBC EX-OFFENDER REENTRY (FINAL)

In addition to the general conditions applicable to fiscal administration, the grant is subject to the following Special Condition(s):

Ref# S39782: WITHHOLDING OF FUNDS: All pass-through entities must comply with the requirements outlined in the Office of Management and Budget (OMB), Uniform Requirements, 2 C.F.R. 200.331. Prior to the drawdown of funds for contractual services for a tiered subrecipient, the Palm Beach County BOCC must submit a copy of their written policies and procedures addressing the award, management and monitoring process for subrecipients to the Office of Criminal Justice Grants.

Ref# S39783: WITHHOLDING OF FUNDS: All pass-through entities must comply with the requirements outlined in the Office of Management and Budget (OMB), Uniform Requirements, 2 C.F.R. 200.331. Prior to the drawdown of funds for contractual services for a tiered subrecipient, the Palm Beach County BOCC must submit a copy of the risk assessment and monitoring tool used for subrecipient management to the Office of Criminal Justice Grants.

Ref# S39784: WITHHOLDING OF FUNDS: Prior to the drawdown of funds for Salaries and Benefits, the Palm Beach BOCC must submit [position descriptions, pay policy, overtime policy, etc.] to the Office of Criminal Justice Grants.

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: Mack Bernard
Title: Mayor
Address: 301 North Olive Avenue
City: West Palm Beach
State: FL **Zip:** 33401-4700
Phone: 561-355-2207 **Ext:**
Fax:
Email: mbernard@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

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



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

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

contract and provide or broker series to holistically address client's needs.

Case Management Services: City of Riviera Beach (total \$40,364) for the period of Oct. 1, 2017 through March 31, 2020)

Case Management Services: City of Riviera Beach (total \$14,500 for the period of Oct. 1, 2017 through Sept. 30, 2018)

Riviera Beach will provide Adult Ex-Offender Reentry services for individuals returning to Palm Beach County through the Department of Justice.

Contract/Unit Rate: Services are reimbursed on a unit rate approved by the Palm Beach County Board of County Commissioners.

Approved September 12, 2017 (Agenda Item 3X3 R-2017-1388)

Amended: May 1, 2018 (Agenda Item 3X1 R-2018-0682) and January 15, 2019 (Agenda Item 3X1 R2019-0128).

Pre-or Post-Release Follow-up/Plan Review - \$81/session (total \$14,500)

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

Case Management Services: City of Riviera Beach (total \$25,864) for the period of Oct. 1, 2019 through March 31, 2020)

Riviera Beach will provide Adult Ex-Offender Reentry services for individuals returning to Palm Beach County through the Department of Justice.

Contract/Unit Rate: Services are reimbursed on a unit rate approved by the Palm Beach County Board of County Commissioners. Approval pending, agenda item scheduled for September 2019.

Pre-or-Post Release Case Management Services

Case Managers will provide individual case management sessions with all clients at regularly scheduled intervals, develop individual service plans for all clients that identify barriers to successful reentry, document all client contract and provide or broker series to holistically address client's needs.

Case Management Services: The Lord's Place, Inc. (total \$13,430) for the period of Oct. 1, 2019 through March 31, 2020)

The Lord's Place will provide Adult Ex-Offender Reentry services for individuals returning to Palm Beach County through the Department of Justice.

Contract/Unit Rate: Services are reimbursed on a unit rate approved by the Palm Beach County Board of County Commissioners. Approval pending, agenda item scheduled for September 2019.

Pre-or-Post Release Case Management Services

Case Managers will provide individual case management sessions with all clients at regularly scheduled intervals, develop individual service plans for all clients that identify barriers to successful reentry, document all client

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

contract and provide or broker series to holistically address client's needs.

Increased Programing at Sago Palm Reentry Prison: The Lord's Place, Inc. (total \$13,500)

The Lord's Place Contracted Evidence Based Program Destiny By Choice, Inc. (DBC) will provide Intervention and educational services as part of the Safe Return Domestic Violence Re-entry Program, to assist enrollees in transitioning back successfully into the community with the goal of Preventing Domestic Violence When Men Return Home From Prison. DBC will provide 15 weeks, (30 sessions) twice per week for one and a half 2xs per week. Each enrollee will attend classes twice (2x) per week for one (1) hour and a half (1 ?) to two (2) hours each class session. The Lord's Place will Invoice at a rate of \$450/session. Requirement for payment include the submittal of the attendance sign-in sheet with the date and time of each session, signature of the instructor and of each participant, and an overview of the session content. Each session requires a minimum of 3 participants.

Application for Funding Assistance

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

Attachment # 1
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Section 5: Standard Conditions

Insert Standard Conditions Page here.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program

SUBAWARD STANDARD CONDITIONS

The State of Florida, Department of Law Enforcement (FDLE) is a recipient of federal JAG funds. FDLE, as the non-federal pass-through entity and State Administering Agency (SAA) for this program, subawards JAG funds to eligible units of government. All subawards made by FDLE to units of government under this program require compliance with the agreement and Standard Conditions upon signed acceptance of the subaward.

Upon approval of the application, or subaward, the following terms and conditions will become binding. As a unit of government, the subrecipient will maintain required state and federal registrations and certifications for eligibility under this program. For JAG-Countywide subawards, the designated County Coordinator for local units of government will submit documentation in accordance with Florida Administrative Code 11D-9 supporting the strategic planning for allocation of these funds. The subrecipient agrees to submit required programmatic and financial reports supporting eligible activities were completed in accordance with the grant and program requirements.

The Department will only reimburse subrecipients for authorized activities. The Department will not reimburse for costs incurred for any purpose other than those specified in the agreement. Failure to comply with provisions of this agreement, or failure to perform grant activities as specified in the agreement, will result in required corrective action up to and including financial consequences. A financial consequence may be imposed for non-compliance in accordance with 2 C.F.R. § 200 and these Standard Conditions, including but not limited to project costs being disallowed, withholding of federal funds and/or termination of the project.

GENERAL REQUIREMENTS

All subrecipients must comply with the financial and administrative requirements set forth in the following:

Current edition of the U.S. Department of Justice (DOJ) Grants Financial Guide
https://oig.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf

Office of Management and Budget (OMB) Uniform Grant Guidance (2 CFR Part 200)

Subpart A, Definitions

Subparts B-D, Administrative Requirements

Subpart E, Cost Principles

Subpart F, Audit Requirements and all applicable Appendices

Code of Federal Regulations: www.gpo.gov/fdsys/

2 C.F.R. §175.15(b), Award Term for Trafficking in Persons

28 C.F.R. §39, Equal Treatment for Faith-Based Organizations

28 C.F.R. § 66, U.S. Department of Justice Common Rule for State and Local Governments

28 C.F.R. § 83, Government-Wide Requirements for Drug-Free Workplace

28 C.F.R. §§ 18, 22, 23, 30, 35, 42, 61, and 63

State of Florida General Records Schedule GS1-SL for State and Local Government Agencies:

<http://dos.myflorida.com/media/693574/general-records-schedulegs01-sl.pdf> and

<http://dos.myflorida.com/media/698314/ga2-sl-2017-final.pdf>

State of Florida Statutes

Section 215.971, F.S., Agreements funded with federal or state assistance

Section 215.985, F.S., Transparency in government spending

DEFINITIONS

Disallowed costs means those charges to a Federal award that the Federal awarding agency or pass-through entity determines to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the Federal award.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

Grant agreement means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 8302, 8304, is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 8101(3)); and not to acquire property or services for the Federal awarding agency or pass-through entity's direct benefit or use; and is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

Improper payment means any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements and; improper payment includes any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient or lack of documentation prevents a reviewer from discerning whether a payment was proper.

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation

at 48 CFR Subpart 2.1 (Definitions). It is \$3,500 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.

Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Non-Federal entity is a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

Non-federal pass-through entity is a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program; the Florida Department of Law Enforcement (FDLE) is the non-federal pass-through entity for this agreement, also referred to as the State Administering Agency (SAA).

Period of performance means the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award (see §§200.210 Information contained in a Federal award paragraph (a)(5) and 200.331 Requirements for pass-through entities, paragraph (a)(1)(iv)).

Protected Personally Identifiable Information (PII) means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to social security numbers; passport numbers; credit card numbers; clearances; bank numbers; biometrics; date and place of birth; mother's maiden name; criminal, medical, and financial records; and educational transcripts. This does not include PII that is required by law to be disclosed. (See also § 200.79 Personally Identifiable Information (PII)).

Questioned cost means a cost that is questioned by the auditor because of an audit finding 1) that resulted from a violation or possible violation of a statute, regulation, or the terms and conditions of a Federal award, including for funds used to match Federal funds; 2) where the costs, at the time of the audit, are not supported by adequate documentation; or 3) where the costs incurred appear unreasonable and do

not reflect the actions a prudent person would take in the circumstances.

Simplified acquisition threshold means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. § 1908. As of the publication of this part, the simplified acquisition threshold is \$150,000, but this threshold is periodically adjusted for inflation. (Also see definition of Micro-purchase, 2 C.F.R. § 200.67)

Subaward is an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also §§200.20 Computing devices and 200.33 Equipment.

SECTION I: TERMS AND CONDITIONS

1.0 Payment Contingent on Appropriation and Available Funds - The State of Florida's obligation to pay under this agreement is contingent upon an annual appropriation by the Florida Legislature. Furthermore, the obligation of the State of Florida to reimburse subrecipients for incurred costs is subject to available federal funds.

2.0 Commencement of Project - If a project is not operational within 60 days of the original start date of the award period, the subrecipient must report by letter to the Department the steps taken to initiate the project, the reasons for delay, and

the expected start date.

If a project is not operational within 90 days of the original start date of the award period, the subrecipient must submit a second statement to the Department explaining the implementation delay.

Upon receipt of the ninety (90) day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, unilaterally terminate this agreement and re-obligate subaward funds to other Department approved projects. The Department, where warranted by extenuating circumstances, may extend the starting date of the project past the ninety (90) day period, but only by formal written adjustment to this agreement.

3.0 Supplanting - The subrecipient agrees that funds received under this award will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.

4.0 Personnel Changes - The subrecipient agrees to promptly notify the Department through the SIMON Help Desk of any change in chief officials or key project staff, including changes to contact information or title changes. The subrecipient acknowledges that some changes in points of contact will require formal grant adjustment to reflect the change in the agreement.

5.0 Non-Procurement, Debarment and Suspension - The subrecipient agrees to comply with Executive Order 12549, Debarment and Suspension and 2 C.F.R. § 180, "OMB Guidelines To Agencies On Government wide Debarment And Suspension (Non-procurement)". These procedures require the subrecipient to certify it shall not enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible or is voluntarily excluded from participating in this covered transaction, unless authorized by the Department. If the subaward is \$100,000 or more, the sub recipient and implementing agency certify that they and their principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
- 2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal

offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- 4) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

6.0 Federal Restrictions on Lobbying - In general, as a matter of federal law, federal funds may not be used by any subrecipient at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. § 1913.

Another federal law generally prohibits federal funds from being used by any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. § 1352.

7.0 State Restrictions on Lobbying - In addition to the provisions contained above, the expenditure of funds for the purpose of lobbying the legislature or a state agency is prohibited under this agreement.

8.0 Additional Restrictions on Lobbying - The subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs.

9.0 "Pay-to-Stay" - Funds from this award may not be used to operate a "pay-to-stay" program in any local jail. Furthermore, no funds may be given to local jails that operate "pay-to-stay" programs. "Local jail", as referenced in this

condition, means an adult facility or detention center owned and/or operated by city, county, or municipality. It does not include juvenile detention centers. "Pay-to-stay" programs as referenced in this condition, means a program by which extraordinary services, amenities and/or accommodations, not otherwise available to the general inmate population, may be provided, based upon an offender's apparent ability to pay, such that disparate conditions of confinement are created for the same or similar offenders within a jurisdiction.

10.0 The Coastal Barrier Resources Act - The subrecipient will comply and assure the compliance of all contractors with the provisions of the Coastal Barrier Resources Act (P.L. No. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new federal funds within the units of the Coastal Barrier Resources System.

11.0 Background Check - Whenever a background screening for employment or a background security check is required by law for employment, unless otherwise provided by law, the provisions of § 435, F.S. shall apply.

All employees in positions designated by law as positions of trust or responsibility shall be required to undergo security background investigations as a condition of employment and continued employment. For the purposes of the subsection, security background investigations shall include, but not be limited to, employment history checks, fingerprinting for all purposes and checks in this subsection, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and federal criminal records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies.

12.0 Such background investigations shall be conducted at the expense of the employing agency or employee. Privacy Certification - The subrecipient must comply with all confidentiality requirements of 42 U.S.C. § 3789g and 28 C.F.R. § 22 that are applicable to collection, use, and revelation of data or information. Subrecipient further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. §§ 22 and, in particular, 22.23. Privacy Certification forms must be signed by the subrecipient or implementing agency chief official or an individual with formal, written signature authority for the chief official.

13.0 Conferences and Inspection of Work - Conferences may be held at the request of any

party to this agreement. At any time, a representative of the Department, of the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right of visiting the project site to monitor, inspect and assess work performed under this agreement.

14.0 Insurance for Real Property and Equipment - The subrecipient must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity.

15.0 Flood Disaster Protection Act - The subrecipient will comply with Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, requiring that the purchase of flood insurance in communities where such insurance is available as a condition of the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified as an area having special flood hazards.

16.0 Immigration and Nationality Act - No public funds will intentionally be awarded to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e), Section 274A(e) of the Immigration and Nationality Act ("INA"). The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the subrecipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this contract by the Department.

SECTION II: CIVIL RIGHTS REQUIREMENTS

1.0 Participant Notification of Non-discrimination FDLE does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in the delivery of services, benefits or in employment.

2.0 Title VI of the Civil Rights Act of 1964 - The subrecipient at any tier, must comply with all applicable requirements of 28 CFR § 42, specifically including any applicable requirements in Subpart E that relate to an equal employment opportunity program.

Equal Employment Opportunity Certification (EEOC) - A subrecipient or implementing agency must submit an EEO Certification annually within 120 days of award.

Equal Employment Opportunity Program (EEOC) - A subrecipient or implementing agency must comply with all applicable requirements in 28 C.F.R. §42, Subpart E.

Subrecipients are advised to use the Office for Civil Rights EEO Reporting Tool to satisfy this condition (<https://ojp.gov/about/ocr/eeop.htm>).

3.0 Title IX of the Education Amendments of 1972 If the subrecipient operates an education program or activity, the subrecipient must comply with all applicable requirements of 28 C.F.R. § 54, "Nondiscrimination on the basis of sex in education programs or activities receiving federal financial assistance."

4.0 Equal Treatment for Faith Based Organizations The subrecipient at any tier, must comply with all applicable requirements of 28 C.F.R. § 38, "Equal Treatment for Faith Based Organizations", specifically including the provision for written notice to current or prospective program beneficiaries.

5.0 Americans with Disabilities Act - Subrecipients 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.

6.0 Section 504 of the Rehabilitation Act of 1973 (28 C.F.R. § 42, Subpart G) - Subrecipients must comply with all provisions prohibiting discrimination on the basis of disability in both employment and the delivery of services.

7.0 Age Discrimination Act of 1975 - Subrecipients must comply with all requirements in Subpart I of 28 C.F.R. §42 which prohibits discrimination based on age in federally assisted programs.

8.0 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. § 2000d, subrecipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. FDLE strongly advises subrecipients to have a written LEP Language Access Plan. For more information visit www.lep.gov.

9.0 Finding of Discrimination - In the event a federal or state court or federal or state administrative agency makes, after a due process hearing, a finding of discrimination on the grounds of race, color, religion, national origin, sex, or disability against a subrecipient of funds, the subrecipient will forward a copy of the

finding to FDLE and to the Office for Civil Rights, Office of Justice Programs.

- 10.0 Filing a Complaint** - If the subrecipient or any of its employees, contractors, vendors, or program beneficiaries has a discrimination complaint, they may file a complaint with the subrecipient, 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) 307-0890.

- 11.0 Retaliation** - In accordance with federal civil rights laws, the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.
- 12.0 Non-discrimination Contract Requirements** - Subrecipients must include comprehensive Civil Rights nondiscrimination provisions in all contracts funded by the subrecipient.
- 13.0 Pass-through Requirements** - Subrecipients are responsible for the compliance of contractors and other entities to whom they pass-through funds including compliance with all Civil Rights requirements. These additional tier subrecipients must be made aware that they may file a discrimination complaint with the subrecipient, with FDLE, or with the USDOJ Office for Civil Rights and provided the contact information.

SECTION III: FINANCIAL REQUIREMENTS AND RESPONSIBILITY

- 1.0 Fiscal Control and Fund Accounting Procedures** - All expenditures and cost accounting of funds shall conform to the DOJ Grants Financial Guide, the 28 C.F.R. § 66, and 2 C.F.R. § 200 as applicable, in their entirety.

Subrecipients are required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. Financial management

systems must be able to record and report on the receipt, obligation, and expenditure of grant funds; and able to accommodate a fund and account structure to separately track receipts, expenditures, assets, and liabilities for awards, programs, and additional tiered subrecipients. The awarded funds may or may not be an interest bearing account, but any earned interest must be used for program purposes and expended before the federal grant period end date. Any unexpended interest remaining at the end of the federal grant period must be submitted to the Office of Criminal Justice Grants for transmittal to DOJ.

- 2.0 Match** - The value or amount of any "non-federal share," "match," or cost-sharing contribution incorporated into the approved budget is part of the "project cost" for purposes of the 2 C.F.R. § 200 Uniform Requirements, and is subject to audit. In general, the rules and restrictions that apply to award funds from federal sources also apply to funds in the approved budget that are provided as "match" or through "cost sharing."

SECTION IV: SUBAWARD MANAGEMENT AND REPORTING REQUIREMENTS

- 1.0 Obligation of Subrecipient Funds** - Subaward funds shall not under any circumstances be obligated prior to the effective date, or subsequent to the termination date, of the period of performance. Only project costs incurred on or after the effective date, and on or prior to the termination date of the subrecipient's project are eligible for reimbursement. All payments must be completed within thirty (30) days of the end of the subaward period of performance.
- 2.0 Use of Funds** - Grant funds may be used only for the purposes in the subrecipient's approved application. Subrecipients shall not undertake any work or activities not described in the approved grant award, and that use staff, equipment, or other goods or services paid for with grant funds, without prior written approval from FDLE's Office of Criminal Justice Grants (OCJG).
- 3.0 Advance Funding** - Advance funding may be provided to a subrecipient upon a written request to the Department. The request must be electronically signed by the subrecipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

4.0 Performance and Reporting

Reporting Time Frames - The Project Director,

Application Manager, or Performance Contacts shall submit Monthly or Quarterly Project Performance Reports to the Department, within fifteen (15) days after the end of the reporting period. In addition, if the subaward period is extended beyond the "original" project period, additional Project Performance Reports shall be submitted.

Failure to Submit - Performance Reports that are not complete, accurate, and timely may result in sanctions, as specified in Section IV, Subaward Management and Reporting Requirements.

Report Contents - Performance Reports must include a response to all objectives included in your subaward. A detailed response is required in the narrative portion for yes/no performance objectives. Submitted performance reports must clearly articulate, where appropriate, performance during the execution of the award has met a standard against which the subrecipient's performance can be measured. The narrative must also reflect on accomplishments for the period and identify problems with project implementation and address actions being taken to resolve the problems. Additional information may be required if necessary to comply with federal reporting requirements.

Requirement for Data on Performance and Effectiveness Under the Award - The subrecipient must collect and maintain data that measures the performance and effectiveness of work under this award. The data must be provided to OCJG in the manner (including within the timeframes) specified by OCJG. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

Financial Consequences for Failure to Perform - In accordance with s. 215.971 F.S., payments for state and federal financial assistance must be directly related to the scope of work and meet the minimum level of performance for successful completion. If the subrecipient fails to meet the minimum level of service or performance identified in this agreement, or is customary for subawards, then the Department will apply financial consequences commensurate with the deficiency. Financial consequences may include but are not limited to withholding payments or reimbursement until the deficiency is resolved, tendering only partial payment/reimbursement, imposition of other financial consequences according to the Standard Conditions as applicable, and/or termination of contract and requisition of goods or

services from an alternate source. Any payment made in reliance on subrecipient's evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due to the Department as an overpayment.

5.0 Grant Adjustments - Subrecipients must submit a grant adjustment through SIMON for major substantive changes such as changes in project activities or scope of the project, target populations, service providers, implementation schedules, project director, and designs or research plans set forth in the approved agreement and for any budget changes that affect a cost category that was not included in the original budget. Adjustments are also required when there will be a transfer of 10% or more of the total budget between budget categories, or there is an indirect cost rate category change.

Subrecipients may transfer up to 10% of the total budget between current, approved budget categories without prior approval as long as the funds are transferred to an existing line item.

Under no circumstances can transfers of funds increase the total budgeted award.

Requests for changes to the subaward agreement must be electronically signed by the subrecipient or implementing agency's chief official or the chief official's designee.

All requests for changes must be submitted in SIMON no later than ninety (90) days prior to grant expiration date.

6.0 Financial Expenditures and Reporting

Reporting Requirements - The subrecipient shall have a choice of submitting either a Monthly or a Quarterly Project Expenditure Report to the Department. Project Expenditure Reports are due thirty (30) days after the end of the reporting period. In addition, if the subaward period is extended, additional Project Expenditure Reports shall be submitted.

All project expenditures for reimbursement of subrecipient costs shall be submitted on the Project Expenditure Report Forms prescribed and provided by the Office of Criminal Justice Grants (OCJG) through the SIMON (Subgrant Information Management Online).

All Project Expenditure Reports shall be submitted in sufficient detail for proper pre-audit and post-audit.

All reports must relate financial data to performance accomplishments.

Before the "final" Project Expenditure Report will be processed, the subrecipient must submit to the Department all outstanding project reports and must have satisfied all special conditions. Failure to comply with the above provisions shall result in forfeiture of reimbursement.

Reports are to be submitted even when no reimbursement is being requested.

Submission - The report must be electronically signed by the subrecipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

- 7.0 Project Generated Income (PGI)** - All income generated as a direct result of a sub project shall be deemed program income. Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (i.e., law enforcement entity).

Required Reports - The subrecipient shall submit Quarterly PGI Earnings and Expenditures Reports to the Department within thirty (30) days after the end of the reporting period covering subaward project generated income and expenditures during the previous quarter. If any PGI remains unspent after the subaward ends, the subrecipient must continue submitting quarterly PGI reports until all funds are expended.

PGI Expenditure - Program income should be used as earned and expended as soon as possible and used to further the objects in which the award was made. Any unexpended PGI remaining at the end of the federal grant period must be submitted to OCJG for transmittal to the Bureau of Justice Assistance.

Submission - PGI Earnings and Expenditures reports must be electronically signed by the subrecipient or implementing agency's chief financial officer or the chief financial officer's designee.

- 8.0 Subrecipient Integrity and Performance Matters** - Requirement to report information on certain civil, criminal, and administrative proceedings to OCJG, SAM and FAPIIS.

The subrecipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, subrecipients of OJP awards are required to report information about

such proceedings, through the federal System for Award Management ("SAM"), to the designated federal integrity and performance system ("FAPIIS").

SECTION V: MONITORING AND AUDITS

- 1.0 Access to Records** - The Florida Department of Law Enforcement, the Auditor General of the State of Florida, the U.S. Department of Justice, the U.S. Comptroller General or any of their duly authorized representatives, shall have access to books, documents, papers and records of the subrecipient, implementing agency and contractors for the purpose of audit and examination according to the Financial Guide and the 28 C.F.R. § 66. At any time, a representative of the Department, the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right to visit the project site to monitor, inspect and assess work performed under this agreement.

The Department reserves the right to unilaterally terminate this agreement if the subrecipient, implementing agency, or contractor refuses to allow public access to all documents, papers, letters, or other materials subject to provisions of s. 119, F.S., unless specifically exempted and/or made confidential by operation of s. 119, F.S., and made or received by the subrecipient or its contractor in conjunction with this agreement.

The subrecipient will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

- 2.0 Monitoring** - The recipient agrees to comply with FDLE's grant monitoring guidelines, protocols, and procedures; and to cooperate with FDLE on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide FDLE all documentation necessary to complete monitoring of the award. Further, the recipient agrees to abide by reasonable deadlines set by FDLE for providing requested documents. Failure to cooperate with grant monitoring activities may result in sanctions affecting the recipient's award, including, but not limited to: withholding and/or other restrictions on the recipient's access to funds, referral to the Office of the Inspector General for audit review, designation of the recipient as a FDLE High Risk grantee, or termination of award(s).

- 3.0 Property Management** - The subrecipient shall establish and administer a system to protect,

preserve, use, maintain and dispose of any property furnished to it by the Department or purchased pursuant to this agreement according to federal property management standards set forth in the DOJ Grants Financial Guide, and 28 C.F.R. § 66. This obligation continues as long as the subrecipient retains the property, notwithstanding expiration of this agreement.

Property Use - The subrecipient must use equipment acquired under a Federal award for the authorized purposes of the project during the period of performance, or until the property is no longer needed. Subrecipients must use, manage and dispose of equipment acquired under a Federal award in accordance with ss. 274, F.S. Tangible Property and 200.313, F.S., Equipment.

4.0 Subaward Closeout - A Financial Closeout Audit shall be submitted to the Department within forty-five (45) days of the end date of the performance period.

The Financial Closeout Audit report located in SIMON must be electronically signed by the subrecipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.

Subaward Closeout will be initiated by the Department after the Financial Closeout has been completed and approved. Failure to submit closeout reports timely will result in an Administrative Closeout by the Department.

5.0 High Risk Subrecipients - If a subrecipient is designated "high risk" by a federal grant-making agency, currently or at any time during the course of the period of performance under this award, the subrecipient must disclose that fact and certain related information to FDLE's OCJG. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the subrecipient's past performance, or other programmatic or financial concerns with the subrecipient. The subrecipient's disclosure must include the following: 1. The federal awarding agency that currently designates the subrecipient high risk, 2. The date the subrecipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

6.0 Imposition of Additional Requirements - The subrecipient agrees to comply with any additional requirements that may be imposed by OCJG during the period of performance for this award, if the subrecipient is designated as "high risk" for purposes of the DOJ high-risk grantee list.

7.0 Retention of Records - The subrecipient shall maintain all records and documents for a minimum of five (5) years from the date of the final financial statement and be available for audit and public disclosure upon request of duly authorized persons. The subrecipient shall comply with State of Florida General Records Schedule GS1-SL for State and Local Government Agencies:
<http://dos.myflorida.com/media/893574/general-records-schedules01-sl.pdf>.

8.0 Disputes and Appeals - The Department shall make its decision in writing when responding to any disputes, disagreements, or questions of fact arising under this agreement and shall distribute its response to all concerned parties. The subrecipient shall proceed diligently with the performance of this agreement according to the Department's decision. If the subrecipient appeals the Department's decision, the appeal also shall be made in writing within twenty-one (21) calendar days to the Department's clerk (agency clerk). The subrecipient's right to appeal the Department's decision is contained in § 120, F.S., and in procedures set forth in Rule 28-106.104, Florida Administrative Code. Failure to appeal within this time frame constitutes a waiver of proceedings under Chapter 120, F.S.

9.0 Failure to Address Audit Issues - The subrecipient understands and agrees that FDLE's OCJG may withhold award funds, or may impose award conditions or other related requirements, if (as determined by OCJG) the subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the 2 C.F.R. § 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews.

10.0 Single Annual Audit - Subrecipients that expend \$750,000 or more in a year in federal awards shall have a single audit or program-specific audit conducted for that year. The audit shall be performed in accordance with the OMB 2 C.F.R. § 200 Subpart F - Audit Requirements and other applicable federal law. The contract for this agreement shall be identified in the Schedule of Federal Financial Assistance in the subject audit. The contract shall be identified as federal funds passed through the Florida Department of Law Enforcement and include the contract number, CFDA number, award amount, contract period, funds received and disbursed. When applicable, the subrecipient shall submit an annual financial audit that meets the requirements of 2 C.F.R. § 200 Subpart F, "Audit Requirements" s. 215.97, F.S., "Florida Single Audit Act" and Rules of the Auditor General, Chapter 10.550, and Chapter

10.650, "Local Governmental Entity Audits" and "Florida Single Audit Act Audits Nonprofit and For-Profit Organizations."

A complete audit report that covers any portion of the effective dates of this agreement must be performed and submitted to the Federal Audit Clearinghouse within the earlier of thirty (30) calendar days after receipt of the auditor's report(s), or nine (9) months after the end of the audit period. Submissions must include required elements described in Appendix X to 2 C.F.R. § 200 on the specified Data Collection Form (Form SF-SAC).

Records shall be made available upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the Department.

Subrecipients that expend less than \$750,000 in federal awards during a fiscal year are exempt from the Single Audit Act audit requirements for that fiscal year. In this case, written notification, in the form of the "Certification of Audit Exemption" form, shall be provided to the Department by the Chief Financial Officer, or designee, that the subrecipient is exempt. This notice shall be provided to the Department no later than March 1 following the end of the fiscal year.

SECTION VI: SUBAWARD PROCUREMENT AND COST PRINCIPLES

- 1.0 **Procurement Procedures** - Subrecipients must have written procedures for procurement transactions. Procedures must conform to applicable Federal law and the standards in 2 C.F.R. §§ 200.318-326.

This condition applies to agreements that OCJG considers to be a procurement "contract", and not a second tier subaward.

The details of the advance approval requirement to use a noncompetitive approach in a procurement contract under this award are posed on the OJP website at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

Additional information on Federal purchasing guidelines can be found in the Guide to Procurements Under DOJ Grants and Cooperative agreements at <https://oip.gov/funding/Implement/Resources/GuideToProcurementProcedures.pdf>.

- 2.0 **Cost Analysis** - A cost analysis must be performed by the subrecipient if the cost or price

is at or above the \$35,000 acquisition threshold and the contract was awarded non-competitively in accordance with s. 216.3475, F.S. The subrecipient must maintain records to support the cost analysis, which includes a detailed budget, documented review of individual cost elements for allowability, reasonableness, and necessity. See also Chief Financial Officer Memorandum No. 02 (2012-2013).

- 3.0 **Allowable Costs** - Allowance for costs incurred under the subaward shall be determined according to the general principles and standards for selected cost items set forth in the DOJ Grants Financial Guide, 28 C.F.R. § 86, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments", and 2 C.F.R. § 200.405(e), "Cost Principles".

- 4.0 **Unallowable Costs** - Payments made for costs determined to be unallowable by either the Federal awarding agency, or the Department, either as direct or indirect costs, must be refunded (including interest) to FDLE and the Federal Government in accordance with instructions that determined the costs are unallowable unless state or Federal statute or regulation directs otherwise. See also 2 C.F.R. §§ 200.300-309.

- 5.0 **Indirect Cost Rate** - A subrecipient that is eligible to use the "de minimis" indirect cost rate described in 2 C.F.R. § 200.414(f), and elects to do so, must advise OCJG in writing of both its eligibility and its election, and must comply with all associated requirements in the 2 C.F.R. § 200 and Appendix VII.

- 6.0 **Sole Source** - If the project requires a non-competitive purchase from a sole source, the subrecipient must complete the Sole Source Justification for Services and Equipment Form and submit to OCJG upon application for pre-approval. If the subrecipient is a state agency and the cost meets or exceeds \$150,000, the subrecipient must also receive approval from the Department of Management Services (DMS) (s. 287.057(5), F.S.). The Sole Source form must be signed by the subrecipient or implementing agency chief official or chief official designee. Additional details on the sole source requirement can be found at 2 C.F.R. § 200 and the DOJ Grants Financial Guide.

- 7.0 **Personal Services** - Subrecipients may use grant funds for eligible personal services including salaries, wages, and fringe benefits, including overtime in accordance with the DOJ Grants Financial Guide Section 3.9 - Compensation for Personal Services, consistent with the principles set out in 2 C.F.R. § 200, Subpart E and those permitted in the federal

program's authorizing legislation. Subrecipient employees should be compensated with overtime payments for work performed in excess of the established work week and in accordance with the subrecipient's written compensation and pay plan.

Documentation - Charges for salaries, wages, and fringe benefits must be supported by a system of internal controls providing reasonable assurance that charges are accurate, allowable, and properly allocated. Documentation supporting charges must be incorporated into the official records of the organization.

Charges made to the Personnel Budget Category must reasonably reflect the total time and activity for which the employee is compensated by the organization and cover both federally funded and all other activities. The records may include the use of subsidiary records as defined in the organization's written policies. Where grant subrecipients work on multiple grant programs or cost activities, documentation must support a reasonable allocation or distribution of costs among specific activities or cost objectives.

- 8.0 Contractual Services** - The subrecipient must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts as described in 2 C.F.R. § 200.318, General procurement.

Requirements for Contractors of Subrecipients - The subrecipient assures the compliance of all contractors with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended 42 U.S.C. § 3711 et seq.; the provisions of the current edition of the DOJ Grants Financial Guide (https://oip.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf); and all other applicable federal and state laws, orders, circulars, or regulations. The subrecipient must pass-through all requirements and conditions applicable to the federal grant award/subaward to any subcontract. The term "contractor" is used rather than the term "vendor" and means an entity that receives a contract as defined in 2 C.F.R. § 200.22, the nature of the contractual relationship determines the type of agreement.

Approval of Consultant Contracts - Compensation for individual consultant services must be reasonable and consistent with that paid for similar services in the marketplace. The Federal awarding agency and pass-through entity must review and approve in writing all consultant contracts prior to employment of a consultant when the individual compensation rate exceeds \$650 (excluding travel and subsistence costs) per

eight-hour day, or \$81.25 per hour. A detailed justification must be submitted to and approved by FDLE, who will coordinate written approval of the Federal awarding agency, prior to subrecipient obligation or expenditures of such funds. Approval shall be based upon the contract's compliance with requirements found in the Financial Guide Section 3.6 Consultant Rates, 28 C.F.R. § 86, and applicable state statutes. The Department's approval of the subrecipient agreement does not constitute approval of individual consultant contracts or rates. If consultants are hired through a competitive bidding process (not sole source), the \$650 threshold does not apply.

FFATA Reporting Requirements - Subrecipients that enter into subawards of \$25,000 or more should review the Federal Funding Accountability and Transparency Act of 2006 (FFATA), website for additional reporting requirements at <https://oip.gov/funding/Explore/FFATA.htm>

- 9.0 Travel and Training** - The cost of all travel shall be reimbursed according to the subrecipient's written travel policy. If the subrecipient does not have a written travel policy, cost of all travel will be reimbursed according to State of Florida Travel Guidelines § 112.061; F.S. Any foreign travel must obtain prior written approval from the Federal awarding agency and pass-through entity.

- 10.0 Expenses Related to Conferences, Meetings, Trainings, and Other Events** - Subgrant funds requested for meetings, retreats, seminars, symposia, events, and group training activities and related expenses must receive written pre-approval from the Federal awarding agency and pass-through entity and comply with all provisions in 2 C.F.R. § 200.432 and DOJ Grants Financial Guide Section 3.10; Conference Approval, Planning, and Reporting. Subgrant applications requesting approval for meeting, training, conference, or other event costs must include a completed Conference & Events Submission Form for approval prior to obligating subgrant funds for these purposes.

- 11.0 Training and Training Materials** - Any training or training materials that has been developed or delivered with grant funding under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at www.ojp.gov/funding/ojptrainingguidingprinciples.htm.

- 12.0 Publications, Media and Patents Ownership of Data and Creative Material** - Ownership of material, discoveries, inventions, and results developed, produced, or discovered subordinate

to this agreement is governed by the terms of the DOJ Grants Financial Guide, 28 C.F.R. §§ 86, and 200.315.

Publication or Printing of Materials - Publication costs for electronic and print media, including distribution, promotion, and general handling are allowable. If these costs are not identifiable with a particular direct cost objective, it should be allocated as indirect costs. Publication includes writing, editing, and preparing the illustrated material (including videos and electronic mediums).

Subrecipients must request pre-approval in writing for page charges for professional journal publications. All publication materials must comply with provisions in 2 C.F.R. § 200.461 and DOJ Grants Financial Guide, Section 3.9; Allowable Costs - Publication.

Subrecipients must submit for review and approval one (1) copy of any curricula, training materials, or any other written materials to be published, including web-based materials and website content, to be paid under this award at least thirty (30) days prior to the targeted dissemination date.

All electronic and print materials paid under this award must contain the following statements identifying the federal award:

- 1) "This project was supported by Grant No. 2017-MU-BX-0187 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

Any website that funded in whole or in part under this award must include the same statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a web-based service, including any pages that provide results or outputs from the service.

Patents - Subrecipients are subject to applicable regulations governing patents and inventions, including government wide regulations issued by the Department of Commerce (27 C.F.R. § 401 and 2 C.F.R. § 200.315(c)).

Subrecipients must promptly and fully report to FDLE and the Federal awarding agency if any program produces patentable items; patent rights, processes, or inventions, in the course of work sponsored under this award.

13.0 Information Technology Projects

Criminal Intelligence Systems - The subrecipient agrees that any information technology system funded or supported by the Office of Justice Programs funds will comply with 28 C.F.R. § 23, Criminal Intelligence Systems Operating Policies. If the Office of Justice Programs determines this regulation to be applicable. Should the Office of Justice Programs determine 28 C.F.R. § 23 to be applicable, the Office of Justice Programs may, at its discretion, perform audits of the system, as per 28 C.F.R. § 23.20(g). Should any violation of 28 C.F.R. § 23 occur, the subrecipient may be fined as per 42 U.S.C. § 3789g(c)-(d). The subrecipient may not satisfy such a fine with federal funds.

The subrecipient understands and agrees that no awarded funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. In doing so the subrecipient agrees that these restrictions will not limit the use of awarded funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecutions, or adjudication activities.

State IT Point of Contact - The subrecipient must ensure that the State IT Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditures period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the subrecipient must maintain an administrative file documenting the meeting of this requirement. For a list of State IT Points of Contact, go to <https://it.ojp.gov/technology-contacts>.

The State IT Point of Contact will ensure the subrecipient's project follows a statewide comprehensive strategy for information sharing systems that improve the functioning of the criminal justice system, with an emphasis on integration of all criminal justice components, law enforcement, courts, prosecution, corrections, and probation and parole.

Interstate Connectivity - To avoid duplicating existing networks or IT systems in any initiatives funded by the Bureau of Justice Assistance for

law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the subrecipient can demonstrate to the satisfaction of the Bureau of Justice Assistance that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

ADP Justification - The subrecipient must complete an Automated Data Processing (ADP) equipment and Software and Criminal Justice Information and Communication Systems Request for Approval form if the purchase of any ADP equipment is to be made. This form must be submitted upon application if applicable and pre-approval must be obtained. ADP Justification must be signed by the subrecipient or implementing agency chief official or an individual with formal, written signature authority for the chief official.

14.0 Interoperable Communications Guidance -

Subrecipients using funds to support emergency communications activities must comply with the current SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of Interoperable Communications Equipment and technologies 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) Walver Order. SAFECOM guidance can be found at

www.safecomprogram.gov/library/lists/library/DlePForm.aspx?ID=334.

Subrecipients interested in developing a public safety broadband network in the 700 MHz band in their jurisdictions must adhere to the technical standards set forth in the FCC Walver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band. The subrecipient shall also ensure projects support the Statewide Communication Interoperability Plan (SCIP) and are fully coordinated with the full-time Statewide Interoperability Coordinator (SWIC). If any future regulatory requirement (from the FCC or other governmental entity) results in a material technical or financial change in the project, the subrecipient should submit associated documentation, and other material, as applicable, for review by the SWIC to ensure coordination. Subrecipients must provide a listing of all communications equipment purchased with grant

award funding (plus the quantity purchased of each item) to FDLE once items are procured during any periodic programmatic progress reports.

15.0 Global Standards Package - In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Grantee shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at www.ft.ojp.gov/gsp_grantcondition. Grantee shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

SECTION VII: COMPLIANCE WITH 8 U.S.C. § 1373

1.0 In regards to the program or activity funded under this subaward and throughout the period of performance for this award, no state or local government entity, agency or official may prohibit or in any way restrict:

Any government entity or official from sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. 1373(a); or a government entity or agency from sending, requesting or receiving, maintaining, or exchanging information regarding immigration status as described in 8 U.S.C. 1373(b). For the purposes of this subaward, any prohibition (or restriction) that violates this condition is an "information-communication restriction."

2.0 A subaward to a state or local government or a public institution of higher education, cannot be made unless a properly executed certification of compliance with 8 U.S.C. 1373, signed by the chief legal officer of the subrecipient entity has been received by OCJG. Similarly, subrecipients cannot make a further subaward to a state or local government or a public institution of higher education, unless it first obtains a properly executed certification of compliance with 8 U.S.C. 1373 signed by the chief legal officer of the third tier subrecipient.

3.0 Funding under this award cannot be subawarded to any subrecipient at any tier that is either a state or unit of local government or a public institution of higher education that is subject to any "information-communication restriction."

4.0 Subrecipients must notify FDLE (in writing) if it has credible evidence that indicates that a funded program or activity of a subrecipient at any tier that is either a state or local government or a public institution of higher education, may be subject to any "information-communication restriction."

5.0 For **STATE AGENCIES**: With respect to the program or activity that is funded by this subaward, as of the date the subrecipient accepts this subaward, and throughout the remainder of the period of performance for the award-

i. A state statute or a state rule, regulation, policy or practice must be in place that is designed to ensure that agents of the United States acting under color of federal law are given access to any state (or state contracted) correctional facility for the purpose of permitting such agents to meet with individuals who are (or are believed by such agents to be) aliens and to inquire as to such individuals' right to be or remain in the United States.

ii. A state statute, or a state rule, regulation, policy or practice must be in place that is designed to ensure that, when a state (or state contracted) correctional facility receives a formal written request authorized by the Immigration and Nationality Act from DHS that seeks advance notice of the scheduled release date and time for a particular alien, they will honor the request and as early as practicable, provide the request notice to DHS.

6.0 For units of **LOCAL GOVERNMENT**: With respect to the program or activity that is funded by this subaward, as of the date the subrecipient accepts this subaward, and throughout the remainder of the period of performance for the award-

i. A local ordinance, rule, regulation, policy or practice (or an applicable state statute, rule, regulation policy or practice) must be in place that is designed to ensure that agents of the United States acting under color of federal law are given access to any state (or state contracted) correctional facility for the purpose of permitting such agents to meet with individuals who are (or are believed by such agents to be) aliens and to inquire as to such individuals' right to be or remain in the United States.

ii. A local ordinance, rule, regulation, policy or practice (or an applicable state statute, rule, regulation policy or practice) must be in place that is designed to ensure that, when a local government (or local government contracted) correctional facility receives a formal written request authorized by the Immigration and Nationality Act from DHS that seeks advance notice of the scheduled release date and time for a particular alien, they will honor the request and as early as practicable, provide the request notice to DHS.

7.0 Monitoring of compliance with the requirements of this condition will be conducted by FDLE.

8.0 Nothing in this condition shall be understood to authorize any subrecipient at any tier to violate any federal law, including any applicable civil rights or nondiscrimination law.

IMPORTANT NOTE: Any questions about the meaning or scope of this condition should be directed to FDLE prior to award acceptance.

SECTION VIII: ADDITIONAL REQUIREMENTS

1.0 **Environmental Protection Agency's (EPA) list of Violating Facilities** - The subrecipient assures that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Program Purpose are not listed on the EPA's list of Violating Facilities and that it will notify the Department of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

2.0 National Environmental Policy Act (NEPA)

The subrecipient agrees to assist FDLE in complying with the NEPA, the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of subaward funds by the subrecipient. This applies to the following new activities whether or not they are being specifically funded with these subaward funds. That is, it applies as long as the activity is being conducted by the subrecipient or any third party and the activity needs to be undertaken in order to use these subaward funds. Accordingly, the subrecipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes.

If it is determined that any of the following activities will be funded by the grant, the recipient agrees to contact FDLE OCJG.

- 1) New construction;
- 2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain; a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- 3) A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- 4) Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments; and
- 5) Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The subrecipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by the Bureau of Justice Assistance. The subrecipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed by the Department of Justice at <https://www.bja.gov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations.

- 3.0 National Historic Preservation Act - The Act will assist the Department (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (Identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
- 4.0 Human Research Subjects - Subrecipient agrees to comply with the requirements of 28 C.F.R. part 46 and all Office of Justice Programs policies and procedures regarding the protection

of human research subjects; including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

5.0 Disclosures

Conflict of Interest - The subrecipient and implementing agency will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. Subrecipients must disclose in writing any potential conflict of interest to FDLE (the non-federal pass-through entity).

Violations of Criminal Law - The subrecipient and implementing agency must disclose all violations of state or federal criminal law involving fraud, bribery or gratuity violations potentially affecting the sub award.

- 6.0 Uniform Relocation Assistance and Real Property Acquisitions Act - The subgrant recipient will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs.

- 7.0 Limitations on Government Employee Financed by Federal Assistance - The subrecipient will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

- 8.0 Funds to Association of Community Organizations for Reform Now (ACORN) Unallowable - Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

- 9.0 Text Messaging While Driving - Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), and §316.305, F.S., the subrecipient is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this subaward and to establish workplace safety policies and conduct education, awareness, and

other outreach to decrease crashes caused by distracted drivers.

- 10.0 DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database -** If PREA program funds will be used for DNA testing of evidentiary materials, any resulting eligible DNA 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 express written approval from BJA. For more information, refer to the NIJ FY 2012 DNA Backlog Reduction Program, available at <https://www.ncjrs.gov/pdffiles1/nij/si001062.pdf>.

In addition, funds may not be used for purchase of DNA equipment and supplies when the resulting DNA profiles from such technology are not accepted for entry into CODIS (the National DNA Database operated by the FBI).

- 11.0 Environmental Requirements and Energy -** For subawards in excess of \$100,000, the subrecipient must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). The subrecipient must comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), if any.
- 12.0 Other Federal Funds -** The subrecipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this award, and those awards have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this award, the subrecipient will promptly notify, in writing the grant manager for this award, and, if so requested by OCJG seek a budget modification or change of project scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.
- 13.0 Trafficking in Persons -** The subrecipient must comply with applicable requirements pertaining to prohibited conduct relating to the trafficking of persons, whether on the part of recipients, subrecipients or individuals defined as "employees" of the subrecipient. The details of the recipient and subrecipient obligations related to prohibited conduct related to trafficking in

persons are incorporated by reference and posted at www.ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm.

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Measure: Personnel 3

How many new positions will be created with JAG funds during the grant period?

Goal: 1

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: Case management services are being contracted with the City of Riviera Beach, Gulfstream Goodwill, and The Lord's Place.

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

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: 10

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: Palm Beach County Reentry (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.

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Goal: Goodwill 31%
Riviera Beach 17%
The Lord's Place 29%

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: Goodwill 2006
Riviera Beach 2006
The Lord's Place 2010

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: N/A

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.

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: All ex-offender Reentry programs uniformly include:
Anti-gang, Anti-drug, Cognitive, Crime Prevention,
Employment, GED, Housing, Job Skills, Mental Health,
Mentoring, Pro-Social, Substance Abuse, Vocational and
Family Reunification Services.

Measure: R09

When are candidates typically assessed/screened for eligibility for services, regardless of JAG funding? Choose from the following: Upon arrest/prejudication, 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).

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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: 20

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: 20

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: 190

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: 20

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: 15

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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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	\$218,735.00	\$0.00	\$218,735.00
Contractual Services	\$103,778.00	\$0.00	\$103,778.00
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:

Budget Narrative:

Salary and Benefits:

Position: Adult Reentry Program Coordinator \$83,962 (approx. \$27,598/hour); \$62,971 grant funding

Full-Time

Existing Position

Previous Funding: 75% grant funded (Department of Correction (DOC)) and 25% County ad valorem

Salary: \$57,404; grant funding \$43,053

FICA: \$3,559 (6.2%); grant funding \$2,669

Medicare: \$832 (1.45%); grant funding \$624

Insurance (Health, Life Insurance, Long Term Disability): \$17,552; grant funding \$13,184

Retirement Contribution FRS: \$4,615; grant funding \$3,461

Total: \$83,962; grant funding \$62,971

Grant funding: \$62,971 (75% of the position's salary)

The Reentry Program Coordinator 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 Gulfstream Goodwill Industries, Inc., City of Riviera Beach, and The Lord's Place Inc. 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. This position acts as a liaison to service providers and contractors associated with the project, develops organizational partnerships with private, governmental and nonprofit entities and performs related work as required.

This position was funded last fiscal year (County FY 2017 total \$81,256) 75% by a grant from DOC (FY 2017-18 General Appropriation Act) and 25% by County ad valorem funding. For FY 2018, DOC's funding structure changed from reimbursing the County for positions (salary/benefits) to reimbursing for direct client services (case management and support services) based on unit rates. Because the Reentry Program Coordinator does not provide direct services to clients, it was no longer an allowable expense under the new DOC Purchase Order. The Reentry budget was evaluated and funding for 75% of the Reentry Program Coordinator shifted to the FDLE grant. FDLE funding did not replace County's ad valorem funding for the program. County's ad valorem funding remained budgeted at \$486,765 for FY 2018.

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Budget Narrative (Continued):

Position: Juvenile Reentry Program Coordinator \$87,168 (approx. \$26.794/hour)

Full Time

Existing Position

Previous Funding: 100% grant funded (DOJ)

Salary: \$55,732

FICA: 6.20% \$3,455

Medicare: 1.45% \$808

Insurance (Health, Life Insurance, Long Term Disability): \$22,708

Retirement Contribution FRS: \$4,465

Total: \$87,168

Grant funding: \$87,168 (100% of the position's salary)

The Juvenile Reentry Program Coordinator 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 Gulfstream Goodwill Industries, Inc., City of Riviera Beach, and The Lord's Place Inc. 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. This position acts as a liaison to service providers and contractors associated with the project, develops organizational partnerships with private, governmental and nonprofit entities and performs related work as required.

Position: Reentry Program Coordinator \$68,596 (approx. \$26.014/hour for May - Sept. 2019 and \$26.794/hour for Oct. 2019 - March 2020 due to County's 3% COLA effective Oct. 1, 2019)

Full Time

New Position (for 11 months, May 2019 through March 2020)

Salary: \$50,412

FICA: 6.20% \$3,125

Medicare: 1.45% \$731

Insurance (Health, Life Insurance, Long Term Disability): \$10,272

Retirement Contribution FRS: \$4,056

Total: \$68,596

Grant funding: \$68,596 (100% of the position's salary)

The Reentry Program Coordinator 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

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Budget Narrative (Continued):

timely manner. They will work closely with Gulfstream Goodwill Industries, Inc., City of Riviera Beach, and The Lord's Place Inc. 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. This position acts as a liaison to service providers and contractors associated with the project, develops organizational partnerships with private, governmental and nonprofit entities and performs related work as required.

Case Management Services: Gulfstream Goodwill Industries, Inc. (total \$36,484) for the period of Oct. 1, 2017 through March 31, 2020)

Case Management Services: Gulfstream Goodwill Industries, Inc. Juvenile (total \$29,487 for the period of Oct. 1, 2017 through Sept. 30, 2018)

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.

Contract/Unit Rate: Services are reimbursed on a unit rate approved by the Palm Beach County Board of County Commissioners.

Approved September 12, 2017 (Agenda Item 3X3 R-2017-1389)

Amended: May 1, 2018 (Agenda Item 3X1 R-2018-0683); June 5, 2018 (Agenda Item 3X3 R-2018-0871); November 20, 2018 (Agenda Item 3X-2 R-2018-1810); and January 15, 2019 (Agenda Item 3X1 R2019-0131).

Pre-or-Post Release Case Management Follow-up/Plan Review Initial rate of \$66 to amended rate of \$73.50/session (total \$26,562)

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

Pro-Social Activity Supervision - \$15/session (total \$2,925)

Case Managers interact with youth and supervise pro-social events. Each session lasts a minimum of 30 minutes.

Case Management Services: Gulfstream Goodwill Industries, Inc. Juvenile (total \$6,997)

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Budget Narrative (Continued):

for the period of Oct. 1, 2019 through March 31, 2020)

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. Contract/Unit Rate: Services are reimbursed on a unit rate approved by the Palm Beach County Board of County Commissioners. Approval pending, agenda item scheduled for September 2019.

Pre-or-Post Release Case Management Services

Case Managers will provide individual case management sessions with all clients at regularly scheduled intervals, develop individual service plans for all clients that identify barriers to successful reentry, document all client contact and provide or broker services to holistically address client's needs.

Case Management Services: City of Riviera Beach (total \$40,364) for the period of Oct. 1, 2017 through March 31, 2020)

Case Management Services: City of Riviera Beach (total \$14,500 for the period of Oct. 1, 2017 through Sept. 30, 2018)

Riviera Beach will provide Adult Ex-Offender Reentry services for individuals returning to Palm Beach County through the Department of 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.

Contract/Unit Rate: Services are reimbursed on a unit rate approved by the Palm Beach County Board of County Commissioners.

Approved September 12, 2017 (Agenda Item 3X3 R-2017-1388)

Amended: May 1, 2018 (Agenda Item 3X1 R-2018-0682) and January 15, 2019 (Agenda Item 3X1 R2019-0128).

Pre-or Post-Release Follow-up/Plan Review - \$81/session (total \$14,500)

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

Case Management Services: City of Riviera Beach (total \$25,864) for the period of Oct. 1, 2019 through March 31, 2020)

Riviera Beach will provide Adult Ex-Offender Reentry services for individuals returning to Palm Beach County through the Department of 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

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Budget Narrative (Continued):

skills to better manage the reentry process as well as cope with other life stressors or needs.
Contract/Unit Rate: Services are reimbursed on a unit rate approved by the Palm Beach County Board of County Commissioners. Approval pending, agenda item scheduled for September 2019.

Pre-or-Post Release Case Management Services

Case Managers will provide individual case management sessions with all clients at regularly scheduled intervals, develop individual service plans for all clients that identify barriers to successful reentry, document all client contact and provide or broker services to holistically address client's needs.

Case Management Services: The Lord's Place, Inc. (total \$13,430) for the period of Oct. 1, 2019 through March 31, 2020)

The Lord's Place will provide Adult Ex-Offender Reentry services for individuals returning to Palm Beach County through the Department of 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.

Contract/Unit Rate: Services are reimbursed on a unit rate approved by the Palm Beach County Board of County Commissioners. Approval pending, agenda item scheduled for September 2019.

Pre-or-Post Release Case Management Services

Case Managers will provide individual case management sessions with all clients at regularly scheduled intervals, develop individual service plans for all clients that identify barriers to successful reentry, document all client contact and provide or broker services to holistically address client's needs.

Increased Programming at Sago Palm Reentry Prison: The Lord's Place, Inc. (total \$13,500)

The Lord's Place Contracted Evidence Based Program Destiny By Choice, Inc. (DBC) will provide intervention and educational services as part of the Safe Return Domestic Violence Re-entry Program, to assist enrollees in transitioning back successfully into the community with the goal of Preventing Domestic Violence When Men Return Home From Prison. The Safe Return Domestic Violence Re-entry Program is researched and designed for Men Returning From Prison. DBC will provide 15 weeks, (30 sessions) twice per week for one and a half hours 2xs per week. Each enrollee will attend classes twice (2x) per week for a minimum of one (1) and a half hours (1 ½) hours. The Lord's Place will invoice at a rate of \$450/session. Requirement for payment include the submittal of the attendance sign-in sheet with the date and time of each session, signature of the instructor and of each participant, and an overview of the session content. Each session requires a minimum of 3 participants.

Application for Funding Assistance

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Section Questions:

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

Answer: 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: Case Management Services: Gulfstream Goodwill Industries, Inc. (total \$36,484) for the period of Oct. 1, 2017 through March 31, 2020)
Case Management Services: Gulfstream Goodwill Industries, Inc. Juvenile (total \$29,487 for the period of Oct. 1, 2017 through Sept. 30, 2018)
Goodwill Industries will provide Juvenile Ex-Offender Reentry services through the Back to A Future Contract/Unit Rate: Services are reimbursed on a unit rate approved by the Palm Beach County Board of County Commissioners.
Approved September 12, 2017 (Agenda Item 3X3 R-2017-1389)
Amended: May 1, 2018 (Agenda Item 3X1 R-2018-0683); June 5, 2018 (Agenda Item 3X3 R-2018-0871); November 20, 2018 (Agenda Item 3X-2 R-2018-1810); and January 15, 2019 (Agenda Item 3X1 R2019-0131).

Pre-or-Post Release Case Management Follow-up/Plan Review ? Initial rate of \$66 ? amended rate of \$73.50/session (total \$26,562)

Case Managers meet individually with each program participant at least monthly to evaluate and discuss the program participant's performance and progress in the program.

Pro-Social Activity Supervision - \$15/session (total \$2,925)

Case Managers interact with youth and supervise pro-social events. Each session lasts a minimum of 30 minutes.

Case Management Services: Gulfstream Goodwill Industries, Inc. Juvenile (total \$6,997 for the period of Oct. 1, 2019 through March 31, 2020)

Goodwill Industries will provide Juvenile Ex-Offender Reentry services through the Back to A Future

Contract/Unit Rate: Services are reimbursed on a unit rate approved by the Palm Beach County Board of County Commissioners. Approval pending, agenda item scheduled for September 2019.

Pre-or-Post Release Case Management Services

Case Managers will provide individual case management sessions with all clients at regularly scheduled intervals, develop individual service plans for all clients that identify barriers to successful reentry, document all client

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Justice Assistance Grant - County-widePage 37 of 44

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:** 9/30/2019

Problem Identification

The Florida Department of Corrections (FDC) is the 3rd largest state correctional system in the country. Palm Beach County (PBC), ranks as the 29th largest county in the U.S. with more than 1.3 million residents. PBC had 1,139 FDC inmates that were released back into the community in 2016. In 2017, there were 4,053 sentenced adult inmates from PBC who are incarcerated in the FDC and 479 county sentenced inmates in the local jail. Palm Beach County is committed to successfully reintegrating ex-offenders from our local jail and state prisons, thus it is a priority to continue services supported by this grant as they are targeted at reducing recidivism, successful reintegration and enhanced public safety. 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. There are few evidence based programs in reentry, but the Council of State Governments has published the "What Works in Reentry Clearinghouse", a one stop shop for research on the effectiveness of a wide variety of reentry programs and practices. 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. For large jurisdictions, such as Palm Beach County, there is a need for coordination and oversight of reentry programming. The Regional and State Transitional Offender Reentry (RESTORE) Initiative, established in 2011, is a comprehensive model for inmate reentry designed to reduce recidivism for the target population by identifying needs, providing targeted evidence-based programs and coordinating pre- and post-release services to assist inmates transitioning from incarceration to the community. Along with RESTORE a Reentry Task Force was established in 2011. In order to effectively coordinate the task force, monitor funding and research best practices, program staff is needed. The County'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)

In order to address the needs identified through this project of reducing recidivism,

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Contract # 2019-JAGC-PALM-1-N2-

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

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successful ex offender reintegration and enhanced public safety, the following resources are being requested through the State of Florida JAG: 1) Personnel; 2) Case Management Services; and 3) Increased programming at Sago Palm Reentry Prison.

Sub awardees 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.

Sub awardees 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 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. The 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.

Palm beach County will 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 will be procured via a competitive solicitation for services, unless sole source is documented. 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.

1.) Personnel

Three positions are being requested to support the RESTORE Initiative and the Reentry Task Force, focusing on management and implementation of ex-offender reentry projects. These positions are Palm Beach County employees who will manage the administrative aspects of the initiative. They will coordinate reentry services for adult and juvenile ex-offenders returning from the Palm Beach County jail and Florida State prisons. They will monitor subcontracts with the reentry community providers for programmatic and fiscal compliance, staff the Reentry Task Force and subcommittees, ensure data is being collected and entered into the RENEW database and research best practices in reentry to keep Palm Beach County providers on the cutting edge. All work is performed in collaboration with the Florida Department of Corrections, the Florida Department of Juvenile Justice and the Palm Beach County Sheriff's Office. Each position will be cross trained and will work collaboratively, however, one will be focused on adult reentry, one will focus on juvenile reentry and one will focus on data and program monitoring.

2.) Case Management Services

Gulfstream Goodwill

Palm Beach County is requesting to sub-award grant funds to a local provider (Gulfstream Goodwill) for Juvenile ex-offender services through the Back to a Future (BTAF) initiative. This initiative serves individuals returning to Palm Beach County through the Department of Juvenile Justice (DJJ). Juveniles are contacted by a case manager prior to their release from a DJJ facility, State Prison or County Jail. They are enrolled in the program and provided assessments to obtain information on risk level, job readiness and other identified needs. They are provided a transition plan, targeted employment services, and other post release services such as housing, identification assistance, healthcare, education, training and pro-social activities through case managers who have been trained in motivational interviewing techniques and administering the LSI-r risk assessment. Risk Assessments (LSI-r) determine clients' level of eligibility and their minimum required hours of case

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management services from the program.

The Reentry Center-City of Riviera Beach, The Lord's Place, Inc., Gulfstream Goodwill Industries, Inc.

Palm Beach County is requesting to sub-ward grant funds to three local providers (The Reentry Center-City of Riviera Beach, The Lord's Place, Inc., and Gulfstream Goodwill Industries, Inc.) of ex-offender reentry services. These providers serve individuals returning to Palm Beach County from State Prison or County Jail. 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. Ex-offenders are also provided with assistance obtaining health care and public assistance benefits as well as driver's licenses and identification assistance. Risk Assessment (LSI-r) determines clients' level of eligibility and their minimum required hours of case management services from the program.

3) Increased Programming at Sago Reentry Prison

Destiny By Choice, Inc. (DBC) will contract with subawardee The Lord's Place to provide intervention and educational services targeted at inmates at Sago Palm Reentry Prison. The program is called Safe Return. The program is designed to assist enrollees in transitioning back successfully into the community with the goal of preventing domestic violence when men return home from prison. Participants will be identified by The Lord's Place case managers who work at the Sago Palm Reentry Center.

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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

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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: No

Measure: General 06

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Rule Reference 11D-8.006 OCJG-005 (rev. October 2005)

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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: N/A

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 monthly; attending community meetings weekly; attending community events monthly; conducting outreach to minority populations weekly.

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.

Goal: N/A

Measure: General 11

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

Goal: To reduce recidivism in adult and juvenile populations

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: N/A

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 with ex-offenders, linking services in an effort to reduce the recidivism rate of this group of respondents. Pre and post-release case management. The safe return Domestic Violence Re-entry program.

State Purpose Area: 2P - Personnel

Objectives and Measures

Objective: Personnel Questions - Questions for all recipients using personnel.

Measure: Personnel 1

During the grant period, approximately how many overtime hours will be funded by JAG?

Goal: 0

Measure: Personnel 2

During the grant period, how many personnel will have their salary or pay funded, at least partially, with JAG funds?

Goal: 3

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

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 duly 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: [Signature]

Typed Name and Title: _____

Date: 6/14/2019

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: Palm Beach County

Signature: Kristina Henson

Typed Name and Title: Kristina Henson, Executive Director

Date: 12/17/2018

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BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

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BGEX-820-0715190000000001605
BGRV-820-0715190000000001605

Fund 1507 Criminal Justice Grant Fund

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED As of 07/15/19	REMAINING BALANCE
<u>REVENUES</u>								
1507-762-7712-3129	Fed Grnt Oth Public Safety	0	333,400	0	10,887	322,513		
Total Receipts and Balances		480,758	948,158	0	10,887	937,271		
<u>EXPENDITURES</u>								
1507-820-7712-9375	Tr To Justice Service Grant Fd 1436	0	233,400	89,113	0	322,513	0	322,513
1507-820-7712-9000	Tr To General Fund Fd 0001	0	100,000	0	100,000	0	0	0
Total Appropriations & Expenditures		480,758	948,158	89,113	100,000	937,271		

Criminal Justice Commission

INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

Signatures

H. Diaz

Date

7/17/19

By Board of County Commissioners

At Meeting of 8/20/2019

Deputy Clerk to the

Board of County Commissioners

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

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BGEX-662-0715190000000001604
BGRV-662-0715190000000001604

Fund 1436 Justice Service Grant Fund

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED As of 07/15/19	REMAINING BALANCE
REVENUES								
1436-662-5699-8249	Tr Fr Criminal Justice Reserve Fund 1507	393,550	548,611	100,394	0	649,005		
1436-662-5700-8249	Tr Fr Criminal Justice Reserve Fund 1507	26,574	168,445		11,281	157,164		
Total Receipts and Balances		2,040,145	2,263,614	100,394	11,281	2,352,727		
EXPENDITURES								
1436-662-5699-1201	Salaries & Wages Regular	114,858	121,588	47,600		169,188	89,638	79,550
1436-662-5699-8101	Contributions Othr Govtl Agency	354,914	429,523	25,864	0	455,387	429,376	26,011
1436-662-5699-8201	Contributions-Non-Govts Agncs	697,788	815,508	26,930	0	842,438	808,661	33,777
1436-662-5700-8201	Contributions-Non-Govts Agncs	401,319	421,451	0	11,281	410,170	401,319	8,851
Total Appropriations & Expenditures		2,040,145	2,263,614	100,394	11,281	2,352,727		

Criminal Justice Commission
INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

Signatures

N. Diaz

Date

7/17/19

By Board of County Commissioners
At Meeting of 8/20/2019

Deputy Clerk to the

Board of County Commissioners

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

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BGEX-767-0715190000000001606
BGRV-767-0715190000000001606Fund 0001 General Fund - Criminal Justice Commission

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED As of 07/16/19	REMAINING BALANCE
<u>REVENUES</u>								
0001-767-7613-8249	Tr Fr Criminal Justice Reserve Fund 1507	0	100,000	0	100,000	0		
Total Receipts and Balances		1,404,865,328	1,447,663,189	0	100,000	1,447,563,189		
<u>EXPENDITURES</u>								
0001-767-7613-8101	Contributions Othr Govtl Agency	0	0	100,000	0	100,000	50,000	50,000
0001-767-7613-8201	Contributions-Non-Govts Agncs	100,000	200,000	0	200,000	0		0
Total Appropriations & Expenditures		1,404,865,328	1,447,663,189	100,000	200,000	1,447,563,189		

Criminal Justice Commission
INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

Signatures



Date

7/17/19

By Board of County Commissioners

At Meeting of

8/20/2019

Deputy Clerk to the

Board of County Commissioners