

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

Meeting Date: August 25, 2020       Consent       Regular  
     Ordinance       Public Hearing

Department:  
 Submitted By: Palm Beach County Sheriff's Office  
 Submitted For: Palm Beach County Sheriff's Office

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to: Receive and File Amendments #1 and #2 to the contract between the Florida Department of Education (FDOE) and the Palm Beach County Sheriff's Office which amends the budget and extends the grant period from June 30, 2020 through August 20, 2020.

**Summary:** On October 1, 2019, the Palm Beach County Sheriff's Office (PBSO) received a grant award from FDOE to implement a Safe Schools Security Guard Training Program (SSSGTP) in partnership with the Palm Beach County School District, to ensure all charter schools in Palm Beach County are equipped with a Safe-School Officer in compliance with Section 1006.12, Florida Statutes. The Board of County Commissioners (BOCC) accepted this grant award on November 19, 2019 (R-2019-1813). Amendment #1 modified the budget to include uniforms and equipment needs for PBSO's Certified Trainers. Amendment #2 extends the grant period from June 30, 2020 through August 2020. There is **no match requirement** associated with this award. Countywide (LDC)

**Background and Justification:** Section 30.15, Florida Statutes established the Coach Aaron Feis Guardian Program to aid in the prevention or abatement of active assailant incidents on school premises and authorized local school boards to implement a guardian program. The Florida Legislature appropriated funds in fiscal year 2019-2020 through the Florida Department of Education for sheriff offices to provide training pursuant to Section 30.15(k)(2), Florida Statutes; CSFA# 48.140. The contract agreement number is 97K-90210-0D001.

**Attachments:**

1. Contract Amendments #1 and #2
2. R-2019-1813

RECOMMENDED BY: \_\_\_\_\_  \_\_\_\_\_ DATE: 7/20/2020

DEPARTMENT DIRECTOR

APPROVED BY: \_\_\_\_\_  \_\_\_\_\_ DATE: 8/11/2020

COUNTY ADMINISTRATOR

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2020	2021	2022	2023	2024
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact					
# Additional FTE Positions (Cumulative)					

Is Item Included in Current Budget: YES \_\_\_\_\_ NO X

Budget Account No.: Fund 1152 Agency 160 Org 2361 Object 3429

Reporting Category \_\_\_\_\_

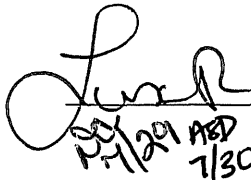
Does this item include the use of federal funds: Yes \_\_\_\_\_ No X

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

\*No additional fiscal impact-time extension only.

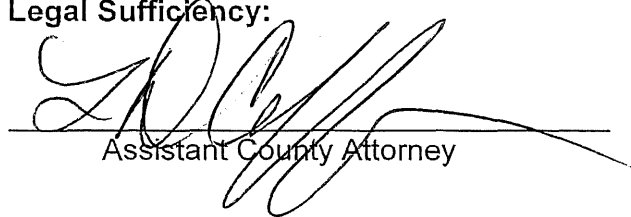
III REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

  
\_\_\_\_\_  
OFMB  
1/1/2021  
1/30

  
\_\_\_\_\_  
Contract Administration

B. Legal Sufficiency:

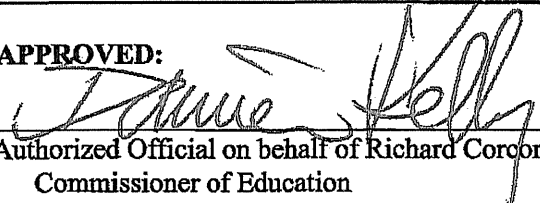
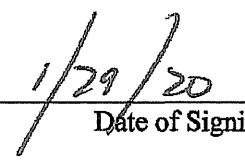

  
\_\_\_\_\_  
Assistant County Attorney

C. Other Department Review:

\_\_\_\_\_  
Department Director

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

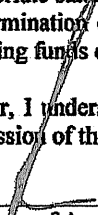
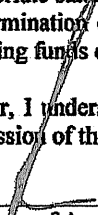
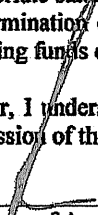
**Florida Department of Education  
Project Award Notification**

<b>1 PROJECT RECIPIENT</b> Palm Beach County Sheriffs Office	<b>2 PROJECT NUMBER</b> 97K-90210-0D001
<b>3 PROJECT/PROGRAM TITLE</b> Coach Aaron Feis Guardian Program  <p align="center"><b>TAPS 20A096</b></p>	<b>4 AUTHORITY</b> LI 95 General Appropriations Act
<b>5 AMENDMENT INFORMATION</b> Amendment Number: 1 Type of Amendment: Budgetary Effective Date: 01/27/2020	<b>6 PROJECT PERIODS</b>  Budget Period: 07/01/2019 - 06/30/2020 Program Period: 07/01/2019 - 06/30/2020
<b>7 AUTHORIZED FUNDING</b> Current Approved Budget: \$1,034,134.42 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$1,034,134.42	<b>8 REIMBURSEMENT OPTION</b> As Specified in the Terms and Conditions
<b>9 TIMELINES</b> <ul style="list-style-type: none"> <li>• Last date for incurring expenditures and issuing purchase orders: <u>06/30/2020</u></li> <li>• Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2020</u></li> <li>• Last date for receipt of proposed budget and program amendments: <u>05/31/2020</u></li> <li>• Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:</li> </ul>	
<b>10 DOE CONTACTS</b> Program: Damien Kelly Phone: (850) 245-5171 Email: <a href="mailto:Damien.Kelly@fldoe.org">Damien.Kelly@fldoe.org</a> Grants Management: Unit A (850) 245-0496	<b>Comptroller Office</b> Phone: (850) 245-0401  <b>Duns#:</b> 182809921 <b>FEIN#:</b> F596000789037
<b>11 TERMS AND SPECIAL CONDITIONS</b> <ul style="list-style-type: none"> <li>• This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference.</li> <li>• Any unexpended general revenue funds must be returned by check issued to the Florida Department of Education, with the final expenditure report. The check must clearly identify the project number for which funds are being returned.</li> <li>• In the event that the Governor and Cabinet are required to impose a mandatory reserve on the current year appropriation, this Agreement shall be amended to place in reserve the amount determined by the Department of Education to be necessary because of the mandatory reserve in the appropriation.</li> <li>• All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification.</li> <li>• Other: Upon receipt of the Project Award Notification, funding method will be based on agency request and budget release. All disbursement reports must be supported by appropriate documents, including but not limited to the deliverables as stated in the approved project, activity reports that tie directly to the tasks performed or deliverables completed for the reporting period. Each report shall also include, as appropriate, the DOE 300 and DOE 301 and reported on the DOE 399 form with an original signature of the official who is authorized to legally bind the entity.</li> </ul>	
<b>12 APPROVED:</b>  Authorized Official on behalf of Richard Corcoran Commissioner of Education	 Date of Signing   FLORIDA DEPARTMENT OF EDUCATION fldoe.org

**INSTRUCTIONS  
PROJECT AWARD NOTIFICATION**

- 1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- 6 Project Periods: The periods for which the project budget and program are in effect.
- 7 Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).
- 8 Reimbursement Options:
  - Federal Cash Advance –On-Line Reporting required monthly to record expenditures.
  - Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.
  - Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.
  - Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.
- 9 Timelines: Date requirements for financial and program reporting/requests to the Department of Education.
- 10 DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

**FLORIDA DEPARTMENT OF EDUCATION  
PROJECT AMENDMENT REQUEST**

<b>Please return to:</b>  Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	<b>A) Agency Name: Palm Beach County Sheriff's Office</b>  <i>Palm Beach County Sheriff's</i>	<b>DOE USE ONLY</b>  Date Received  <i>1/27/20</i>				
<b>B) Program Name: Coach Aaron Feis Guardian Program</b>  <b>TAPS Number: 20A096</b>		<b>Project Number (DOE Assigned)</b> 97k-90210-0D001				
<b>C) Amendment Type</b>  <input type="checkbox"/> Program <input checked="" type="checkbox"/> Budget  <b>Amendment Number: 1</b>	<b>D) Amendment Request Contact Information</b>  <table border="1"> <tr> <td data-bbox="623 978 1047 1053"> <b>Contact Name:</b> Janet L. Cid         </td> <td data-bbox="1047 978 1472 1053"> <b>Telephone Numbers:</b> (561)688-3257         </td> </tr> <tr> <td data-bbox="623 1053 1047 1118"> <b>Mailing Address:</b> 3228 Gun Club Road          West Palm Beach, FL 33406         </td> <td data-bbox="1047 1053 1472 1118"> <b>E-mail Addresses:</b> cidj@pbsso.org         </td> </tr> </table>		<b>Contact Name:</b> Janet L. Cid	<b>Telephone Numbers:</b> (561)688-3257	<b>Mailing Address:</b> 3228 Gun Club Road West Palm Beach, FL 33406	<b>E-mail Addresses:</b> cidj@pbsso.org
<b>Contact Name:</b> Janet L. Cid	<b>Telephone Numbers:</b> (561)688-3257					
<b>Mailing Address:</b> 3228 Gun Club Road West Palm Beach, FL 33406	<b>E-mail Addresses:</b> cidj@pbsso.org					
<b>E) Required Signature and Certification</b>						
<p>I, <u>Ric L. Bradshaw</u>, (Please Type Name) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application amendment are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.</p> <p>Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application amendment.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%; border-top: 1px solid black; text-align: center;">             Signature of Agency Head         </td> <td style="width: 33%; border-top: 1px solid black; text-align: center;"> <i>Sheriff</i>            Title         </td> <td style="width: 33%; border-top: 1px solid black; text-align: center;"> <i>1/23/20</i>            Date         </td> </tr> </table>			 Signature of Agency Head	<i>Sheriff</i> Title	<i>1/23/20</i> Date	
 Signature of Agency Head	<i>Sheriff</i> Title	<i>1/23/20</i> Date				
<b>F) Narrative:</b> We are requesting a budget modification to transfer \$16,230 allocated for ammunition and reallocate it for the purchase of uniforms for the trainers and simunition training guns for participants of the PBSO Safe Schools Security Guard Training (SSSGT) Program. Due to cost savings, the agency had sufficient ammunition for the SSSGT Program. Thus, this request does not impact the project's goals and objectives nor does it increase the total grant award.						



## FLORIDA DEPARTMENT OF EDUCATION BUDGET AMENDMENT NARRATIVE FORM

A) Palm Beach County Sheriff's Office  
District/Agency Name

B) 97K-90210-0D001  
Project Number/TAPS Number

C) 1  
Amendment Number

D) Total Project Amount Currently Approved  
\$1,034,134.42

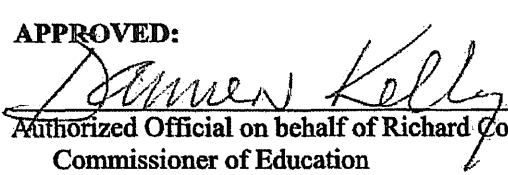

E) Total Project Amount resulting from this Budget Amendment  
\$ 1,034,134.42

F) Line Item Description

Function	Object	Account Title and Narrative	FTE	Amount Increase	Amount Decrease
	5205251	Other Equipment/Tools Under \$1000= 9 mm TMJ Ammunition @ \$275.825 x 20 students x 6 sessions= \$33,099			16,230.00
	5205251	Other Equipment/Tools Under \$1000= Trainer Uniforms (includes pants, shirts, caps, belts, plate carriers, etc) @ \$715 x 10 trainers = \$7,150		7,150.00	
	5205251	Other Equipment/Tools Under \$1000= Simunition Training Firearms @ \$454 x 20 participants = \$9080		9,080.00	
<b>Total</b>				<b>16,230.00</b>	<b>16,230.00</b>

*Handwritten:* 1/29/20

**Florida Department of Education  
Project Award Notification**

<b>1 PROJECT RECIPIENT</b> Palm Beach County Sheriffs Office	<b>2 PROJECT NUMBER</b> 97K-90210-0D001	
<b>3 PROJECT/PROGRAM TITLE</b> Coach Aaron Feis Guardian Program  <p align="right">TAPS 20A096</p>	<b>4 AUTHORITY</b> LI 95 General Appropriations Act CSFA #: 48.140	
<b>5 AMENDMENT INFORMATION</b> Amendment Number: 2 Type of Amendment: No Cost Extension Effective Date: 06/30/2020	<b>6 PROJECT PERIODS</b>  Budget Period: 07/01/2019 - 08/20/2020 Program Period: 07/01/2019 - 08/20/2020	
<b>7 AUTHORIZED FUNDING</b> Current Approved Budget: \$1,034,134.42 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$1,034,134.42	<b>8 REIMBURSEMENT OPTION</b> As Specified in the Terms and Conditions	
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<b>10 DOE CONTACTS</b> Program: Brooks Rumenik Phone: (850) 245-0749 Email: <a href="mailto:Brooks.Rumenik@fldoe.org">Brooks.Rumenik@fldoe.org</a> Grants Management: Unit A (850) 245-0496	Comptroller Office Phone: (850) 245-0401	Duns#: 182809921 FEIN#: F596000789037
<b>11 TERMS AND SPECIAL CONDITIONS</b> <ul style="list-style-type: none"> <li>• This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference.</li> <li>• Any unexpended general revenue funds must be returned by check issued to the Florida Department of Education, with the final expenditure report. The check must clearly identify the project number for which funds are being returned.</li> <li>• In the event that the Governor and Cabinet are required to impose a mandatory reserve on the current year appropriation, this Agreement shall be amended to place in reserve the amount determined by the Department of Education to be necessary because of the mandatory reserve in the appropriation.</li> <li>• All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification.</li> <li>• Other: Upon receipt of the Project Award Notification, funding method will be based on agency request and budget release. All disbursement reports must be supported by appropriate documents, including but not limited to the deliverables stated in the approved project, activity reports that tie directly to the tasks performed or deliverables completed for the reporting period. Each report shall also include, as appropriate, the DOE 300 and DOE 301 and reported on the DOE 399 form with a signature of the official who is authorized to bind the entity.</li> </ul>		
<b>12 APPROVED:</b> <div style="display: flex; justify-content: space-between; align-items: center;"> <div data-bbox="178 2016 763 2190">                       Authorized Official on behalf of Richard Corcoran                      Commissioner of Education                 </div> <div data-bbox="860 2016 1120 2163"> <p align="center">7/6/20 Date of Signing</p> </div> <div data-bbox="1169 2016 1494 2136">                  FLORIDA DEPARTMENT OF  <b>EDUCATION</b>  <small>fldoe.org</small> </div> </div>		

**INSTRUCTIONS  
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- 11 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.



Agenda Item No. **3CC-8**

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

**RWIMB 7-0  
R-2019-1813**

Meeting Date: November 19, 2019

Consent

Regular

Ordinance

Public Hearing

Department:

Submitted By: Palm Beach County Sheriff's Office

Submitted For: Palm Beach County Sheriff's Office

I. EXECUTIVE BRIEF

**Motion and Title: Staff recommends motion to: A) Accept** on behalf of the Palm Beach County Sheriff's Office a Grant Award for the FY2019 Coach Aaron Feis Guardian Program between the Florida Department of Education and the Palm Beach County Sheriff's Office for the period of July 1, 2019 through June 30, 2020; **B) Approve** a budget amendment of \$1,034,135 in the Sheriff's Grants Fund.

**Summary:** On October 1, 2019, the Palm Beach County Sheriff's Office (PBSO) received a grant award for the Coach Aaron Feis Guardian Program to implement a Safe Schools Security Guard Training Program (SSSGTP). The SSSGTP is a partnership with the Palm Beach County School District to ensure all charter schools in Palm Beach County are equipped with a Safe-School Officer in compliance with Section 1006.12, Florida Statutes. These funds will be used for overtime and personnel costs to provide training by qualified sworn deputies/instructors certified by the Criminal Justice Standards and Training Commission (CJSTC) and to provide program supervision/oversight. There is no match requirement associated with this award. Countywide (LDC)

**Background and Justification:** Section 30.15, Florida Statutes established the Coach Aaron Feis Guardian Program to aid in the prevention or abatement of active assailant incidents on school premises and authorized local school boards to implement a guardian program. The Florida Legislature appropriated funds in fiscal year 2019-2020 through the Florida Department of Education for sheriff offices to provide training pursuant to Section 30.15(k)(2), Florida Statutes. The contract agreement number is 97K-90210-0D001.

**Attachments:**

1. FDOE Grant Award
2. Budget Amendment

RECOMMENDED BY:

DEPARTMENT DIRECTOR

10/29/19

DATE

APPROVED BY:

[Signature]  
~~ASSISTANT~~ COUNTY ADMINISTRATOR

11/6/19  
DATE

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

<b>Fiscal Years</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Capital Expenditures	0				
Operating Costs	\$1,034,135				
External Revenues	(\$1,034,135)				
Program Income (County)					
In-Kind Match (County)	0				
 Net Fiscal Impact	 0				
 # Additional FTE Positions (Cumulative)	 0				

Is Item Included in Current Budget: YES \_\_\_\_\_ NO X

Budget Account No.: Fund 1152 Agency 160 Org 2361 Object 3429

Reporting Category \_\_\_\_\_

Does this item include the use of federal funds: Yes \_\_\_\_\_ No X

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

FDOE is providing funding to support training-related costs under the Coach Aaron Feis Guardian Program. There is no match requirement associated with this award.

FY19 PBSO Safe Schools Security Guard Training Program= \$1,034,135  
Total Program Budget= \$1,034,135

**III REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Administration Comments:**

Bileen Dewar 11/1/19  
OFMB  
10/31 ASD 10/31

Joe J. Jordan 11/4/19  
Contract Administration

**B. Legal Sufficiency:**

[Signature]  
Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
Department Director

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