



**II. FISCAL IMPACT ANALYSIS**

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

<b>Fiscal Years</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income (County)					
In-Kind Match (County)					
<b>Net Fiscal Impact</b>					
<b># Additional FTE Positions (Cumulative)</b>					

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

Budget Account No.: Fund  1152  Agency  160  Org  2418  Object  3429

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

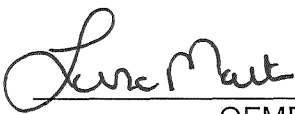
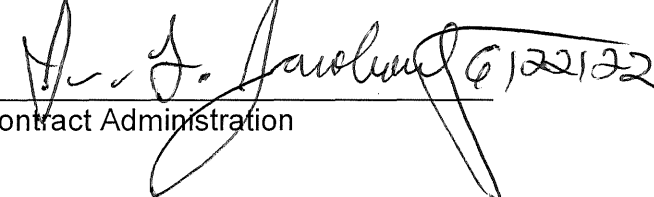
Does this item include the use of federal funds: Yes \_\_\_\_\_ No  X

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

\*No additional fiscal impact-clears special condition and time extension only.

**III REVIEW COMMENTS**

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

 _____ OFMB	6/17/22 6/16/22 LM 6/17	 _____ Contract Administration
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**B. Legal Sufficiency:**

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

**C. Other Department Review:**

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

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


**Agreement for State Financial Assistance Between  
Florida Department of Law Enforcement  
And  
Palm Beach County Sheriff's Office**


**GRANT ADJUSTMENT NOTICE**

**RECIPIENT:** Palm Beach County Sheriff's Office  
**PROJECT TITLE:** FY 2021- 2022 Identity Theft and Fraud Program  
**GRANT NUMBER:** 8F013 **ADJUSTMENT NUMBER:** 1  
**NATURE OF ADJUSTMENT:** Clear Special Condition

**TO RECIPIENT:**

Pursuant to your request of 02/17/2022 the following change, amendment, or adjustment in the above grant project is approved subject to such conditions or limitations as may be set forth below:

  
Authorized Official  
Cody Menacof  
Bureau Chief

  
Date

Special Condition W0001 is cleared.


**Agreement for State Financial Assistance Between  
Florida Department of Law Enforcement  
And  
Palm Beach County Sheriff's Office**

**GRANT ADJUSTMENT NOTICE**

**RECIPIENT:** Palm Beach County Sheriff's Office  
**PROJECT TITLE:** FY 2021 - 2022 Identity Theft and Fraud Grant  
**GRANT NUMBER:** 8F013 **ADJUSTMENT NUMBER:** 2  
**NATURE OF ADJUSTMENT:** Revising End Date

**TO RECIPIENT:**

Pursuant to your request of 05/05/2022 the following change, amendment, or adjustment in the above grant project is approved subject to such conditions or limitations as may be set forth below:

  
Authorized Official  
Cody Menacof  
Bureau Chief

05/10/2022  
Date

The grant period is revised to reflect an End Date of December 31, 2022.

**REQUEST FOR GRANT ADJUSTMENT**

<b>Project Title:</b> Palm Beach County's Identity Theft & Fraud Project to Address Elder Exploitation	<b>Contract #:</b> 8F013
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**Recipient Organization:**  
Palm Beach County Sheriff's Office

**Date of Request:**  
May 4, 2022



**Description of Grant Adjustment and Justification:**  
The Palm Beach County Sheriff's Office is requesting a no-cost grant extension to extend the current grant project period from end date June 30, 2022 to end date December 31, 2022. We have remaining funds available in our project budget and likewise cases of identity theft and fraud, including elder exploitation, which require overtime funding to further investigate during off hours. We fully anticipate utilizing the remaining funds and likewise achieving all project deliverables as outlined in our project application by the requested extension date of December 31, 2022. Thank you for your consideration of our request.

I hereby certify that I have reviewed the changes and find them necessary for program activities. I am the signing authority or have been delegated as such by the appropriate official. Information regarding the signing authority is available for review if needed.

Date: 05/05/2022 Signed: Frank DeMario  
Participating Agency Chief Official or Designee

**Chief Deputy Frank DeMario**  
Printed Name Chief Official or Designee

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

GRANT ADJUSTMENT 2

Recipient: Palm Beach County Sheriff's Office  
FLAIR Vendor ID: 596000789  
Grant Period: 01/01/2022 – 12/31/2022  
Project Title: FY2021-2022 Identity Theft and Fraud Grant  
Grant Number: 8F013  
Awarded Funds: \$10,000  
CSFA Catalog Number: 71.042

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This agreement is entered into by and between the Department of Law Enforcement (herein referred to as "FDLE" or "Department") and Palm Beach County Sheriff's Office (herein referred to as "Recipient"); and

WHEREAS, the Recipient represents that it is fully qualified, possesses the requisite skills, knowledge, qualifications and experience to carry out the state project identified herein, and does offer to perform such services, and

WHEREAS, the Department has authority pursuant to Florida law and, specifically pursuant to Section 943.0412, Florida Statutes, to provide funding for the Recipient to support the investigation and enforcement of personal identification information theft and fraud.

NOW THEREFORE, in consideration of the foregoing, the parties agree as follows:

This award is subject to the special conditions outlined in **Appendix A**.

**Scope of Work**

The objective of this project is: The overarching objective for this project is to reduce the exploitation of elderly victims of identity theft and fraud in Palm Beach County by holding offenders accountable through increased enforcement and investigation.

The Recipient will be responsible for performing overtime activities related to identity theft and fraud cases.

**Project Deliverables**

Total payments for all deliverables in **Appendix B** will not exceed the maximum grant award amount of \$10,000.

## **Performance Reports**

The Recipient shall provide **monthly** Performance Reports to the Department attesting to the progress towards deliverables and to validate the required minimum acceptable level of service performed. Performance Reports are due 15 days after the end of each reporting period. For example: If the monthly reporting period is July 1-31, the Performance Report is due August 15<sup>th</sup>.

The Recipient shall respond to the metrics in the monthly performance reports submitted through the electronic grant management system. Information provided by the Recipient will be used by the Department to process payments, verify deliverables, and to compile reports on project progress to the Legislature and Executive Office of the Governor.

Performance Reports within the system may require the following information:

1. A narrative describing the activities and accomplishments achieved during the reporting period.
2. Provide a summary report of activities completed and a status addressing the deliverables in the scope of work.
3. Describe any progress or barriers encountered related to achieving those goals during the reporting period and how these obstacles will impact the successful completion of the project.
4. Describe the return on investment or benefits of this program for the organization and/or the community.

Supporting documentation for performance must be maintained by Recipient and made available upon request for monitoring purposes. Examples of supporting documentation include but are not limited to timesheets, activity reports, meeting notices, delivery documents, public announcements, rosters, presentations, database statistics, etc.

## **Payment Requirements & Financial Claim Reports**

The State of Florida's performance and obligation to pay under this agreement is contingent upon an appropriation by the Legislature. The Department will administer and disburse funds under this agreement in accordance with ss. 215.97, 215.971, 215.981 and 215.985, F.S.

This is a cost reimbursement agreement with the ability to advance. The Department will reimburse the Recipient for allowable expenditures (**Appendix C**) which are incurred during each reporting period in accordance to the terms and conditions and satisfactory performance of all terms by the Recipient. The Recipient shall provide Claim Reports to the Department attesting to expenditures made during the reporting period. These reports are due 30 days after the end of each reporting period. For example: If the monthly reporting period is July 1-31, the Performance Report is due August 30<sup>th</sup>.

Claim Reports shall validate the receipt of goods and services and verify the Recipient's compliance with 69I-40.002, F.A.C. All expenditures for state financial assistance must comply with the Reference Guide for State Expenditures published by the Florida Department of Financial Services. All Claim Reports must be certified by the Recipient's chief financial official or financial designee and include a statement that costs claimed are incurred in accordance with the agreement.

Using the electronic grant management system, Claim Reports must clearly identify the dates of services, a description of the specific contract deliverables provided during the reporting period, the quantity provided, and the payment amount specified in the agreement. All Claim Reports are reviewed and may be audited to the satisfaction of the Department. The Department's determination of acceptable expenditures shall be conclusive.

The final Claim Report shall be submitted to the Department no more than 30 days after the end date of the grant. Any payment due under the terms of this agreement may be withheld until performance of services, all reports due are received, and necessary adjustments have been approved by the Department.

The Recipient must maintain original supporting documentation for all funds expended and received under this agreement in sufficient detail for proper pre- and post-audit and to verify work performed was in accordance with the deliverable(s). Payment shall be contingent upon the Department's grant manager receiving and accepting the invoice and the associated supporting documentation. Supporting documentation includes, but is not limited to: quotes, procurement documents, purchase orders, original receipts, invoices, canceled checks or EFT records, bank statements, etc. The State Chief Financial Officer (CFO) reserves the right to require further documentation on an as needed basis.

Failure to comply with these provisions shall result in forfeiture of reimbursement.



## **Administration**

Changes to the following points of contact and chief officials below must be submitted to FDLE Office of Criminal Justice Grants in writing.

### **Recipient Grant Manager**

**Name:** Gena Rowlands  
**Title:** Senior Planner  
**Address:** 3228 Gun Club Road  
West Palm Beach, FL 33406-3001  
**Phone:** 561-688-3096  
**Email:** rowlandsg@pbso.org

### **Recipient Chief Official**

**Name:** Ric L. Bradshaw  
**Title:** Sheriff  
**Address:** 3228 Gun Club Road  
West Palm Beach, FL 33406-3001  
**Phone:** 561-688-3021  
**Email:** bradshawr@pbso.org

### **Recipient Chief Financial Officer**

**Name:** Sherry Mazorra  
**Title:** Bureau Director, CFO  
**Address:** 3228 Gun Club Road  
West Palm Beach, FL 33406-3001  
**Phone:** 561-688-3107  
**Email:** mazorras@pbso.org

### **Florida Department of Law Enforcement (FDLE) Grant Manager**

**Name:** Patty Stark  
**Title:** Government Analyst II  
**Address:** P.O. Box 1489  
Tallahassee, FL 32302-1489  
**Phone:** 850-617-1252  
**Email:** patriciastark@fdle.state.fl.us

**Appendix A: Special Conditions**

Grant Number: 8F013  
Recipient: Palm Beach County Sheriff's Office  
Project Title: FY2021-22 Identity Theft Program - Palm Beach  
County  
Project Period: 01/01/2022 – 12/31/2022

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In addition to the attached standard conditions, the above-referenced grant project is subject to the special conditions set forth below.

S0001            The intent of this program is to increase investigation and enforcement efforts. Community education and awareness related expenses are not allowable under this award.

**Appendix B - Project Deliverables**

Grant Number: 8F013  
Recipient: Palm Beach County Sheriff's Office  
Project Title: FY2021-22 Identity Theft Program - Palm Beach County  
Project Period: 01/01/2022 – 12/31/2022

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Total payments for all deliverables will not exceed the maximum grant award amount.

**Deliverable 1** Recipient will use grant funds to pay overtime salaries and benefits costs for sworn officers and detectives conducting identity theft and/or fraud investigations.

Minimum Performance Criteria: Minimum performance will be the attestation of work activities in submitted claim reports.

Financial Consequences: Only those costs for activities related to the purpose of this funding will be eligible for reimbursement.

Deliverable Price: Total payments for this deliverable will be approximately \$10,000.00.

**Appendix C - Budget Details**

Grant Number: 8F013  
Recipient: Palm Beach County Sheriff's Office  
Project Title: FY 2021-2022 Identity Theft and Fraud Grant – Palm Beach County  
Project Period: 01/01/2022 – 12/31/2022

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<b>Budget Category</b>	<b>Total</b>
A. Personnel (Salary/Overtime)	\$10,000.00
B. Fringe Benefits	\$0.00
C. Travel	\$0.00
D. Equipment (OCO)	\$0.00
E. Supplies	\$0.00
F. Consultants/Contracts	\$0.00
G. Other Costs	\$0.00
<b>TOTAL</b>	<b>\$10,000.00</b>

**A. Personnel (Salary/Overtime) = \$10,000**

Eight law enforcement officers working approximately 131 hours in overtime for identity theft/fraud related activities at an average rate of \$76 an hour.

No benefits will be charged to the grant.

Agenda Item No.

3CC-9

DK/GW 7-0

R-2022-0257

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

Meeting Date: March 22, 2022     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 FY22 Identity Theft and Fraud Grant Program between the Florida Department of Law Enforcement and the Palm Beach County Sheriff's Office for the period of January 1, 2022 through June 30, 2022; B) Approve a budget amendment of \$10,000 in the Sheriff's Grants Fund.

**Summary:** On January 1, 2022, the Palm Beach County Sheriff's Office (PBSO) received a grant award from the Florida Department of Law Enforcement (FDLE) in the amount of \$10,000 for the FY22 Identity Theft and Fraud Grant Program. These funds will be used for overtime cost to investigate cases of fraud and identity theft, including those crimes which exploit elderly victims in Palm Beach County. The Grant No. is 8F013. The CSFA # is 71.042. **There is no match requirement associated with this award.** Countywide (LDC)

**Background and Justification:** The Florida Department of Law Enforcement (FDLE) received authority from the Florida Legislature, under 943.0412, Florida Statutes, to administer the Identity Theft & Fraud Grant Program. The grant program was created to provide support to local law enforcement agencies in the investigation of personal identification information theft and fraud. The program is supported through criminal fines for qualifying convictions relating to identity theft as provided in 817.568(12), Florida Statutes.

**Attachments:**

- 1. FDLE -PBC Contract
- 2. Budget Amendment

RECOMMENDED BY: [Signature]    2/16/2022  
DEPARTMENT DIRECTOR    DATE

APPROVED BY: [Signature]    3/2/22  
COUNTY ADMINISTRATOR    DATE

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2022	2023	2024	2025	2026
Capital Expenditures	0				
Operating Costs	\$10,000				
External Revenues	(\$10,000)				
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 2418 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:**

FDLE is providing funding to support overtime costs to investigate cases of fraud and identity theft. There is no match requirement associated with this award.

FY22 Identity Theft & Fraud Grant Program= \$10,000  
 Total Program Budget= \$10,000

**III REVIEW COMMENTS**

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

*Jaworski Jackson 2/24/22*  
LM OFMB HA 2-23-22  
2/24

J. J. Jaworski 2/25/25  
 Contract Administration  
2-25-22 TJ

**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.