

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: March 5, 2024 [X] Consent [ ] Regular
[ ] Ordinance [ ] Public Hearing

Department: Criminal Justice Commission
Submitted For: Criminal Justice Commission

EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

- A) ratify the Mayor's signature on the following documents:
1. Certificate of Participation for an annual Florida Department of Law Enforcement (FDLE) Edward Byrne Memorial Justice Assistance Formula Grant (JAG);
2. 51% letter required to establish consensus among local governments in the County concerning the expenditure of JAG funds allocated to the jurisdiction;
3. Three grant applications submitted in September 2023 to FDLE for the Federal Fiscal Year 2022 (County Fiscal Year 2023) FDLE JAG Program in the amount of \$322,342 beginning October 1, 2022 through September 30, 2025 as provided below:
- Palm Beach County Reentry Program (City of Riviera Beach) for \$27,695;
- Palm Beach County Reentry Program (The Lord's Place) for \$212,533; and
- Equipment for law enforcement for \$82,114.
B) authorize the County Administrator or designee to execute the grant award, agreement, amendments, documents, and electronic grant reporting forms, related to the FDLE JAG Grant, on behalf of the Board of County Commissioners, after approval of legal sufficiency by the County Attorney's Office, and within budget allocations.

Summary: On July 10, 2023, the Criminal Justice Commission (CJC) learned that Palm Beach County was allocated \$322,342 (CFDA# 16.738) in Edward Byrne Memorial JAG funds as part of the FDLE JAG Countywide program (FDLE funding is consistently allocated after the County executes subrecipient contracts). The CJC approved allocating these funds to the existing Palm Beach County Reentry Program in the amount of \$240,228, and the remaining balance of \$82,114 to purchase equipment for law enforcement agencies throughout Palm Beach County to address their safety concerns and enhance the work of law enforcement in collaboration with the Palm Beach Sheriff's Office to reduce mass violence. The emergency signature process was utilized because there was not sufficient time to submit the forms through the regular agenda item process to meet the July 31 deadline. The Countywide Reentry Program provides transitional services for adults and juveniles released from jail and prison to Palm Beach County. In County FY23, approximately 663 adults (358 Sago Palm Reentry Center and 305 post-release) have been served by the County's Reentry Program, which includes 137 pre-release new enrollments at Sago Palm and 182 post-release new enrollments. The program provided linkage to 78% of participants who needed housing assistance and 79% of those who needed assistance with behavioral health services. No County match is required. Countywide (HH)

Background and Justification: The FDLE JAG Program is the primary provider of federal criminal justice funding to state and local jurisdictions. It provides states and units of local government with the critical funding necessary to support a broad range of program areas. JAG awards are based on a statutory formula with factors including population and violent crime. Reentry is one of JAG's priority areas.

Attachments:

- 1) Walkthrough Memo Dated 7/3/2023 with Certificate of Participation and 51% Letter
2) FDLE JAG Applications

Recommended by: N/A
Department Director Date
Approved by: [Signature]
Assistant County Administrator Date 2/16/24

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2024	2025	2026	2027	2028
Personal Services					
Operating Costs					
Grants & Aids	\$322,342				
External Revenues	(322,342)				
Program Income (County)					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	\$0				
#ADDITIONAL FTE					
POSITIONS (CUMULATIVE)					

Is Item Included In Current Budget? Yes X No     

Is item using Federal Funds? Yes X No       
 Is item using State Funds? Yes      No X

Budget Account Exp No: Fund 1507/1436 Dept. 820/662 Unit 7728/5699  
 Obj. 9375/8201/8101  
 Rev No: Fund 1507/1436 Dept. 762/662 Unit 7728/5699  
 Rev. 3129/8249

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

**Fund:** 1507 – Criminal Justice Grant Fund / 1436 – Justice Service Grant Fund  
**Department:** 762 – Criminal Justice Commission Grants / 662 – Public Safety Grants  
**Unit:** 7728– JAG FDLE 2023  
 5699 – Adult Reentry

\*These three grants were budgeted in FY23 as one grant for \$241,722 based on prior year FDLE funding. FDLE now requires separate applications to be submitted for each agency provider. A budget amendment will be submitted with the receive and file item to adjust to the final award amount and set-up new units for each award. For applications 1-2, funds were spent in FY23 (project timeline per application is 10/1/22 – 9/30/23). For application 3, funds will be spent in FY24 (project timeline per application is 10/1/23 – 9/30/24). Due to delays with FDLE, grants are awarded after the start of the grant period (grant period start date is Oct. 1, 2022) applications were due Oct. 2, 2023 and award has not yet been received.

**C. Departmental Fiscal Review:** \_\_\_\_\_

  
Digitally signed by Marianela Diaz  
 DN: DC=org, DC=pbogov, OU=Enterprise, OU=PSD, OU=Users, CN=Marianela Diaz, E=MDiaz@pbogov.org  
 Date: 2024.01.12 12:06:23-05'00'

**III. REVIEW COMMENTS:**

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

Lisa Mauer 2/10/2024  
 OFMB 9A 817 v.3 218  
 App 218

Brenda Mackles 2/9/24  
 Contract Dev. & Control  
 Feb 2/9/24

**B. Legal Sufficiency**

Debra Cochran 2/14/24  
 Assistant County Attorney

**C. Other Department Review**

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

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)

Attachments  
are over 50  
pages

# ATTACHMENT 1



**CRIMINAL JUSTICE COMMISSION**  
MEMORANDUM

**TO:** The Honorable Gregg Weiss, Mayor   
Board of County Commissioners

**THRU:** Verdenia C. Baker, County Administrator   
Board of County Commissioners

**THRU:** Todd Bonlarron   
Assistant County Administrator

**FROM:** Regenia Herring, Executive Director   
Criminal Justice Commission

**DATE:** July 13, 2023

**RE:** Emergency request to sign Annual Formula Grant Certificate of Participation due 7/31/2023 FDLE Justice Assistance Grant – Coordinating Unit of Government

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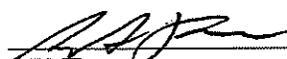
Pursuant to PPM# CW-F-003, your approval is requested for Palm Beach County to serve as the coordinating unit of government for the Florida Department of Law Enforcement's (FDLE) Edward Byrne Memorial Justice Grant (JAG) Program. The JAG Formula Grant Program is an annual allocation by the federal government to state and local jurisdictions. It provides states and units of local government with critical funding necessary to support a broad range of program areas. JAG awards are based on a statutory formula that takes into account population and violent crime levels.

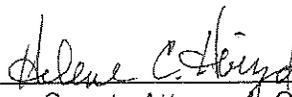
The CJC received notification on July 10, 2023, of anticipated funding of \$322,342 for the Federal fiscal year 2022 (County fiscal year 2023), with no match required for this grant funding. FDLE requires the County to acknowledge acceptance as the coordinating unit of government for this grant by signing the attached Certificate of Participation by July 31, 2023.

This project will provide funding for two important initiatives: 1) \$240,228 for the Reentry Program, which provides transitional services for adults and juveniles released from jail and prison to Palm Beach County, and 2) the remaining balance of \$82,114 will purchase equipment for the different law enforcement agencies throughout Palm Beach County to address their public safety concerns and enhance law enforcement collaboration.

Staff will submit the Certificate of Participation to ratify the Mayor's signature at the next available Board of County Commission meeting along with the grant application. This grant will operate from October 1, 2022, through September 30, 2024. If additional information is needed, please contact me at 561-355-2314.

**Approved:**

  
\_\_\_\_\_  
OFMB

  
\_\_\_\_\_  
County Attorney's Office

  
\_\_\_\_\_  
County Administrator





September 18, 2023

Mr. Cody Menacof  
Bureau Chief  
Office of Criminal Justice Grants  
Florida Department of Law Enforcement  
2331 Phillips Road Tallahassee, Florida 32308  
C/O THE CRIMINAL JUSTICE COMMISSION

P.O. Box 1989  
West Palm Beach, FL 33402-1989  
(561) 355-2001  
FAX: (561) 355-3990  
www.pbcgov.com

Dear Mr. Menacof:

In compliance with the State of Florida *Rule 11D-9, F.A.C.*, the Palm Beach Board (unincorporated areas) approves the distribution of \$322,342 of Federal Fiscal Year 2022 (County Fiscal Year 2023) Edward Byrne Memorial Justice Assistance Grant (JAG) funds for the Countywide Reentry Program and Equipment for Law Enforcement Agencies Countywide as follows:

**Palm Beach County  
Board of County  
Commissioners**

- Gregg K. Weiss, Mayor
- Maria Sachs, Vice Mayor
- Maria G. Marino
- Michael A. Barnett
- Marci Woodward
- Sara Baxter
- Mack Bernard

Subrecipient	Project Title	Amount
Palm Beach County	Countywide Reentry Program	\$240,228
Palm Beach County	Equipment for Law Enforcement Agencies Countywide	\$82,114
<b>TOTAL</b>		<b>\$322,342</b>

**County Administrator**

Verdenia C. Baker

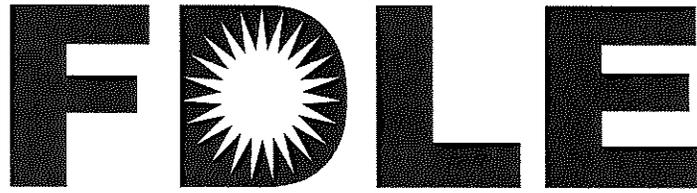
Sincerely,

Gregg K. Weiss, Mayor  
Palm Beach County Board of County Commissioners

"An Equal Opportunity  
Affirmative Action Employer"

printed on sustainable  
and recycled paper

# ATTACHMENT 2



**PBC Countywide Reentry Program - RB**

Prepared by Palm Beach County Board of Commissioners  
for Florida Department of Law Enforcement JAG22 - Countywide

Primary Contact: Dawn Caveness-Davenport



## Opportunity Details

### Opportunity Information

**Title**

JAG22 - Countywide

**Description**

This opportunity is available to select state agencies who receive annual appropriations under Florida's Justice Assistance Grant (JAG) Program.

**Awarding Agency Name**

U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance

**Agency Contact Phone**

850-617-1250

**Agency Contact Email**

criminaljustice@fdle.state.fl.us

**Subjects**

Edward Byrne Memorial Justice Assistance Grant (JAG), JAG - Countywide (JAGC)

**Opportunity Manager**

Krista Sanders

**Opportunity Posted Date**

7/7/2023

**Announcement Type**

Initial Announcement

**Assistance Listings Number**

16.738

**Public Link**

<https://www.gotomygrants.com/Public/Opportunities/Details/6d590130-6fb4-4e01-8d5e-24efb01d4570>

**Is Published**

Yes

### Funding Information

**Total Program Funding**

\$6,977,031.00

**Funding Sources**

Federal Or Federal Pass Through

### Award Information

**Award Period**

10/01/2022 - 09/30/2025

**Award Type**

Non Competitive



Indirect Costs Allowed

Yes

Matching Requirement

No

### **Submission Information**

Submission Window

07/07/2023 12:00 AM - 10/02/2023 11:59 PM

Submission Timeline Type

One Time

### **Eligibility Information**

Eligibility Type

Private

Eligible Applicants

- State Governments
- County Governments
- City or township governments
- Native American tribal governments (Federally recognized)

Additional Eligibility Information

Eligible applicants are limited to units of local government. A unit of local government is defined as a city, county, town, township, borough, parish, village, or other general-purpose political subdivision of the state, including Native American Tribes who perform law enforcement functions as determined by the Secretary of the Interior.

### **Additional Information**

Additional Information URL

<https://www.fdle.state.fl.us/Grants/Home.aspx>

Additional Information URL Description

This site contains information regarding the various programs, funding opportunities, and forms managed by the Office of Criminal Justice Grants. Contact information and additional resources can also be found on this site.



## **Project Information**

### **Application Information**

Application Name  
PBC Countywide Reentry Program - RB

Award Requested  
\$27,695.00

Total Award Budget  
\$27,695.00

### **Primary Contact Information**

Name  
Dawn Caveness-Davenport

Email Address  
dcavenes@pbcgov.org

Address  
301 N. Olive Avenue  
West Palm Beach, FL 33401

Phone Number  
(561) 355-3396



## Project Description

### JAG Program - Project Summary

#### Applicant and Award Information

#### Eligible Recipients for JAG Funds

**Eligible recipients are limited to units of local government. A unit of local government is defined as a city, county, town, township, borough, parish, village, or other general-purpose political subdivision of the state, including Native American Tribes who perform law enforcement functions as determined by the Secretary of the Interior. The eligible recipient cannot be a police department, sheriff's office, or other division of a unit of local government.**

Is the Eligible Recipient a State Agency?

- Yes
- No

In which county is the Eligible Recipient located?

Palm Beach

What is the Eligible Recipient's SAM Unique ID number?

XL2DNFMPCR44

Upload a copy of the Eligible Recipient's active SAM registration below.

RB SAM registration.docx

What is the Eligible Recipient's FEID number?

596000785

#### Project Information

**NOTE: The final length of the project period will be determined at the time of award approval. No projects will extend past the federal award end date.**

Desired Start Date of the Project

10/1/2022

Desired End Date of the Project

9/30/2024

Please select your desired reporting frequency for submitting payment requests AND performance reporting.

Quarterly

Select the appropriate program area for this project.

- 01 - Law Enforcement
- 02 - Crime Lab/Forensics
- 03 - Crime Prevention
- 04 - Prosecution
- 05 - Public Defense
- 06 - Courts
- 07 - Corrections

- 08 - Community Corrections
- 09 - Reentry Services
- 10 - Behavioral Health
- 11 - Assessment/Evaluation
- 12 - Crime Victim/Witness

### Problem Identification

PID1: Describe the problem, issues, or concerns this funding will address and describe why this project is a priority for your organization.

Reentry back into the community following an arrest or years of incarceration can be difficult and create both short and long-term challenges. Formerly incarcerated people are nearly 10 times more likely to experience homelessness than a person without a criminal history.<sup>1</sup> They are also two times as likely to reoffend than those with stable housing because of their inability to access stable housing.<sup>2</sup> Over the years, Palm Beach County has seen a huge increase in the cost of living, leaving about 50% of our returning residents without housing.

According to the 2020 United States census, PBC ranks as the 2nd largest county in the U.S. with more than 1.5 million residents. In FY22, PBC had approximately 900 Florida Department of Corrections (FDC) returning residents that were released back into the community. A snapshot of PBC's Reentry program's enrollment of returning citizens in FY22 fell right in line with FY 21 showing that 61% of new enrollees were released from state prison, 13% from juvenile residential facilities, and 26% from local jails. Due to the large number of individuals returning to our county from FDC and our local jail, it has been imperative to have multiple agencies who can provide these services.

Due to Florida's sentencing structure, the majority of people released from prison reach their maximum sentence and are released *without community supervision*, unless an individual is convicted of a sex offense. While this poses challenges, it makes it more important that returning citizens are connected to local reentry programming within the first three years of release. All individuals released from prison must register as a felon at Palm Beach County Sheriff's Office (PBSO) within 48 hours. In lieu of the traditional community supervision, funding from this solicitation will allow the City of Riviera Beach Reentry Center (RB) to provide reentry case management services to assist returning residents in transitioning back to the community, use evidence-based practices, and provide services that address criminogenic needs. This funding will also assist in eliminating barriers by providing services such as transitional jobs, transitional housing and/or rental assistance, obtaining vocational training/certifications and bus passes.

(1) <https://www.prisonpolicy.org/reports/housing.html>

(2) [https://nlhlc.org/sites/default/files/2016AG\\_Chapter\\_6-6.pdf](https://nlhlc.org/sites/default/files/2016AG_Chapter_6-6.pdf)

PID2: What actions are your organization currently taking to help address the problem/issue/concern described above?

Currently, PBC Reentry receives funding at federal, state and local levels. Palm Beach County currently contracts with RB to provide the following pre and post release services to moderate to high risk individuals returning to PBC after a period of incarceration.

Services include intensive case management through an individualized case plan. Support services are provided based on their identified needs and can include the following; Pro-Social Activities/Events, Transportation, Post Release Employment Assistance, Transitional Job (TJ), Vocational Training, Cognitive Behavioral Intervention (CBI), Mediation/Medical Assistance, Financial Identification Assistance, Basic Needs, Basic Technology Needs and Housing. RB utilizes the Risk-Needs-Responsivity (RNR) model to guide the reentry process. The RNR model refers to predicting the probability of people recidivating and treating the criminogenic needs of those individuals with appropriate programs based on their level of need.

PID3: Is this project a continuation from the previous year or other federal funding source?

- Yes
- No

PID4: Provide the previous award number, project period, and describe the activities completed under the previous award.

8C170 - October 1, 2021 to September 30, 2023 - Intensive Case Management Services.

### Scope of Work



**Personnel**

Will you be using funds to support personnel costs (FTE, OPS, etc. – not including overtime)?

- Yes
- No

**Overtime**

Will you be using funds to support overtime pay?

- Yes
- No

**Travel and Training**

Will you be using funds to support training and/or travel costs?

- Yes
- No

**Equipment and/or Supplies**

Will you be using funds to support the purchase of equipment and/or supplies?

- Yes
- No

**Third-Party Contracts and/or Subawards**

**This category includes third-party agreements with a vendor, provider, consultant, etc. to assist in accomplishing the goals and objectives of the project. There are two types of contractual relationships recognized under federal awards. For a visual flowchart of the two types and what is required for each, please see our ["Understanding Contractual Services under Federal Awards"](#) resource.**

Will you be using funds to support third-party agreements (contractual services and/or subawards)?

- Yes
- No

**Third-Party Relationship Determinations**

**Applicants proposing to use funds to support third-party agreements must complete a Subrecipient vs. Contractor Determination Checklist for EACH third-party vendor/provider, etc. This checklist outlines the compliance requirements applicable to any third-party agreement.**

Upload completed "Subrecipient vs. Contractor Determination Checklists" below.  
RB\_Subrecipient-vs-Contractor-Determination-Checklist\_Revised-08-08-22[1].pdf

Did any of the determination checklists result in a CONTRACTOR determination?

- Yes
- No

Did any of the determination checklists result in a SUBRECIPIENT determination?\*

- Yes
- No

Briefly describe the purpose and importance of the third-party subaward(s) and how they are critical to addressing the problem described above.

The City of Riviera Beach Center will provide intensive case management and support services to enrolled reentry

participants

Applicants requesting funding to support contractual services with a "third-party SUBRECIPIENT" must meet to the following requirements, as they are now considered a pass-through entity:

(1) Upon execution of any "third-party subaward", the pass-through entity (OCJG's applicant) is required to complete the "[Third-Party Subaward Compliance Checklist](#)" for each tiered subaward it executes with a third party. This form must be submitted to OCJG upon execution.

(2) Upon execution of any "third-party subaward", the pass-through entity is required to complete a "[Third-Party Certificate of Subaward](#)" for each tiered subaward it executes with a third party. This form should be provided to the third-party, and must be submitted to OCJG for monitoring purposes.

(3) Upon execution of any "third-party subaward", the pass-through entity is required to complete a "[Third-Party Subaward Risk Assessment](#)" for each tiered subaward it executes with a third party. This form must be submitted to OCJG for monitoring purposes.

(4) Upon execution of any "third-party subaward", the pass-through entity is responsible for ensuring their recipient is registered in [SAM.gov](#) and maintains an active registration for the life of the subaward. Documentation of the third-party's SAM registration must be submitted to OCJG for monitoring purposes.

(5) Upon execution of any "third-party subaward", the pass-through entity is responsible for ensuring their recipient completes an [EEO Certification](#) and complies with any requirements to develop and submit an EEO Plan (Utilization Report) to DOJ. Documentation of the third-party's EEO Certification and [EEO Plan/Approval](#) (if applicable) must be submitted to OCJG for monitoring purposes.

(6) During the "third-party subaward" period of performance, the pass-through entity is required to monitor the activities and performance of their third-party subrecipient by completing the "[Third-Party Monitoring Questionnaire](#)". This form must be submitted to OCJG for monitoring purposes.

For more information on the responsibilities associated with third-party subawards and your requirements as a pass-through entity, please visit our [Tiered Subrecipients](#) webpage.

Do you have executed agreements with each third-party SUBRECIPIENT?

- Yes  
 No (a condition will be applied to the award to submit third-party subawards upon execution)

Upload your executed third-party subawards.

RB\_R2022 1138\_FY23 Executed Contract.pdf

Upload completed "Third-Party Subaward Compliance Checklists".

RB\_Third-Party-Subaward-Compliance-Checklist.pdf

Upload documentation of EACH third-party's active SAM registration.

RB SAM registration.docx

Upload completed "Third-Party Certificate of Subaward" forms.

RB\_Third-Party-Certificate-of-Subaward.pdf

Upload completed "Third-Party Subaward Risk Assessments".

RB\_Third-Party-Subaward-Risk-Assessment\_Revised-05-05-21[1].pdf

#### Indirect Costs

Federal recipients may elect to use a portion of funding for indirect costs.

Will you be using funds to support indirect costs?

- Yes



No

**Other Costs**

Will you be using funds to support other costs not captured above (i.e. rental agreements, utilities, subscriptions, licensing, etc.)?

Yes  
 No

**Program Generated Income (PGI)**

**Grant-funded activities may generate revenues for the recipient organization. Examples of program income activities include but are not limited to: asset seizures/forfeitures, registration/tuition fees collected from hosted events, interest earned on advance award funds, membership fees, court-ordered attorney's fees, and fees/fines for failed drug tests. All program income must be accounted for, reported, and expended in accordance with Section 3.4 of the DOJ Grants Financial Guide.**

Will any proposed grant activities generate Program Income?

Yes  
 No

**JAG Pre-Approvals**

JAG funds may not be used to pay for any of the following items unless pre-approved by the BJA Director:

1. vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters);
2. luxury items;
3. real estate;
4. construction projects (other than penal or correctional institutions); or
5. any similar matters.

See BJA's JAG FAQs for more information on the approval process. OCJG grant managers will review the application and seek more information for any items that may require BJA pre-approval.



**JAG Program - Grant Contact Information**

**Recipient Grant Manager Contact Information**

This individual serves as a primary point-of-contact and is responsible for:

- ensuring the project is progressing on time and promptly notifying their FDLE grant manager of any delays;
- overseeing all programmatic and financial reporting; and
- ensuring overall compliance with the grant agreement.

GM Name (First Last)

Jessica Hidalgo

GM Title

Manager Criminal Justice Program

GM Address 1

205 N. Dixie Highway

GM Address 2

GM City

West Palm Beach

GM State

FL

GM Zip Code+4 (XXXXX-XXXX)

33401

GM Phone Number (XXX-XXX-XXXX)

561-355-2326

GM Email Address

jhidalgo@pbcgov.org

**Chief Official Contact Information**

This individual is the agency head for the eligible recipient.

The eligible recipient for the JAG program is a state agency or unit of local government. Examples of Chief Officials may include: Chairperson, Mayor, Executive Director, Secretary, Commissioner, etc.

CO Name (First Last)

Gregg K. Weiss

CO Title

Mayor

CO Address 1

301 N. Olive Avenue

CO Address 2

CO City

West Palm Beach



CO State

FL

CO Zip Code+4 (XXXXX-XXXX)

33401

CO Phone Number (XXX-XXX-XXXX)

561-355-2202

CO Email Address

gweiss@pbcgov.org

Will the Chief Official be designating another individual to execute agreements on their behalf?

- Yes
- No

**Chief Financial Officer (CFO) Contact Information**

This individual is responsible for the recipient's accounting system, financial management, and certifying claim reports submitted for payment.

CFO Name (First Last)

Joseph Abruzzo

CFO Title

Clerk and Comptroller

CFO Address 1

301 Olive Avenue 9th Floor

CFO Address 2

CFO City

West Palm Beach

CFO State

FL

CFO Zip Code+4 (XXXXX-XXXX)

33401

CFO Phone Number (XXX-XXX-XXXX)

561-355-4995

CFO Email Address

jabruzzo@mypalmbeachclerk.com

**Additional Grant Contact**

Is there an additional grant point-of-contact (POC) you wish to add to the grant file?

- Yes
- No

POC Name (First Last)

Dawn Caveness-Davenport

POC Title

Senior Criminal Justice Analyst



POC Phone Number (XXX-XXX-XXXX)  
561-355-3396

POC Email Address  
dcavenes@pbcgov.org

## JAG Program - Certifications & Forms

### Required Forms/Certifications for All Applicants

#### Lobbying, Debarment, and Drug Free Workplace

All applicants are required to complete and submit the Lobbying, Debarment, and Drug Free Workplace Certification with each application submission.

Upload the completed certification below.

RB\_Lobbying, Debarment, and Drug Free Workplace Certification.pdf, PBC Lobbying-Debarment-and-Drug-Free-Certification\_Revised-11-02-22 signed by the Mayor.pdf

#### Subrecipient Management Questionnaire

All applicants are required to complete and submit the Subrecipient Management Questionnaire (SMQ) form with their application. This form is used to help evaluate the applicant organization's existing internal controls related to the management of federal grant funds. FDLE will utilize this form as a "risk assessment" to determine the appropriate level of monitoring (desk or onsite) for the subaward.

Upload the completed SMQ form below.

RB\_Subaward Management Questionnaire (SMQ).pdf, PBC SMQ-Revised-09.19.2023 signed by the Mayor.pdf

Upload additional attachments to accompany your completed SMQ.

#### Equal Employment Opportunity (EEO)

#### Civil Rights Training

As a condition of the federal JAG award, FDLE requires applicants (and subrecipients) to complete a two part Civil Rights Training and provide copies of the training certificates upon request. To access the training, please visit our Civil Rights Training for Grantees webpage. At a minimum, the applicant grant manager must complete the training.

Have you completed the Civil Rights Training for Grantees modules?

- Yes  
 No (a condition will be added to award)

Upload copy of Civil Rights Training for Grantees certificates.

JH\_Civil Rights Certifications.pdf, Certificate of Completion - Module 1 Kshover.pdf, Certificate of Completion - Module 2 Kshover.pdf, DCD Certificate of Completion - Module 1 OJP Civil Rights Grants Requirements.pdf, DCD Certificate of Completion - Module 2 Civil Rights Special OJP Civil Rights Requirements.pdf, RB\_EEO Certificate.pdf

#### EEO Certification (EEOC)



All applicants are required to submit an EEO Certification (EEOC) annually.

FDLE strongly recommends the use of the OJP Office for Civil Rights, [EEO Reporting Tool](#) to complete this certification, especially for applicants who are required to prepare an EEO Plan (EEO Plan), or Utilization Report. However, in absence of using the EEO Reporting Tool, you may choose to submit the [PDF certification](#) with your application.

Upload completed EEO Certification below.

PBC EEOC signed by the Mayor.pdf, RB\_EEO Certificate.pdf

#### EEO Plan (EEO Plan)

Applicants with more than 50 employees who also receive a single award of \$25,000 or more in funding from the U.S. Department of Justice (regardless of if it is passed through FDLE), must complete and submit their EEO Plan (EEO Plan), also known as a Utilization Report, to OJP's Office for Civil Rights.

This process must be completed using the [EEO Reporting Tool](#). OJP's Office for Civil Rights has published an [assistance tool](#) to assist applicants with this process.

Does your organization have 50 employees or more?

- Yes  
 No

Does your organization receive a single award of \$25,000 or more from any U.S. Department of Justice grant program?

- Yes  
 No

Has your agency completed an EEO Plan within the past two years?

- Yes  
 No (a condition will be added to the award)

Upload your EEO Plan below.

RB Hiring\_and\_Equal\_Employment\_Opportunity\_Policy (1).pdf, Affirmative Action Plan 2017\_2018.pdf, EEO\_4 2021 Report.pdf

#### EEO Plan Approval

Applicants with more than 50 employees who also receive a single award \$500,000 or more in funding from the U.S. Department of Justice (regardless of if it is passed through FDLE), must obtain an EEO Plan (EEO Plan) approval letter from OJP's Office for Civil Rights.

This process must be completed using the [EEO Reporting Tool](#). OJP's Office for Civil Rights has published an [assistance tool](#) to assist applicants with this process.

Does your organization receive a single award of \$500,000 or more from any U.S. Department of Justice grant program?

- Yes  
 No

No approval letter required.

Based on your response, you are only required to submit the EEO Certification and Plan above. You may



move to the next section.

Project Specific Certifications

Ballistic Vest Certification

Applicants proposing to use grant funds to procure ballistic vests must ensure the vests are American-made, ordered to fit the user, and are compliant with NJ Ballistic/Stab Standards. In addition, applicants purchasing routine-duty body armor must complete the Ballistic Vests (Mandatory Wear) Certification with their application.

Is this application proposing to use grant funds for ballistic vests?

- Yes
- No

Body Worn Camera Certification

Applicants proposing to use grant funds to procure body worn camera equipment and supplies must complete the Body Worn Camera Policy Certification with their application.

NOTE: Grant funds can only support licensing, storage, and warranties during the grant period. If these costs extend past the grant period they will be pro-rated from the date of purchase.

Is this application proposing to use grant funds for body cameras?

- Yes
- No

Confidential Funds Certification

Applicants proposing to use their grant to support confidential fund activities must complete the Confidential Funds Certification with their application. Additionally, applicants must have written policies and procedures to ensure confidential funds are managed in accordance with federal guidelines. Agencies who do not have a written policy may consider formalizing and adopting polices based off of our example policy provided on our website.

Is the applicant proposing to use the grant to support confidential fund activities?

- Yes
- No

Suitability to Work With Minors

Applicants proposing to use grant funds that involve interacting with minors must make a written determination of each individuals suitability to work with minors. For more information on this requirement, please review our Suitability to Work with Minors training slides.



In order to facilitate compliance with this requirement, FDLE has two forms that must be completed for any program involving interactions with minors:

- [Suitability to Work and/or Interact with Minors Certification \(SWIMC\)](#)
- [Suitability to Work and/or Interact with Minors Tracking \(SWIMT\)](#)

Is the applicant proposing to use grant funds for activities that directly involve working with or interacting with minors?

- Yes
- No

**Telecommunications and Video Surveillance Services and/or Equipment**

Applicants proposing to use grant funds to procure telecommunications and/or video surveillance equipment and/or services must complete a [TVS certification](#) with their application. For more information on this requirement, please review the [FAQs](#) and the [training](#) posted to our webpage.

Is the applicant proposing to use grant funds for telecommunications or video surveillance equipment/services?

- Yes
- No

**Task Force Activities**

Applicants proposing to use funds to support any task force activities (personnel, overtime, equipment, supplies, service agreements, etc.) must provide a task force personnel roster at the time of application. In addition, the applicant is responsible for ensuring all task force members complete the required [BJA Center for Task Force Integrity and Leadership online training](#) once every four years. The completion certificates for each member on the roster must be provided to OCJG.

**Note:** For any task force members who have not completed the training or have expired training certificates, a withholding of funds condition will be placed on the award until valid certificates are provided for each member on the task force roster.

Is the applicant proposing to use grant funds to support task force activities?

- Yes
- No

**NEPA**

Applicants proposing to use funds for "minor renovations", mounting items to the exterior of an existing building/structure (i.e. surveillance cameras), meth lab clean up activities, and some forensic processing requires approval from BJA's National Environmental Policy Act (NEPA) coordinator. Any applicants proposing projects that meet the criteria for NEPA approval are required to complete the [BJA CATEX Checklist form](#) and upload it with their grant.

**Note:** Applicants should not expend any grant funds until NEPA approval is obtained. If BJA denies the approval, you will not be reimbursed for the NEPA related expenses.

Is the applicant proposing to use grant funds for any NEPA related activities?



- Yes
- No



## Budget

### Proposed Budget Summary

#### Expense Budget

	Grant Funded	Total Budgeted
<b>G. Third-Party Subawards (Contractual Services)</b>		
City of Riviera Beach	\$27,695.00	\$27,695.00
<b>Subtotal</b>	<b>\$27,695.00</b>	<b>\$27,695.00</b>
<hr/>		
<b>Total Proposed Cost</b>	<b>\$27,695.00</b>	<b>\$27,695.00</b>

#### Revenue Budget

	Grant Funded	Total Budgeted
<b>Grant Funding</b>		
Award Requested	\$27,695.00	\$27,695.00
<b>Subtotal</b>	<b>\$27,695.00</b>	<b>\$27,695.00</b>
<hr/>		
<b>Total Proposed Revenue</b>	<b>\$27,695.00</b>	<b>\$27,695.00</b>

### Proposed Budget Detail

See attached spreadsheet.

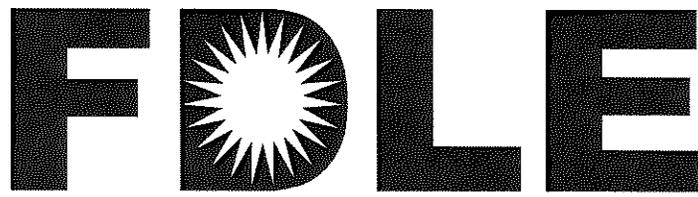
### Proposed Budget Narrative

#### G. Third-Party Subawards (Contractual Services)

List each third-party tiered subrecipient. Each line item description MUST detail the calculations used to arrive at the funded amount. EXAMPLE: Individual Counseling Session - \$30/session x 1000 sessions = \$30,000.

#### City of Riviera Beach

Intensive Case Management Services @ approximately \$12.43 per 15 minutes x 4= \$49.72 per hour x 557.02 hours = \$27,695 Palm Beach County is responsible for all costs over award allocation. Unit rate is developed based on the dedicated staff's average salary and benefits, divided by direct client hours spent per year. Time designated for Paid Time Off, holidays, trainings, staff meetings, etc. are backed out as they are not allowable expenses under the unit rate. The hourly rate determined is then divided by 4 to calculate a quarterly unit rate.



**PBC Countywide Reentry - TLP**

Prepared by Palm Beach County Board of Commissioners  
for Florida Department of Law Enforcement JAG22 - Countywide

Submitted by Dawn Caveness-Davenport

Submitted on 09/22/2023 10:47 AM Eastern Standard Time



## Opportunity Details

### Opportunity Information

Title

JAG22 - Countywide

Description

This opportunity is available to select state agencies who receive annual appropriations under Florida's Justice Assistance Grant (JAG) Program.

Awarding Agency Name

U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance

Agency Contact Phone

850-617-1250

Agency Contact Email

criminaljustice@fdle.state.fl.us

Subjects

Edward Byrne Memorial Justice Assistance Grant (JAG), JAG - Countywide (JAGC)

Opportunity Manager

Krista Sanders

Opportunity Posted Date

7/7/2023

Announcement Type

Initial Announcement

Assistance Listings Number

16.738

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/6d590130-6fb4-4e01-8d5e-24efb01d4570>

Is Published

Yes

### Funding Information

Total Program Funding

\$6,977,031.00

Funding Sources

Federal Or Federal Pass Through

### Award Information

Award Period

10/01/2022 - 09/30/2025

Award Type

Non Competitive



Indirect Costs Allowed

Yes

Matching Requirement

No

### Submission Information

Submission Window

07/07/2023 12:00 AM - 10/02/2023 11:59 PM

Submission Timeline Type

One Time

### Eligibility Information

Eligibility Type

Private

Eligible Applicants

- State Governments
- County Governments
- City or township governments
- Native American tribal governments (Federally recognized)

Additional Eligibility Information

Eligible applicants are limited to units of local government. A unit of local government is defined as a city, county, town, township, borough, parish, village, or other general-purpose political subdivision of the state, including Native American Tribes who perform law enforcement functions as determined by the Secretary of the Interior.

### Additional Information

Additional Information URL

<https://www.fdle.state.fl.us/Grants/Home.aspx>

Additional Information URL Description

This site contains information regarding the various programs, funding opportunities, and forms managed by the Office of Criminal Justice Grants. Contact information and additional resources can also be found on this site.



## **Project Information**

### **Application Information**

Application Name  
PBC Countywide Reentry - TLP

Award Requested  
\$212,533.00

Total Award Budget  
\$212,533.00

### **Primary Contact Information**

Name  
Dawn Caveness-Davenport

Email Address  
dcavenes@pbcgov.org

Address  
301 N. Olive Avenue  
West Palm Beach, FL 33401

Phone Number  
(561) 355-3396



## Project Description

### JAG Program - Project Summary

#### Applicant and Award Information

#### Eligible Recipients for JAG Funds

**Eligible recipients are limited to units of local government. A unit of local government is defined as a city, county, town, township, borough, parish, village, or other general-purpose political subdivision of the state, including Native American Tribes who perform law enforcement functions as determined by the Secretary of the Interior. The eligible recipient cannot be a police department, sheriff's office, or other division of a unit of local government.**

Is the Eligible Recipient a State Agency?

- Yes
- No

In which county is the Eligible Recipient located?

What is the Eligible Recipient's SAM Unique ID number?

XL2DNFMPCR44

Upload a copy of the Eligible Recipient's active SAM registration below.

TLP\_SAM.Gov Proof of Registration.pdf

What is the Eligible Recipient's FEID number?

596000785

#### Project Information

**NOTE: The final length of the project period will be determined at the time of award approval. No projects will extend past the federal award end date.**

Desired Start Date of the Project

Desired End Date of the Project

Please select your desired reporting frequency for submitting payment requests AND performance reporting.

Select the appropriate program area for this project.

- 01 - Law Enforcement
- 02 - Crime Lab/Forensics
- 03 - Crime Prevention
- 04 - Prosecution
- 05 - Public Defense
- 06 - Courts
- 07 - Corrections

- 08 - Community Corrections
- 09 - Reentry Services
- 10 - Behavioral Health
- 11 - Assessment/Evaluation
- 12 - Crime Victim/Witness

**Problem Identification**

PID1: Describe the problem, issues, or concerns this funding will address and describe why this project is a priority for your organization.

Reentry back into the community following an arrest or years of incarceration can be difficult and create both short and long-term challenges. Formerly incarcerated people are nearly 10 times more likely to experience homelessness than a person without a criminal history.<sup>1</sup> They are also two times as likely to reoffend than those with stable housing because of their inability to access stable housing.<sup>2</sup> Over the years, Palm Beach County has seen a huge increase in the cost of living, leaving about 50% of our returning residents without housing.

According to the 2020 United States census, PBC ranks as the 2nd largest county in the U.S. with more than 1.5 million residents. In FY22, PBC had approximately 900 Florida Department of Corrections (FDC) returning residents that were released back into the community. A snapshot of PBC's Reentry program's enrollment of returning citizens in FY22 fell right in line with FY 21 showing that 61% of new enrollees were released from state prison, 13% from juvenile residential facilities, and 26% from local jails. Due to the large number of individuals returning to our county from FDC and our local jail, it has been imperative to have multiple agencies who can provide these services.

Due to Florida's sentencing structure, the majority of people released from prison reach their maximum sentence and are released without community supervision, unless an individual is convicted of a sex offense. While this poses challenges, it makes it more important that returning citizens are connected to local reentry programming within the first three years of release. All individuals released from prison must register as a felon at Palm Beach County Sheriff's Office (PBCSO) within 48 hours. In lieu of the traditional community supervision funding from this solicitation will allow the The Lord's Place, Inc. (TLP) to provide reentry case management services to assist returning residents in transitioning back to the community, use evidence-based practices, and provide services that address criminogenic needs. This funding will also assist in eliminating barriers by providing services such as transitional jobs, transitional housing and/or rental assistance, obtaining vocational training/certifications and bus passes.

[1] <https://www.prisonpolicy.org/reports/housing.html>

[2] [https://nlhc.org/sites/default/files/2016AG\\_Chapter\\_6-6.pdf](https://nlhc.org/sites/default/files/2016AG_Chapter_6-6.pdf)

PID2: What actions are your organization currently taking to help address the problem/issue/concern described above?

Currently, PBC Reentry receives funding at federal, state and local levels. Palm Beach County currently contracts with TLP to provide the following pre and post release services to moderate to high risk individuals returning to PBC after a period of incarceration.

Services include intensive case management through an individualized case plan. Support services are provided based on their identified needs and can include the following; Pro-Social Activities/Events, Transportation, Post Release Employment Assistance, Transitional Job (TJ), Vocational Training, Cognitive Behavioral Intervention (CBI), Mediation/Medical Assistance, Financial Identification Assistance, Basic Needs, Basic Technology Needs and Housing. RB utilizes the Risk-Needs-Responsivity (RNR) model to guide the reentry process. The RNR model refers to predicting the probability of people recidivating and treating the criminogenic needs of those individuals with appropriate programs based on their level of need.

PID3: Is this project a continuation from the previous year or other federal funding source?

- Yes
- No

PID4: Provide the previous award number, project period, and describe the activities completed under the previous award.



8C169 - October 1, 2021 to September 30, 2022 - Intensive Case Management

**Scope of Work**

**Personnel**

Will you be using funds to support personnel costs (FTE, OPS, etc. – not including overtime)?

- Yes
- No

**Overtime**

Will you be using funds to support overtime pay?

- Yes
- No

**Travel and Training**

Will you be using funds to support training and/or travel costs?

- Yes
- No

**Equipment and/or Supplies**

Will you be using funds to support the purchase of equipment and/or supplies?

- Yes
- No

**Third-Party Contracts and/or Subawards**

**This category includes third-party agreements with a vendor, provider, consultant, etc. to assist in accomplishing the goals and objectives of the project. There are two types of contractual relationships recognized under federal awards. For a visual flowchart of the two types and what is required for each, please see our "[Understanding Contractual Services under Federal Awards](#)" resource.**

Will you be using funds to support third-party agreements (contractual services and/or subawards)?

- Yes
- No

**Third-Party Relationship Determinations**

**Applicants proposing to use funds to support third-party agreements must complete a Subrecipient vs. Contractor Determination Checklist for EACH third-party vendor/provider, etc. This checklist outlines the compliance requirements applicable to any third-party agreement.**

Upload completed "Subrecipient vs. Contractor Determination Checklists" below.

TLP\_Subrecipient-vs-Contractor-Determination-Checklist\_Revised-08-08-22.pdf

Did any of the determination checklists result in a CONTRACTOR determination?

- Yes
- No

Did any of the determination checklists result in a SUBRECIPIENT determination?\*

- Yes
- No



Briefly describe the purpose and importance of the third-party subaward(s) and how they are critical to addressing the problem described above.

The Lord's Place, Inc. will provide intensive case management and support services to enrolled reentry participants.

**Applicants requesting funding to support contractual services with a "third-party SUBRECIPIENT" must meet to the following requirements, as they are now considered a pass-through entity:**

**(1) Upon execution of any "third-party subaward", the pass-through entity (OCJG's applicant) is required to complete the "Third-Party Subaward Compliance Checklist" for each tiered subaward it executes with a third party. This form must be submitted to OCJG upon execution.**

**(2) Upon execution of any "third-party subaward", the pass-through entity is required to complete a "Third-Party Certificate of Subaward" for each tiered subaward it executes with a third party. This form should be provided to the third-party, and must be submitted to OCJG for monitoring purposes.**

**(3) Upon execution of any "third-party subaward", the pass-through entity is required to complete a "Third-Party Subaward Risk Assessment" for each tiered subaward it executes with a third party. This form must be submitted to OCJG for monitoring purposes.**

**(4) Upon execution of any "third-party subaward", the pass-through entity is responsible for ensuring their recipient is registered in [SAM.gov](http://SAM.gov) and maintains an active registration for the life of the subaward. Documentation of the third-party's SAM registration must be submitted to OCJG for monitoring purposes.**

**(5) Upon execution of any "third-party subaward", the pass-through entity is responsible for ensuring their recipient completes an [EEO Certification](#) and complies with any requirements to develop and submit an EEO Plan (Utilization Report) to DOJ. Documentation of the third-party's EEO Certification and [EEO Plan/Approval](#) (if applicable) must be submitted to OCJG for monitoring purposes.**

**(6) During the "third-party subaward" period of performance, the pass-through entity is required to monitor the activities and performance of their third-party subrecipient by completing the "Third-Party Monitoring Questionnaire". This form must be submitted to OCJG for monitoring purposes.**

**For more information on the responsibilities associated with third-party subawards and your requirements as a pass-through entity, please visit our [Tiered Subrecipients](#) webpage.**

Do you have executed agreements with each third-party SUBRECIPIENT?

- Yes
- No (a condition will be applied to the award to submit third-party subawards upon execution)

Upload your executed third-party subawards.

R2022 1232\_TLP FY23 Executed Contract.pdf

Upload completed "Third-Party Subaward Compliance Checklists".

TLP\_Third-Party-Subaward-Compliance-Checklist.pdf

Upload documentation of EACH third-party's active SAM registration.

TLP\_SAM.Gov Proof of Registration.pdf

Upload completed "Third-Party Certificate of Subaward" forms.

TLP\_Third-Party-Subaward-Compliance-Checklist.pdf

Upload completed "Third-Party Subaward Risk Assessments".

TLP\_Third-Party-Subaward-Risk-Assessment\_Revised-05-05-21.pdf

**Indirect Costs**

Federal recipients may elect to use a portion of funding for indirect costs.



Will you be using funds to support indirect costs?

- Yes
- No

**Other Costs**

Will you be using funds to support other costs not captured above (i.e. rental agreements, utilities, subscriptions, licensing, etc.)?

- Yes
- No

**Program Generated Income (PGI)**

**Grant-funded activities may generate revenues for the recipient organization. Examples of program income activities include but are not limited to: asset seizures/forfeitures, registration/tuition fees collected from hosted events, interest earned on advance award funds, membership fees, court-ordered attorney's fees, and fees/fines for failed drug tests. All program income must be accounted for, reported, and expended in accordance with Section 3.4 of the DOJ Grants Financial Guide.**

Will any proposed grant activities generate Program Income?

- Yes
- No

**JAG Pre-Approvals**

JAG funds may not be used to pay for any of the following items unless pre-approved by the BJA Director:

1. vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters);
2. luxury items;
3. real estate;
4. construction projects (other than penal or correctional institutions); or
5. any similar matters.

See BJA's JAG FAQs for more information on the approval process. OCJG grant managers will review the application and seek more information for any items that may require BJA pre-approval.



**JAG Program - Grant Contact Information**

**Recipient Grant Manager Contact Information**

This individual serves as a primary point-of-contact and is responsible for:

- ensuring the project is progressing on time and promptly notifying their FDLE grant manager of any delays;
- overseeing all programmatic and financial reporting; and
- ensuring overall compliance with the grant agreement.

GM Name (First Last)

Jessica Hidalgo

GM Title

Manager Criminal Justice Program

GM Address 1

205 N. Dixie Highway

GM Address 2

GM City

West Palm Beach

GM State

FL

GM Zip Code+4 (XXXXX-XXXX)

33401

GM Phone Number (XXX-XXX-XXXX)

561-355-2326

GM Email Address

jhidalgo@pbcgov.org

**Chief Official Contact Information**

This individual is the agency head for the eligible recipient.

The eligible recipient for the JAG program is a state agency or unit of local government. Examples of Chief Officials may include: Chairperson, Mayor, Executive Director, Secretary, Commissioner, etc.

CO Name (First Last)

Gregg K. Weiss

CO Title

Mayor

CO Address 1

301 N. Olive Avenue

CO Address 2

CO City

West Palm Beach



CO State

FL

CO Zip Code+4 (XXXXX-XXXX)

33401

CO Phone Number (XXX-XXX-XXXX)

561-355-6877

CO Email Address

gweiss@pbcgov.org

Will the Chief Official be designating another individual to execute agreements on their behalf?

Yes

No

#### Chief Financial Officer (CFO) Contact Information

This individual is responsible for the recipient's accounting system, financial management, and certifying claim reports submitted for payment.

CFO Name (First Last)

Joseph Abruzzo

CFO Title

Clerk and Comptroller

CFO Address 1

301 N. Olive Avenue 9th Floor

CFO Address 2

CFO City

West Palm Beach

CFO State

FL

CFO Zip Code+4 (XXXXX-XXXX)

33401

CFO Phone Number (XXX-XXX-XXXX)

561-355-4995

CFO Email Address

jabruzzo@mypalmbeachclerk.com

#### Additional Grant Contact

Is there an additional grant point-of-contact (POC) you wish to add to the grant file?

Yes

No

POC Name (First Last)

Dawn Caveness-Davenport

POC Title

Criminal Justice Analyst



POC Phone Number (XXX-XXX-XXXX)  
561-355-3396

POC Email Address  
dcavenes@pbcgov.org

## JAG Program - Certifications & Forms

### Required Forms/Certifications for All Applicants

#### Lobbying, Debarment, and Drug Free Workplace

All applicants are required to complete and submit the Lobbying, Debarment, and Drug Free Workplace Certification with each application submission.

Upload the completed certification below.

TLP\_Lobbying-Debarment-and-Drug-Free-Certification\_Revised-11-02-22.pdf, PBC Lobbying-Debarment-and-Drug-Free-Certification\_Revised-11-02-22 signed by the Mayor.pdf

#### Subrecipient Management Questionnaire

All applicants are required to complete and submit the Subrecipient Management Questionnaire (SMQ) form with their application. This form is used to help evaluate the applicant organization's existing internal controls related to the management of federal grant funds. FDLE will utilize this form as a "risk assessment" to determine the appropriate level of monitoring (desk or onsite) for the subaward.

Upload the completed SMQ form below.

PBC SMQ-Revised-09.19.2023 signed by the Mayor.pdf, TLP\_SMQ-Revised-signed 7.2023.pdf

Upload additional attachments to accompany your completed SMQ.

### Equal Employment Opportunity (EEO)

#### Civil Rights Training

As a condition of the federal JAG award, FDLE requires applicants (and subrecipients) to complete a two part Civil Rights Training and provide copies of the training certificates upon request. To access the training, please visit our Civil Rights Training for Grantees webpage. At a minimum, the applicant grant manager must complete the training.

Have you completed the Civil Rights Training for Grantees modules?

- Yes  
 No (a condition will be added to award)

Upload copy of Civil Rights Training for Grantees certificates.

Certificate of Completion - Module 1 Kshover.pdf, Certificate of Completion - Module 2 Kshover.pdf, JH\_Civil Rights Certifications.pdf, DCD Certificate of Completion - Module 1 OJP Civil Rights Grants Requirements.pdf, DCD Certificate of Completion - Module 2 Civil Rights Special OJP Civil Rights Requirements.pdf, TLP\_Civil Rights Training.pdf

#### EEO Certification (EEOC)



All applicants are required to submit an EEO Certification (EEOC) annually.

FDLE strongly recommends the use of the OJP Office for Civil Rights, [EEO Reporting Tool](#) to complete this certification, especially for applicants who are required to prepare an EEO Plan (EEO Plan), or Utilization Report. However, in absence of using the EEO Reporting Tool, you may choose to submit the [PDF certification](#) with your application.

Upload completed EEO Certification below.

TLP\_EEO Cert.pdf, PBC EEOC signed by the Mayor.pdf

**EEO Plan (EEO Plan)**

Applicants with more than 50 employees who also receive a single award of \$25,000 or more in funding from the U.S. Department of Justice (regardless of if it is passed through FDLE), must complete and submit their EEO Plan (EEO Plan), also known as a Utilization Report, to OJP's Office for Civil Rights.

This process must be completed using the [EEO Reporting Tool](#). OJP's Office for Civil Rights has published an [assistance tool](#) to assist applicants with this process.

Does your organization have 50 employees or more?

- Yes
- No

Does your organization receive a single award of \$25,000 or more from any U.S. Department of Justice grant program?

- Yes
- No

Has your agency completed an EEO Plan within the past two years?

- Yes
- No (a condition will be added to the award)

Upload your EEO Plan below.

Affirmative Action Plan 2017\_2018.pdf, EEO\_4 2021 Report.pdf, TLP EEO-1 Comp 1 2021 Certified Report (2).pdf.pdf

**EEO Plan Approval**

Applicants with more than 50 employees who also receive a single award \$500,000 or more in funding from the U.S. Department of Justice (regardless of if it is passed through FDLE), must obtain an EEO Plan (EEO Plan) approval letter from OJP's Office for Civil Rights.

This process must be completed using the [EEO Reporting Tool](#). OJP's Office for Civil Rights has published an [assistance tool](#) to assist applicants with this process.

Does your organization receive a single award of \$500,000 or more from any U.S. Department of Justice grant program?

- Yes
- No

No approval letter required.

Based on your response, you are only required to submit the EEO Certification and Plan above. You may

move to the next section.

## Project Specific Certifications

### Ballistic Vest Certification

Applicants proposing to use grant funds to procure ballistic vests must ensure the vests are American-made, ordered to fit the user, and are compliant with NJ Ballistic/Stab Standards. In addition, applicants purchasing routine-duty body armor must complete the Ballistic Vests (Mandatory Wear) Certification with their application.

Is this application proposing to use grant funds for ballistic vests?

- Yes  
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**NOTE:** Grant funds can only support licensing, storage, and warranties during the grant period. If these costs extend past the grant period they will be pro-rated from the date of purchase.

Is this application proposing to use grant funds for body cameras?

- Yes  
 No

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Applicants proposing to use their grant to support confidential fund activities must complete the Confidential Funds Certification with their application. Additionally, applicants must have written policies and procedures to ensure confidential funds are managed in accordance with federal guidelines. Agencies who do not have a written policy may consider formalizing and adopting policies based off of our example policy provided on our website.

Is the applicant proposing to use the grant to support confidential fund activities?

- Yes  
 No

### Suitability to Work With Minors

Applicants proposing to use grant funds that involve interacting with minors must make a written determination of each individual's suitability to work with minors. For more information on this requirement, please review our Suitability to Work with Minors training slides.

In order to facilitate compliance with this requirement, FDLE has two forms that must be completed for any program involving interactions with minors:

- [Suitability to Work and/or Interact with Minors Certification \(SWIMC\)](#)
- [Suitability to Work and/or Interact with Minors Tracking \(SWIMT\)](#)

Is the applicant proposing to use grant funds for activities that directly involve working with or interacting with minors?

- Yes  
 No

#### Telecommunications and Video Surveillance Services and/or Equipment

Applicants proposing to use grant funds to procure telecommunications and/or video surveillance equipment and/or services must complete a [TVS certification](#) with their application. For more information on this requirement, please review the [FAQs](#) and the [training](#) posted to our webpage.

Is the applicant proposing to use grant funds for telecommunications or video surveillance equipment/services?

- Yes  
 No

#### Task Force Activities

Applicants proposing to use funds to support any task force activities (personnel, overtime, equipment, supplies, service agreements, etc.) must provide a task force personnel roster at the time of application. In addition, the applicant is responsible for ensuring all task force members complete the required [BJA Center for Task Force Integrity and Leadership online training](#) once every four years. The completion certificates for each member on the roster must be provided to OCJG.

**Note:** For any task force members who have not completed the training or have expired training certificates, a withholding of funds condition will be placed on the award until valid certificates are provided for each member on the task force roster.

Is the applicant proposing to use grant funds to support task force activities?

- Yes  
 No

#### NEPA

Applicants proposing to use funds for "minor renovations", mounting items to the exterior of an existing building/structure (i.e. surveillance cameras), meth lab clean up activities, and some forensic processing requires approval from BJA's National Environmental Policy Act (NEPA) coordinator. Any applicants proposing projects that meet the criteria for NEPA approval are required to complete the [BJA CATEX Checklist form](#) and upload it with their grant.

**Note:** Applicants should not expend any grant funds until NEPA approval is obtained. If BJA denies the approval, you will not be reimbursed for the NEPA related expenses.

Is the applicant proposing to use grant funds for any NEPA related activities?



- Yes
- No



**Budget**

**Proposed Budget Summary**

**Expense Budget**

	Grant Funded	Total Budgeted
<b>G. Third-Party Subawards (Contractual Services)</b>		
The Lord's Place, Inc.	\$212,533.00	\$212,533.00
<b>Subtotal</b>	<b>\$212,533.00</b>	<b>\$212,533.00</b>
<hr/>		
<b>Total Proposed Cost</b>	<b>\$212,533.00</b>	<b>\$212,533.00</b>

**Revenue Budget**

	Grant Funded	Total Budgeted
<b>Grant Funding</b>		
Award Requested	\$212,533.00	\$212,533.00
<b>Subtotal</b>	<b>\$212,533.00</b>	<b>\$212,533.00</b>
<hr/>		
<b>Total Proposed Revenue</b>	<b>\$212,533.00</b>	<b>\$212,533.00</b>

**Proposed Budget Detail**

See attached spreadsheet.

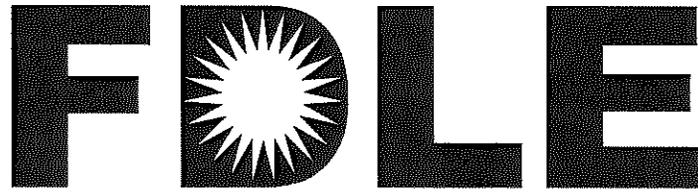
**Proposed Budget Narrative**

**G. Third-Party Subawards (Contractual Services)**

List each third-party tiered subrecipient. Each line item description MUST detail the calculations used to arrive at the funded amount. EXAMPLE: Individual Counseling Session - \$30/session x 1000 sessions = \$30,000.

**The Lord's Place, Inc.**

Intensive Case Management Services @ approximately \$12.43 per 15 minutes x 4 = \$49.72 per hour x 4,274.60.  
Palm Beach County is responsible for all costs over award allocation. Unit rate is developed based on the dedicated staff's average salary and benefits, divided by direct client hours spent per year. Time designated for Paid Time Off, holidays, trainings, staff meetings, etc. are backed out as they are not allowable expenses under the unit rate. The hourly rate determined is then divided by 4 to calculate a quarterly unit rate.



**Equipment for Countywide Law Enforcement Agencies**

Prepared by Palm Beach County Board of Commissioners  
for Florida Department of Law Enforcement JAG22 - Countywide

Submitted by Dawn Caveness-Davenport

Submitted on 09/26/2023 3:15 PM Eastern Standard Time



## Opportunity Details

### Opportunity Information

Title

JAG22 - Countywide

Description

This opportunity is available to select state agencies who receive annual appropriations under Florida's Justice Assistance Grant (JAG) Program.

Awarding Agency Name

U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance

Agency Contact Phone

850-617-1250

Agency Contact Email

criminaljustice@fdle.state.fl.us

Subjects

Edward Byrne Memorial Justice Assistance Grant (JAG), JAG - Countywide (JAGC)

Opportunity Manager

Krista Sanders

Opportunity Posted Date

7/7/2023

Announcement Type

Initial Announcement

Assistance Listings Number

16.738

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/6d590130-6fb4-4e01-8d5e-24efb01d4570>

Is Published

Yes

### Funding Information

Total Program Funding

\$6,977,031.00

Funding Sources

Federal Or Federal Pass Through

### Award Information

Award Period

10/01/2022 - 09/30/2025

Award Type

Non Competitive



Indirect Costs Allowed

Yes

Matching Requirement

No

### Submission Information

Submission Window

07/07/2023 12:00 AM - 10/02/2023 11:59 PM

Submission Timeline Type

One Time

### Eligibility Information

Eligibility Type

Private

Eligible Applicants

- State Governments
- County Governments
- City or township governments
- Native American tribal governments (Federally recognized)

Additional Eligibility Information

Eligible applicants are limited to units of local government. A unit of local government is defined as a city, county, town, township, borough, parish, village, or other general-purpose political subdivision of the state, including Native American Tribes who perform law enforcement functions as determined by the Secretary of the Interior.

### Additional Information

Additional Information URL

<https://www.fdle.state.fl.us/Grants/Home.aspx>

Additional Information URL Description

This site contains information regarding the various programs, funding opportunities, and forms managed by the Office of Criminal Justice Grants. Contact information and additional resources can also be found on this site.



## Project Information

### Application Information

Application Name  
Equipment for Countywide Law Enforcement Agencies

Award Requested  
\$82,114.00

Total Award Budget  
\$82,114.00

### Primary Contact Information

Name  
Dawn Caveness-Davenport

Email Address  
dcavenes@pbcgov.org

Address  
301 N. Olive Avenue  
West Palm Beach, FL 33401

Phone Number  
(561) 355-3396



## Project Description

### JAG Program - Project Summary

#### Applicant and Award Information

#### Eligible Recipients for JAG Funds

**Eligible recipients are limited to units of local government. A unit of local government is defined as a city, county, town, township, borough, parish, village, or other general-purpose political subdivision of the state, including Native American Tribes who perform law enforcement functions as determined by the Secretary of the Interior. The eligible recipient cannot be a police department, sheriff's office, or other division of a unit of local government.**

Is the Eligible Recipient a State Agency?

- Yes
- No

In which county is the Eligible Recipient located?

Palm Beach

What is the Eligible Recipient's SAM Unique ID number?

XL2DNFMPCR44

Upload a copy of the Eligible Recipient's active SAM registration below.

PBC Proof of SAM registration.pdf

What is the Eligible Recipient's FEID number?

596000785

#### Project Information

**NOTE: The final length of the project period will be determined at the time of award approval. No projects will extend past the federal award end date.**

Desired Start Date of the Project

10/1/2023

Desired End Date of the Project

9/30/2024

Please select your desired reporting frequency for submitting payment requests AND performance reporting.

Quarterly

Select the appropriate program area for this project.

- 01 - Law Enforcement
- 02 - Crime Lab/Forensics
- 03 - Crime Prevention
- 04 - Prosecution
- 05 - Public Defense
- 06 - Courts
- 07 - Corrections

- 08 - Community Corrections
- 09 - Reentry Services
- 10 - Behavioral Health
- 11 - Assessment/Evaluation
- 12 - Crime Victim/Witness

**Problem Identification**

PID1: Describe the problem, issues, or concerns this funding will address and describe why this project is a priority for your organization.

The funds will address the safety concerns of law enforcement agencies throughout Palm Beach County. Many of the law enforcement agencies' budgets do not have allotted funds to purchase the equipment. The Law Enforcement Planning Council (LEPC) is a task force of the Criminal Justice Commission. They have provided letters of support to help with other programs within Palm Beach County. Because of their hard work and being on the frontline, the Criminal Justice Commission wants to ensure they have the equipment to keep them and their communities safe.

PID2: What actions are your organization currently taking to help address the problem/issue/concern described above?

This is not a new problem throughout Palm Beach County. The agencies have been delivering services without any problems and working hard to keep their officers and community safe. This equipment would enhance the agencies' work, especially those with smaller budgets who could not afford the equipment without this funding. Safety is a priority in Palm Beach County, and the CJC wants to ensure the safety of the communities countywide. One of the purposes of the LEPC is the identification and assessment of policy issues that impact the CJC and law enforcement agencies on a countywide basis. Through discussions with law enforcement agencies throughout Palm Beach County, it is apparent that many agencies are facing budget cuts due to the economic downturn. The majority of their budget is allocated toward staffing and benefits, which has been a challenge. Since the budget is used for staff, there is no opportunity to address equipment needs. This funding will address this issue. The CJC is established to study all aspects of the criminal justice and crime prevention systems within the federal, state, county, municipal and private agencies within PBC. This equipment would address the different agency's safety concerns based on assessment.

PID3: Is this project a continuation from the previous year or other federal funding source?

- Yes
- No

**Scope of Work****Personnel**

Will you be using funds to support personnel costs (FTE, OPS, etc. – not including overtime)?

- Yes
- No

**Overtime**

Will you be using funds to support overtime pay?

- Yes
- No

**Travel and Training**

Will you be using funds to support training and/or travel costs?

- Yes
- No

**Equipment and/or Supplies**



Will you be using funds to support the purchase of equipment and/or supplies?

- Yes
- No

Briefly describe the items to be purchased and how they are critical to addressing the problem described above.

This funding will be used to provide the law enforcement agencies with equipment to address safety concerns due to the need for increased resources to address the new threats of active shootings that have transpired nationwide. We are also next to Broward County, which dealt with the Parkland shooting and has greatly impacted their community and Palm Beach County based on proximity. The expected outcome emphasizes the safety and wellness of the officers and the districts throughout Palm Beach County.

Riviera Beach Police Department is in dire need of several items that are not covered in their current budget. They are requesting a Voice Stress Analyzer Machine. They currently have one, but it is outdated. They are also requesting equipment for their Crime Scene Unit because it is the busiest Crime Scene unit in Palm Beach County. They are in need of updated cameras with accessories and privacy screens to place around crime scenes.

Florida Atlantic University Police Department is requesting handheld radar units. They are also requesting Ballistic shields for active threat responses due to today's climate and their proximity to the Parkland incident.

Due to budget cuts and smaller budgets, Highland Beach, Palm Beach, Atlantis and Manalapan Police Departments are requesting Rapid ID systems, and Breaching Backpacks to ensure the safety of their officers and assist in how there are policing.

The Criminal Justice Commission is requesting funds for a Cisco Board Pro 75, which is an all-in-one room device. This will allow us to use a digital workspace for greater collaboration with law enforcement agencies throughout Palm Beach County.

**Sole Source**

The use of noncompetitive procurement methods (i.e. sole source) for grant-funded purchases and procurement contracts is strongly discouraged. However, there are three scenarios in which sole source is allowable:

1. **The item or service is only available from one source.** This does not mean a particular brand name of a product justifies a sole source, it is the item itself. For example, procuring electronic control devices cannot be a sole source because these less-lethal devices are available to purchase from Taser International and various other vendors.
2. **A public emergency exists that will result in harmful delays if formal competition is required.** This requires official written declaration of the public emergency by an authorized official (i.e. President, Governor, Mayor, etc.). The ability to purchase non-competitively under a declaration of public emergency expires when the written declaration expires.
3. **Inadequate competition was noted after soliciting a number of sources.** Documentation of the solicitations from each source must be maintained to support the noncompetitive procurement.

Applicants expecting to purchase grant-funded items non-competitively must complete the OCJG Sole Source Justification Approval form. If the total procurement, regardless of how much is funded by the award, exceeds the federal simplified acquisition threshold (currently \$250,000), the OCJG grant manager must coordinate federal sole source approval, which may require additional information.

NOTE: Vendor sole source letters are not sufficient for the approval of noncompetitive purchases.

Are any items being procured noncompetitively (i.e. sole source)?

- Yes
- No

**State-Term or Alternate Source Contracts**

**State-Term or Alternate Source Contracts**

Federal procurement regulations allow for grant-funded items to be piggybacked off of other existing contracts with other entities. This is often referred to as alternate source contracting and is often used by OCJG recipients when procuring off of a State-Term Contract. Applicants proposing to use this method of



**procurement are required to describe and provide the contract number they are using for the alternate source procurement.**

Are any items being procured from an existing Florida State-Term Contract?

- Yes
- No

Are any items being procured from any other Alternate Source Contract (GSA, NASPO, piggybacking existing contract, etc.)?

- Yes
- No

#### Third-Party Contracts and/or Subawards

**This category includes third-party agreements with a vendor, provider, consultant, etc. to assist in accomplishing the goals and objectives of the project. There are two types of contractual relationships recognized under federal awards. For a visual flowchart of the two types and what is required for each, please see our "[Understanding Contractual Services under Federal Awards](#)" resource.**

Will you be using funds to support third-party agreements (contractual services and/or subawards)?

- Yes
- No

#### Indirect Costs

Federal recipients may elect to use a portion of funding for indirect costs.

Will you be using funds to support indirect costs?

- Yes
- No

#### Other Costs

Will you be using funds to support other costs not captured above (i.e. rental agreements, utilities, subscriptions, licensing, etc.)?

- Yes
- No

#### Program Generated Income (PGI)

**Grant-funded activities may generate revenues for the recipient organization. Examples of program income activities include but are not limited to: asset seizures/forfeitures, registration/tuition fees collected from hosted events, interest earned on advance award funds, membership fees, court-ordered attorney's fees, and fees/fines for failed drug tests. All program income must be accounted for, reported, and expended in accordance with [Section 3.4 of the DOJ Grants Financial Guide](#).**

Will any proposed grant activities generate Program Income?

- Yes
- No

#### JAG Pre-Approvals

JAG funds may not be used to pay for any of the following items unless pre-approved by the BJA Director:



1. vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters);
2. luxury items;
3. real estate;
4. construction projects (other than penal or correctional institutions); or
5. any similar matters.

See [BJA's JAG FAQs](#) for more information on the approval process. OCJG grant managers will review the application and seek more information for any items that may require BJA pre-approval.



**JAG Program - Grant Contact Information**

**Recipient Grant Manager Contact Information**

This individual serves as a primary point-of-contact and is responsible for:

- ensuring the project is progressing on time and promptly notifying their FDLE grant manager of any delays;
- overseeing all programmatic and financial reporting; and
- ensuring overall compliance with the grant agreement.

GM Name (First Last)

Dawn Caveness-Davenport

GM Title

Senior Criminal Justice Analyst

GM Address 1

301 Olive Avenue # 1001

GM Address 2

GM City

West Palm Beach

GM State

FL

GM Zip Code+4 (XXXXX-XXXX)

33411

GM Phone Number (XXX-XXX-XXXX)

561-355-3396

GM Email Address

dcavenes@pbcgov.org

**Chief Official Contact Information**

This individual is the agency head for the eligible recipient.

The eligible recipient for the JAG program is a state agency or unit of local government. Examples of Chief Officials may include: Chairperson, Mayor, Executive Director, Secretary, Commissioner, etc.

CO Name (First Last)

Gregg K. Weiss

CO Title

Mayor

CO Address 1

301 N. Olive Avenue

CO Address 2

CO City

West Palm Beach



CO State

FL

CO Zip Code+4 (XXXXX-XXXX)

33401

CO Phone Number (XXX-XXX-XXXX)

561-355-2202

CO Email Address

GWeiss@pbcgov.org

Will the Chief Official be designating another individual to execute agreements on their behalf?

Yes

No

#### Chief Financial Officer (CFO) Contact Information

This individual is responsible for the recipient's accounting system, financial management, and certifying claim reports submitted for payment.

CFO Name (First Last)

Joseph Abruzzo

CFO Title

Clerk and Comptroller

CFO Address 1

301 N. Olive Avenue 9th Floor

CFO Address 2

CFO City

West Palm Beach

CFO State

FL

CFO Zip Code+4 (XXXXX-XXXX)

33401

CFO Phone Number (XXX-XXX-XXXX)

561-355-4995

CFO Email Address

jabruzzo@mypalmbeachclerk.com

#### Additional Grant Contact

Is there an additional grant point-of-contact (POC) you wish to add to the grant file?

Yes

No

POC Name (First Last)

Katherine Shover

POC Title

Criminal Justice Systems Manager



POC Phone Number (XXX-XXX-XXXX)  
561-355-6877

POC Email Address  
kshover@pbcgov.org



## JAG Program - Certifications & Forms

### Required Forms/Certifications for All Applicants

#### Lobbying, Debarment, and Drug Free Workplace

All applicants are required to complete and submit the Lobbying, Debarment, and Drug Free Workplace Certification with each application submission.

Upload the completed certification below.

PBC Lobbying-Debarment-and-Drug-Free-Certification\_Revised-11-02-22 signed by the Mayor.pdf

#### Subrecipient Management Questionnaire

All applicants are required to complete and submit the Subrecipient Management Questionnaire (SMQ) form with their application. This form is used to help evaluate the applicant organization's existing internal controls related to the management of federal grant funds. FDLE will utilize this form as a "risk assessment" to determine the appropriate level of monitoring (desk or onsite) for the subaward.

Upload the completed SMQ form below.

PBC SMQ-Revised-09.19.2023 signed by the Mayor.pdf

Upload additional attachments to accompany your completed SMQ.

#### Equal Employment Opportunity (EEO)

#### Civil Rights Training

As a condition of the federal JAG award, FDLE requires applicants (and subrecipients) to complete a two part Civil Rights Training and provide copies of the training certificates upon request. To access the training, please visit our Civil Rights Training for Grantees webpage. At a minimum, the applicant grant manager must complete the training.

Have you completed the Civil Rights Training for Grantees modules?

- Yes
- No (a condition will be added to award)

Upload copy of Civil Rights Training for Grantees certificates.

Certificate of Completion - Module 2 Kshover.pdf, Certificate of Completion - Module 1 Kshover.pdf, DCD Certificate of Completion - Module 1 OJP Civil Rights Grants Requirements.pdf, DCD Certificate of Completion - Module 2 Civil Rights Special OJP Civil Rights Requirements.pdf

#### EEO Certification (EEOC)

All applicants are required to submit an EEO Certification (EEOC) annually.



FDLE strongly recommends the use of the OJP Office for Civil Rights, [EEO Reporting Tool](#) to complete this certification, especially for applicants who are required to prepare an EEO Plan (EEO Plan), or Utilization Report. However, in absence of using the EEO Reporting Tool, you may choose to submit the [PDF certification](#) with your application.

Upload completed EEO Certification below.  
PBC EEOC signed by the Mayor.pdf

**EEO Plan (EEO Plan)**

Applicants with more than 50 employees who also receive a single award of \$25,000 or more in funding from the U.S. Department of Justice (regardless of if it is passed through FDLE), must complete and submit their EEO Plan (EEO Plan), also known as a Utilization Report, to OJP's Office for Civil Rights.

This process must be completed using the [EEO Reporting Tool](#). OJP's Office for Civil Rights has published an [assistance tool](#) to assist applicants with this process.

Does your organization have 50 employees or more?

- Yes
- No

Does your organization receive a single award of \$25,000 or more from any U.S. Department of Justice grant program?

- Yes
- No

Has your agency completed an EEO Plan within the past two years?

- Yes
- No (a condition will be added to the award)

Upload your EEO Plan below.

Affirmative Action Plan 2017\_2018.pdf, EEO\_4 2021 Report.pdf

**EEO Plan Approval**

Applicants with more than 50 employees who also receive a single award \$500,000 or more in funding from the U.S. Department of Justice (regardless of if it is passed through FDLE), must obtain an EEO Plan (EEO Plan) approval letter from OJP's Office for Civil Rights.

This process must be completed using the [EEO Reporting Tool](#). OJP's Office for Civil Rights has published an [assistance tool](#) to assist applicants with this process.

Does your organization receive a single award of \$500,000 or more from any U.S. Department of Justice grant program?

- Yes
- No

No approval letter required.

Based on your response, you are only required to submit the EEO Certification and Plan above. You may move to the next section.

Project Specific Certifications

**Ballistic Vest Certification**

Applicants proposing to use grant funds to procure ballistic vests must ensure the vests are American-made, ordered to fit the user, and are compliant with NJ Ballistic/Stab Standards. In addition, applicants purchasing routine-duty body armor must complete the Ballistic Vests (Mandatory Wear) Certification with their application.

Is this application proposing to use grant funds for ballistic vests?

- Yes  
 No

**Body Worn Camera Certification**

Applicants proposing to use grant funds to procure body worn camera equipment and supplies must complete the Body Worn Camera Policy Certification with their application.

NOTE: Grant funds can only support licensing, storage, and warranties during the grant period. If these costs extend past the grant period they will be pro-rated from the date of purchase.

Is this application proposing to use grant funds for body cameras?

- Yes  
 No

**Confidential Funds Certification**

Applicants proposing to use their grant to support confidential fund activities must complete the Confidential Funds Certification with their application. Additionally, applicants must have written policies and procedures to ensure confidential funds are managed in accordance with federal guidelines. Agencies who do not have a written policy may consider formalizing and adopting polices based off of our example policy provided on our website.

Is the applicant proposing to use the grant to support confidential fund activities?

- Yes  
 No

**Suitability to Work With Minors**

Applicants proposing to use grant funds that involve interacting with minors must make a written determination of each individuals suitability to work with minors. For more information on this requirement, please review our Suitability to Work with Minors training slides.

In order to facilitate compliance with this requirement, FDLE has two forms that must be completed for any program involving interactions with minors:



- Suitability to Work and/or Interact with Minors Certification (SWIMC)
- Suitability to Work and/or Interact with Minors Tracking (SWIMT)

Is the applicant proposing to use grant funds for activities that directly involve working with or interacting with minors?

- Yes
- No

**Telecommunications and Video Surveillance Services and/or Equipment**

Applicants proposing to use grant funds to procure telecommunications and/or video surveillance equipment and/or services must complete a TVS certification with their application. For more information on this requirement, please review the FAQs and the training posted to our webpage.

Is the applicant proposing to use grant funds for telecommunications or video surveillance equipment/services?

- Yes
- No

**Task Force Activities**

Applicants proposing to use funds to support any task force activities (personnel, overtime, equipment, supplies, service agreements, etc.) must provide a task force personnel roster at the time of application. In addition, the applicant is responsible for ensuring all task force members complete the required BJA Center for Task Force Integrity and Leadership online training once every four years. The completion certificates for each member on the roster must be provided to OCJG.

**Note:** For any task force members who have not completed the training or have expired training certificates, a withholding of funds condition will be placed on the award until valid certificates are provided for each member on the task force roster.

Is the applicant proposing to use grant funds to support task force activities?

- Yes
- No

**NEPA**

Applicants proposing to use funds for "minor renovations", mounting items to the exterior of an existing building/structure (i.e. surveillance cameras), meth lab clean up activities, and some forensic processing requires approval from BJA's National Environmental Policy Act (NEPA) coordinator. Any applicants proposing projects that meet the criteria for NEPA approval are required to complete the BJA CATEX Checklist form and upload it with their grant.

**Note:** Applicants should not expend any grant funds until NEPA approval is obtained. If BJA denies the approval, you will not be reimbursed for the NEPA related expenses.

Is the applicant proposing to use grant funds for any NEPA related activities?

- Yes
- No



## Budget

### Proposed Budget Summary

#### Expense Budget

	Grant Funded	Total Budgeted
<b>D. Equipment</b>		
Law Enforcement Equipment	\$82,114.00	\$82,114.00
<b>Subtotal</b>	<b>\$82,114.00</b>	<b>\$82,114.00</b>
<b>Total Proposed Cost</b>	<b>\$82,114.00</b>	<b>\$82,114.00</b>

#### Revenue Budget

	Grant Funded	Total Budgeted
<b>Grant Funding</b>		
Award Requested	\$82,114.00	\$82,114.00
<b>Subtotal</b>	<b>\$82,114.00</b>	<b>\$82,114.00</b>
<b>Total Proposed Revenue</b>	<b>\$82,114.00</b>	<b>\$82,114.00</b>

### Proposed Budget Detail

See attached spreadsheet.

### Proposed Budget Narrative

#### D. Equipment

List each NON-EXPENDABLE item to be purchased. Expendable items should be included in the supplies category. Each line item description MUST detail the calculation (unit price and quantity) used to arrive at the funded amount. EXAMPLE: 3 PC/Tablets @ \$1,500 each (including associated peripherals such as case, keyboard, docking station, etc.) = \$4,500.

#### Law Enforcement Equipment

-Handheld radar units (6)-\$10,197.00 -Ballistic shields for active threat response (5) – \$18,000.00 -Rapid ID device (6) – \$7,440.00 -Tactical Medical Kits/Stop the Bleed Kits (105) - \$17,850.00 -Voice stress analyzer machine-\$7000.00 -Sirchie - Scene Guard Photography Barrier Height Extension 6'x 40" \$169.97 -SRN Barrier Systems double 6' x 12' Barrier System \$2,604.65 -Camera Nikon Z5 (body with 24mm-50mm zoom lens) - \$1,599.95 • Extra battery (1 each) \$72.95 • Flash - \$329.95 • Lens Filters 52mm (UV, orange, and polarized) Polarizer and orange - \$49.81 • Flash sync cable - \$20.59 • Macro Lens (Fixed, non zoom 50mm) - \$599.95 • Ring light- \$39.95 - Cisco Board Pro 75 -\$13,606.10 -Breaching Backpacks (3) - \$2,154.00 -Rapid ID system with fingerprint - \$379.13