



**II. FISCAL IMPACT ANALYSIS**

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

<b>Fiscal Years</b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>
<b>Capital Expenditures</b>	_____	_____	_____	_____	_____
<b>Operating Costs</b>	_____	\$333,395	_____	_____	_____
<b>External Revenues</b>	_____	(\$333,395)	_____	_____	_____
<b>Program Income (County)</b>	_____	_____	_____	_____	_____
<b>In-Kind Match (County)</b>	_____	_____	_____	_____	_____
<b>Net Fiscal Impact</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	0	0	0	0	0

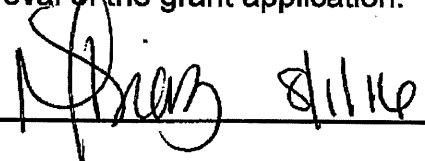
Is Item Included In Current Budget? Yes  No

Budget Account Exp No: Fund \_\_\_\_\_ Department \_\_\_\_\_ Unit \_\_\_\_\_ Object \_\_\_\_\_  
 Rev No: Fund \_\_\_\_\_ Department \_\_\_\_\_ Unit \_\_\_\_\_ RevSc \_\_\_\_\_

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

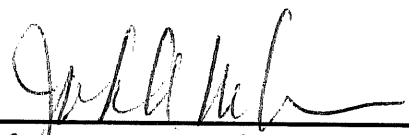
Fund: TBD  
 Unit: TBD  
 Grant: TBD

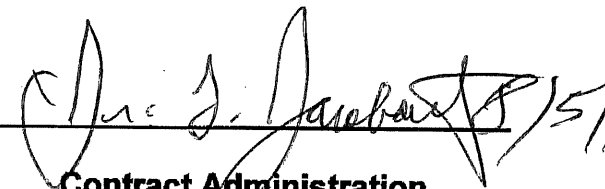
The budget will be amended upon approval of the grant application.

Departmental Fiscal Review:  8/11/16

**III. REVIEW COMMENTS**

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

  
 ET 7/20/16  
 OFMB  
 AK  
 8/2/16

 8/5/16  
 Contract Administration  
 8/4/16 (TW)

**B. Legal Sufficiency:**

 8/10/16  
 Assistant County Attorney

**C. Other Department Review:**

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

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

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

CERTIFICATE OF PARTICIPATION

Attachment # 1  
Page 1 of 1

Edward Byrne Memorial  
Justice Assistance Grant (JAG) Program

Ms. Petrina T. Herring  
Bureau Chief  
Office of Criminal Justice Grants  
Florida Department of Law Enforcement  
2331 Phillips Road  
Tallahassee, Florida 32308

Dear Ms. Herring:

This letter provides notification that the Board of County Commissioners  Accepts  Declines to serve as the coordinating unit of government for the Florida Department of Law Enforcement's Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

For purposes of coordinating the preparation of application(s) for grant funds with the Office of Criminal Justice Grants, the following individual is designated as County Coordinator for the county's FY16 subawards:

Name: Kristina Henson  
Title: Executive Director  
E-mail: khenson@pbcgov.org  
Agency: Palm Beach County Criminal Justice Commission  
Address: 301 N. Olive Avenue, Suite 1001  
City: West Palm Beach zip: 33401  
Telephone: 561-355-4943 County: Palm Beach

Sincerely,

  
Chair, Board of County Commissioners



Florida Department of  
Law Enforcement

Richard L. Swearingen  
Commissioner

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

Attachment # 2  
Page 1 of 28

Rick Scott, Governor  
Pam Bondi, Attorney General  
Jeff Atwater, Chief Financial Officer  
Adam Putnam, Commissioner of Agriculture

RECEIVED

June 22, 2016

JUL - 1 2016

Honorable Mary Lou Berger  
Mayor  
Palm Beach County Board of Commissioners  
301 North Olive Avenue, Suite 1201  
West Palm Beach, FL 33401

Public Safety Division  
Office of the Sheriff

Re: Federal Fiscal Year (FFY) 2016 Edward Byrne Memorial Justice Assistance Grant (JAG) Program –  
JAG Countywide – State Solicitation

Dear Mayor Berger:

The Florida Department of Law Enforcement (FDLE) anticipates an award from the United States Department of Justice for FFY 2016 JAG funds. FDLE will distribute these funds in accordance with the JAG Countywide distribution provisions of Chapter 11D-9, Florida Administrative Code.

FDLE has set aside \$333,395 funds for use by all units of government within Palm Beach County. Enclosed are the following documents to assist your county with the strategic planning and allocation process.

JAG-Countywide Program Announcement & Application Instructions  
JAG-Countywide Project Timeline  
JAG-Countywide Application Checklist  
Certificate of Participation

The enclosed Program Announcement provides an overview of these funds which can be used by local units of government to support a broad range of activities to prevent and control crime and to improve the criminal justice system. Please note the Program Announcement includes information from the U.S. Department of Justice relating to several areas of national focus and its priorities to help maximize the effectiveness of the Byrne/JAG funding.

As a condition of participation in this program, the units of government in each county must reach consensus concerning expenditure of these funds. This consensus must be documented in writing and include the projects to be implemented, the amounts allocated to each project and the agency responsible for such implementation. This process will require an individual to be designated to exercise leadership and assume a coordinating role in the development of applications for these funds. This coordinator will also serve as liaison between the Department's grants office and subrecipient(s) to ensure all reports, documentation, and timelines are adhered to in accordance with the agreement(s).

FDLE recommends the Board of County Commissioners assume this responsibility. In the event the county declines to serve in this capacity, the Department will request the governing body of each municipality in the county, in descending order of population, to serve as the coordinating unit of government.

Service • Integrity • Respect • Quality

Honorable Mary Lou Berger  
June 22, 2016  
Page Two

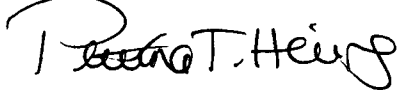
Attachment # 2  
Page 2 of 28

The enclosed Certificate of Participation form requests the identification of the County Coordinator. Please complete this form and return it to the address below by July 11, 2016. Once confirmed, the Department will forward additional information regarding the application process and FDLE's online grant management system to the coordinator.

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

We look forward to working with you. Please contact me or JAG supervisor Randall Smyth at (850) 617-1250 with any questions or for further assistance regarding this program.

Sincerely,



Petrina Tuttle Herring  
Bureau Chief

PTH/ps

Enclosures

cc: Mayors in Palm Beach County  
Law Enforcement Agencies in Palm Beach County  
Current JAG Project Directors in Palm Beach County



**Florida Department of Law Enforcement  
Office of Criminal Justice Grants**

Post Office Box 1489 Tallahassee, Florida 32302-1489 ( 850) 617-1250 [criminaljustice@fdle.state.fl.us](mailto:criminaljustice@fdle.state.fl.us)

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Attachment # 2  
Page 3 of 28

**Federal Fiscal Year 2016  
Edward Byrne Memorial Justice Assistance Grant (JAG) Program**

**JAG-Countywide**

**Program Announcement  
Application Instructions  
Important Pre- and Post-award Dates  
Application Checklist**

TABLE OF CONTENTS

**JAG-C Program Announcement.....3**  
Introduction  
Eligible Applicants  
Program Strategy, Purposes and Coordination Efforts  
Purpose Areas  
DOJ / Bureau of Justice Assistance Priorities  
Length of Award  
Distribution of Funds  
Application Access and Deadline  
Registration Requirements  
JAG Requirements  
Prohibited Uses & Controlled Expenditures  
Costs Requiring Pre-Approval  
Civil Rights Requirements  
State and Federal Transparency

**Creating the Application.....13**  
Usernames  
Organizations  
Creating the Application  
    Project Overview  
        General Project Information  
        Problem Identification  
        Project Summary  
        Technology Related Projects  
    Administration  
        Officials/Contacts  
    Financial  
        General Financial Information  
        Project Budget, Budget Status  
        Project Budget, Budget Narrative  
            Salaries and Benefits  
            Contractual Services  
            Expenses  
            Operating Capital Outlay (OCO) Equipment  
            Indirect Costs  
    Performance  
        Federal and State Purpose Areas  
        Objectives and Measures  
Standard Conditions  
Certifications  
Submitting the Application  
Contact Information

**Project Timeline (Important Pre-and Post-award Dates).....24**

**Application Checklist.....25**



## JAG-C Program Announcement

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### Introduction

The State of Florida, Department of Law Enforcement (FDLE) anticipates an award from the United States Department of Justice (USDOJ) for \$11,351,298 for the Edward Byrne Memorial Justice Assistance Grant (JAG). FDLE will distribute JAG-Countywide (JAG-C) local share funds in accordance with the JAG-C distribution provisions of Chapter 11D-9, Florida Administrative Code. This announcement is to notify eligible applicants of program requirements. Please note this Program Announcement includes information from the USDOJ relating several areas of national focus and its priorities to help maximize the effectiveness of the Byrne/JAG funding.

### Eligible Applicants

Units of local government are eligible to receive subawards from FDLE. "Units of local government" means any city, county, town, township, borough, parish, village, or other general-purpose political subdivision of a State and includes Native American Tribes that perform law enforcement functions as determined by the Secretary of the Interior.

### Program Strategy, Purposes and Coordination Efforts

The Office of Criminal Justice Grants (OCJG) administers the JAG Program for the State of Florida. The JAG Program replaced the Byrne Formula and Local Law Enforcement Block Grant (LLEBG) programs with a single funding mechanism that simplifies the administration process for grantees and allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system.

The procedure for allocating JAG funds is a formula based on population and crime statistics in combination with a minimum allocation. Traditionally, under the Byrne Formula and LLEBG Programs, funds were distributed 60/40 between state and local recipients. This distribution continues under JAG. FDLE has designated the 60% funding awarded to the State of Florida as JAG Countywide, which has a variable pass through requirement to locals. The 40% funding designated for units of local government receiving awards of \$10,000 or less, passed through the State of Florida, is referred to as the Florida JAG Direct. It is possible for a unit of government to receive funding under both JAG Countywide and Florida JAG Direct. This program announcement is for the JAG Countywide funds. The Florida JAG Direct funds will be announced once JAG Countywide is complete.

Each county is allocated a sum of money for use by all local governments within the county. This amount is determined through a funding algorithm established in the administrative rule. Chapter 11D-9, Florida Administrative Code, requires that units of government in each county reach consensus concerning the expenditure of these funds, including projects to be implemented and the agency responsible for such implementation.

Maximum coordination is required to meet this program requirement, and the Department requests the county board of commissioners to serve as the coordinating unit for all local governments within the county. The Chairman of the Board of County Commissioners in each county is notified and is requested to return to the Department a statement of certification indicating the county's willingness to serve. This certification must be returned within 10 business days from the date of receipt of notification. In the event the county declines to serve in this capacity, the Department will request the governing body of each municipality in the county, in descending order of population, to serve as the coordinating unit of government.

Furthermore, FDLE requires that units of government in each county reach consensus concerning the expenditure of the JAG funds, including the projects to be implemented and the agency responsible for such implementation. Each county must document this consensus by submitting letters from at least 51 percent of the units of government which also represent at least 51 percent of the population located in said county. This process to determine use of federal funds should incorporate strategic planning, and each recipient is encouraged to appoint a Substance Abuse and Violent Crime Policy Advisory Board. The membership of this advisory board shall include, at a minimum, the following persons or their authorized designee: Chief Circuit Judge, State Attorney, Public Defender, Sheriff, Chief of Police of each municipality within the county or a Chief of Police designated by those Chiefs of Police as their representative, Jail Administrator, Clerk of the Court, Superintendent of Education and a representative of local drug treatment programs. An existing Board or Council whose membership includes the listed representatives may be utilized in lieu of appointing a new Board or Council.

## Purpose Areas

JAG funds may be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice for any one or more of the following purpose areas:

1. Law enforcement programs;
2. Prosecution and court programs;
3. Prevention and education programs;
4. Corrections and community corrections programs;
5. Drug treatment and enforcement programs;
6. Planning, evaluation, and technology improvement programs; and
7. Crime victim and witness programs.

Any law enforcement or justice initiative previously eligible for funding under Byrne or LLEBG is eligible for JAG funding. However, please limit each application for funding to one program type, for example, equipment purchase, task force, crime prevention, school resource officer, prevention education, drug treatment, domestic violence.

## DOJ/Bureau of Justice Assistance (BJA) Priorities

### Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

1. Improving the quantity and quality of evidence OJP generates
2. Integrating evidence into program, practice, and policy decisions within OJP and the field
3. Improving the translation of evidence into practice

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

A useful matrix of evidence-based policing programs and strategies is available through the Center for Evidence-Based Crime Policy at George Mason University. In the reentry field, a summary of research-based reentry strategies is available on the National Reentry Resource Center's What Works in Reentry Clearinghouse link. BJA offers a number of program models designed to effectively implement evidence-based strategies including Smart Policing, Smart Supervision, Smart Pretrial, Smart Defense, and Smart Prosecution. BJA encourages states to use JAG funds to support these "smart on crime" strategies, including effective partnerships with universities and research partners and with non-traditional criminal justice partners.

### JAG Priority Areas

BJA wishes to ensure that recipients are aware of several areas of national focus and priority and to encourage recipients to maximize the effective use of JAG funds. The following is a list of key priorities:

#### Reducing Gun Violence

Gun violence has touched every state, county, city, town, and tribal government in America. In an effort to address this continuing need, BJA continues to encourage states and localities to invest valuable JAG funds in programs to: combat gun violence, enforce existing firearms laws, improve the process used to ensure that those prohibited from purchasing or owning guns are prevented from doing so, enhance reporting to the FBI's National Instant Criminal Background

Check System (NICS) and provide active shooter response training to law enforcement officers and first responders.

### **Recidivism Reduction, Pretrial Reform and Justice System**

#### **Realignment**

In this time of fiscal austerity, reducing unnecessary incarceration in a manner that promotes public safety is a paramount goal. Effective community supervision of non-violent offenders coupled with evidence-based program interventions can result in significant reductions in recidivism. A priority funding area is the implementation of effective pretrial services programs. The use of validated risk assessment tools to inform pre-trial release decisions is critical. For a variety of resources, or to request BJA supported technical assistance from the Pretrial Justice Institute, see [www.pretrial.org](http://www.pretrial.org). Another priority for JAG funding is to support innovative programs and approaches in probation and parole supervision that improve services to offenders and increase collaborative efforts among community supervision agencies with law enforcement and the courts.

Another promising approach to justice systems reform is the Justice Reinvestment Initiative (JRI), a public-private partnership between BJA and the PEW Public Safety Performance Project. Currently, 27 states in addition to many local governments, are working to control spiraling incarceration costs through JRI and reinvestment savings in evidence-based criminal justice programs and strategies. Strategic investment of JAG funds to implement JRI legislation and policy changes in those states and localities can augment federal funds and achieve greater cost savings and reinvestments in programs to promote public safety. (See the Urban Institute's Justice Reinvestment Initiative State Assessment Report.)

#### **Indigent Defense**

Another key priority area is support for indigent defense. BJA continues to encourage states and SAAs to use JAG funds to support the vital needs of the indigent defense community. Attorney General Holder has consistently stressed that the crisis in indigent defense reform is a serious concern which must be addressed if true justice is to be achieved in our nation. In 2002, the American Bar Association (ABA) published Ten Principles of a Public Defense Delivery System which represent fundamental building blocks for implementing quality legal representation for indigent defendants. (See ABA's Ten Principles of a Public Defense Delivery System.)

#### **Improving Mental Health**

##### **Services**

Disproportionate numbers of people with mental illness are involved in the criminal justice system often as a result of untreated or undertreated mental illness. This is an issue that impacts numerous facets of the criminal justice system. BJA encourages states to utilize JAG funding in support of programs and policy changes aimed at the following: identifying and treating people with severe mental illness before they reach crisis point; training law enforcement and correctional officers on mental health and mental health related crisis-intervention; increasing justice system diversion strategies to divert offenders with mental illness from unnecessary arrest and incarceration to more appropriate and cost-effective community-based treatment and supervision; mental health courts, allowing inmates to continue psychotropic medication in jails; and improving oversight of mental health care in jails, increasing post-jail housing options and enhancing community mental health services.

### **Length of Award**

JAG-Countywide awards are typically for a period not to exceed twelve months beginning on October 1 and ending on September 30.

### **Distribution of Funds**

Grant funds are distributed on a cost reimbursement basis for satisfactory performance of eligible activities. Requests for reimbursement can be submitted on a monthly or quarterly basis and should include total expenditures for the period reflected. Reimbursements will be processed in conjunction with receipt of programmatic performance reports to determine successful completion of minimum performance deliverables as specified in the agreement.

### **Application Access and Deadline**

Applications must be submitted via the FDLE Subgrant Information Management Online grant management system (SIMON) by **August 26, 2016**. In addition, please mail two hard copies of the application with original signature pages to FDLE by **August 31, 2016**.

## Registration Requirements

To apply for JAG funds in SIMON, an organization and its users must be registered in SIMON, have a Data Universal Numbering System (DUNS) number as required by OJP, and be registered with the U.S. Federal Government's System for Award Management (SAM.gov).

## JAG Requirements

### Compliance with applicable federal laws

Applicants for JAG subawards are required to certify compliance with all applicable federal laws at the time of application. In that regard, Members of Congress have asked the Department of Justice to examine whether jurisdictions with "sanctuary policies," (meaning those that either prevent law enforcement from releasing persons without lawful immigration status into federal custody for deportation, or that prevent state or local law enforcement from sharing certain information with the Department of Homeland Security (DHS) officials), are in violation of 8 U.S.C. section 1373.

All applicants should understand that if DOJ Office of Justice Programs receives information that indicates an applicant may be in violation of any applicable federal law, that applicant may be referred to the DOJ Office of Inspector General (OIG) for investigation; if the applicant is found to be in violation of an applicable federal law by the OIG, the applicant may be subject to criminal and civil penalties, in addition to relevant OJP programmatic penalties, including suspension or termination of funds, inclusion on the high risk list, repayment of funds or suspension and debarment.

### Costs Associated with Language Assistance

Costs of taking reasonable steps to provide meaningful access to grant funded services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate. Please refer to DOJ's Civil Rights Compliance section or FDLE's JAG Standard Conditions for additional information.

### Body Armor

Bulletproof vests purchased with JAG funds may be purchased at any threat level, make, or model from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice (NIJ) ballistic or stab standards. In addition, bulletproof vests purchased must be American-made. The latest NIJ standard information can be found at [http://www.nij.gov/topics/technology/body\\_armor/Pages/welcome.aspx](http://www.nij.gov/topics/technology/body_armor/Pages/welcome.aspx).

To use JAG funds for bulletproof vests, the agency must certify that a written "mandatory wear" policy is in effect. FAQs for the mandatory wear policy and certifications can be found at <https://www.bja.gov/Funding/JAGFAQ.pdf>. This policy must be in place for all uniformed officers before any JAG funding can be used for vests. A sample policy is available from OCJG.

JAG funds may not be used to meet the 50% match requirement for the Bulletproof Vest Program.

### Body-Worn Camera (BWC) purchases

JAG funds may be used for body worn camera programs to purchase equipment or to implement or enhance BWC programs. Subrecipients wishing to use JAG funds for BWC programs must certify the law enforcement agency receiving the funds have policies and procedures in place relating to equipment use, data storage, privacy, victims, access, disclosure and training.

Any subrecipient wishing to use JAG funds for BWC related expenses that do not have BWC policies and procedures in place will have funds withheld until a certification is submitted and approved by OCJG and DOJ Bureau of Justice Assistance. Information regarding BWC policies, resources, and best practices can be found at <https://www.bja.gov/bwc>.

JAG funds may be used to meet the 50% match requirement for the State of Florida 2016-17 Body Worn Cameras Grant Program.

### Law Enforcement Agency Training Information

Any law enforcement agency receiving a subaward for JAG funding must submit performance accountability metrics data SIMON related to training on use of force, racial and ethnic bias, de-escalation of conflict and constructive

engagement with the public that officers have received. These metrics will be collected by FDLE's grants office and reported to BJA's Performance Management Tool (PMT). Information regarding these accountability measures may be found at <http://www.bjaperformancetools.org/help/jagdocs.html>.

#### **DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database**

If JAG funds will be used for DNA testing of evidentiary materials, any resulting eligible profiles must be uploaded to the Combined DNA Index System (CODIS) by a government DNA lab with access to CODIS. No profiles generated with JAG funding may be entered into any other non-governmental DNA database without prior written approval from FDLE's grants office and BJA.

#### **Interoperable Communications**

Subrecipients utilizing FY16 JAG funds to support emergency communications activities (including the purchase of interoperable communications equipment and technologies such as voice-over-internet-protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission (FCC) Waiver Order) should review the FY 2016 SAFECOM Guidance. Additionally, all communications equipment purchased with grant award funding should be identified during performance metrics reporting.

To promote information sharing and enable interoperability among disparate systems across the justice and public safety community, subrecipients are required to comply with DOJ's Global Justice Information Sharing Initiative guidelines and recommendations for this grant. Subgrantees shall document planned approaches to information sharing and describe compliance to the Global Standards Package (GSP) and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

### **Prohibited Uses & Controlled Expenditures**

JAG funds may not be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety.

JAG funds may not be used to supplant state or local funds; this includes overtime pay, uniforms, clothing allowances, etc. for a given activity.

#### **Controlled Expenditures**

Items listed below are strictly prohibited and cannot be approved for JAG programs under any circumstances as per Executive Order 13688 on Federal Support for Local Law Equipment Acquisition:

1. Tracked armored vehicles
2. Weaponized aircraft, vessels and vehicles of any kind
3. Firearms and/or ammunition with a caliber of .50 or higher
4. Grenade launchers
5. Bayonets
6. Camouflage Uniforms (digital pattern) - woodland and desert patterns are allowable based on operational needs. Camouflage may not be worn in urban or populous areas.

Under extraordinary and exigent circumstances, the USDOJ, Bureau of Justice Assistance (BJA) may allow the following items to be procured with JAG funds so long as prior approval is obtained from BJA:

1. Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA), and/or Unmanned Aerial Vehicle (UAV)- to utilize JAG funds for UAS, UA, and/or UAV purchases award recipients must adhere to the UAS Guidance found here: <https://www.bja.gov/Publications/BJA-UAS-Guidance.pdf>
2. Armored Vehicles (wheeled)
3. Command and/or Control Vehicles (bus, recreational vehicle, etc.)\*
4. \*Boats

5. \*Tactical and/or passenger SUVs, vans, trucks, and sedans (excluding SUVs and sedans that are used for police patrol)
6. Manned aircraft, fixed and/or rotary wing
7. Specialized firearms and ammunition under .50 caliber (excludes firearms/ammunition for routine duties)
8. Breaching Apparatus (battering ram or similar entry device)
9. Riot helmets, shields and/or batons (excluding service-issued telescopic or fixed length straight batons)
10. Explosives and pyrotechnics
11. Luxury items and real estate
12. Construction Projects (other than penal/correctional institutions)
13. \*Segway, ATV, and golf cart (non-police patrol)

\* Controlled Expenditure request is required if the vehicle is not being used in the ordinary course by police forces in the United States for patrol activities. Additionally, Segway's, ATVs and golf carts never require a controlled expenditure request in states which do not require licensing and registration for those vehicle types.

If an agency wishes to use JAG funds for a controlled item and/or project at the time of application, the agency must submit a letter with their application. The letter must be on their agency's letterhead, from the chief official, should be addressed to the FDLE OCJG Bureau Chief and address or include an enclosure with all elements outlined in the JAG controlled expenditures justification template. For a list of controlled expenditures and the 11 elements that must be addressed in the letter, please click here: <https://www.bja.gov/Funding/JAGControlledPurchaseList.pdf>.

## Costs Requiring Pre-Approval

### Vehicles

The purchase of vehicles (other than police cruisers as defined above) requires pre-approval from BJA. This requirement pertains to trucks and all other non-SUV specialty vehicles. Before allowing a vehicle purchase, BJA must determine that "extraordinary and exigent circumstances exist that make the use of funds to purchase the vehicle essential to the maintenance of public safety and good order." (JAG FAQ: <https://www.bja.gov/Funding/JAGFAQ.pdf>).

A separate letter must be submitted with the application describing the type of vehicle requested, the need for this type of vehicle, the purchase amount, and how it will be used for project activities. The letter should also explain why the agency is unable to purchase the vehicle with other funds and identify potential consequences if the request is not approved.

Note: Segway's, golf carts, ATVs, bicycles, etc. do not require pre-approval from BJA as long as the mode of transportation does not require state licensing or registration.

### Methamphetamine Mitigation Plans

Any program that funds any portion of methamphetamine laboratory operations or clean-up must complete a Meth Mitigation Plan that includes the nine protective measures or components required by BJA. If an agency's application requests costs related to meth lab operations, review the Standard Condition, "Mitigation of Health, Safety and Environmental risks dealing with Clandestine Methamphetamine Laboratories" and the BJA website related to NEPA compliance (including in relation to meth labs) ([www.bja.gov/Funding/nepa.html](http://www.bja.gov/Funding/nepa.html)); then please contact FDLE's Office of Criminal Justice Grants for further assistance.

### Publications and Other Media

All media created or published using federal grant funds must be reviewed and approved by FDLE and/or BJA prior to release or distribution. This includes any curricula, training materials, brochures, or other written materials that will be published, including web-based materials and web site content, as well as all audio or video materials, including Public Service Announcements. Grant recipients must submit a draft of each proposed item to OCJG no later than thirty (30) days prior to the targeted dissemination date. For items containing videos, a transcript may be provided with screenshots or a description of the visual portion.

All materials publicizing or resulting from award activities shall contain the following statements:

"This project was supported by Award No. \_\_\_\_\_ awarded by the Bureau of Justice Assistance, Office of Justice programs. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the authors and do not necessarily reflect the views of the Department of Justice."

This requirement does not apply to the purchase or reproduction of existing materials or items created by other agencies or vendors, for example, crime prevention brochures. This requirement also does not apply to items that serve only to advertise an event or the availability of services. If in doubt as to whether this requirement applies to your project, please contact FDLE's grant's office.

#### **NEPA**

Any improvement, building or construction project will require pre-approval to ensure compliance with the National Environmental Policy Act (NEPA). This may include relatively minor activities such as installing fence posts, security or surveillance cameras, or anchoring any item to the ground. If the grant will fund any activities that may fall under this requirement, review the Standard Condition related to NEPA and the section of the BJA web site related to NEPA compliance ([www.bja.gov/Funding/nepa.html](http://www.bja.gov/Funding/nepa.html)); then contact FDLE's grant's office for assistance.

#### **Sole Source**

If any proposed costs will be sole source to a single vendor, a sole source justification must be maintained on file. For sole source procurement over the federal acquisition threshold of \$150,000, pre-approval must be obtained by both FDLE and DOJ. Recipients should submit the Sole Source Justification Form with the application or as soon as the procurement method is known.

#### **Automated Data Processing (ADP) Equipment**

Agencies requesting to purchase ADP equipment that exceed \$150,000, you must complete an ADP Equipment and Software and Criminal Justice Information and Communication Systems Request for Approval Form and enclose this form with the project application. See the section on Automated Data Processing (ADP) Equipment in the Certifications section of Creating an Application below.

### **Civil Rights Requirements**

1. Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, disability, or age in funded programs or activities. All subrecipients, implementing agencies, and contractors must comply with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans with Disabilities Act of 1990 (42 U.S.C. §12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); and Department of Justice Non-Discrimination Regulations 28 CFR Part 42; see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
2. FDLE does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in the delivery of services or benefits or in employment.
3. Subrecipients are responsible for ensuring that contractors, vendors, and agencies to whom they pass-through funds are in compliance with all Civil Rights requirements and that the contractors, vendors, and agencies are aware that they may file a discrimination complaint with the subrecipients, with FDLE, or with the Office for Civil Rights and how to do so.
4. Equal Employment Opportunity Plans
  - a. A subrecipient or implementing agency must develop an EEO Plan if it has 50 or more employees and has received any single award of \$25,000 or more from the Department of Justice. The plan must be prepared using the on-line short form at [www.ojp.usdoj.gov/about/ocr/eeop\\_comply.htm](http://www.ojp.usdoj.gov/about/ocr/eeop_comply.htm), must be retained by the subrecipients or implementing agency, and must be available for review or audit.
  - b. If the subrecipients or implementing agency is required to prepare an EEO Plan and has received any single award of \$500,000 or more from the Department of Justice, it must submit the EEO plan to the

Department of Justice for approval. A copy of the Department of Justice approval letter must be submitted to FDLE. The approval letter expires two years from the date of the letter.

- c. To prepare an EEOP, please visit the OCR website at [www.ojp.usdoj.gov/about/ocr/eeop.htm](http://www.ojp.usdoj.gov/about/ocr/eeop.htm). The website contains an automated on-line EEOP Short Form for preparing a plan that provides screen-by-screen prompts to complete the plan. All new EEOPs must be completed using the on-line short form. Recipient of JAG Countywide funds from FDLE are considered a "subrecipient." For subrecipients, the Short Form will ask for two grant numbers. The grant number at the top of the screen is the application number from SIMON. For grants that have already been awarded, use the subaward number (for example, 2999-JAGC-CNTY-99-Q9-999). For current applications and any others that have not yet been awarded, use the application reference number (for example, 2999-JAGC-999). The grant number on the bottom half of the screen is FDLE's federal grant number from USDOJ. Please contact OCJG for this number.
- d. A subrecipient or implementing agency is exempt from the EEO Plan requirement if it has fewer than 50 employees, if it does not receive any single award of \$25,000 or more from the Department of Justice, or if it is a nonprofit organization, a medical or educational institution, or an Indian Tribe.
- e. All subrecipients and implementing agencies must also submit an EEO Certification to FDLE.
- f. The subrecipients and implementing agency acknowledge that failure to comply with EEO Requirements within 60 days of the project start date may result in suspension or termination of funding, until such time as it is in compliance.
- g. In the event a Federal or State court, or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to FDLE and to the Office for Civil Rights, Office of Justice Programs.
- h. In accordance with federal civil rights laws, the subrecipients shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.
- i. Subrecipients must include comprehensive Civil Rights/Nondiscrimination Provisions in all contracts funded by the subaward recipient.
- j. If the subrecipient or any of its employees, contractors, vendors, or program beneficiaries has a discrimination complaint, they may file a complaint with the subrecipient, with FDLE or with the Office for Civil Rights. Discrimination complaints may be submitted to FDLE at Office of the Inspector General, P.O. Box 1489, Tallahassee, Florida 32302-1489 or emailed to [fdlecomments@fdle.state.fl.us](mailto:fdlecomments@fdle.state.fl.us). Discrimination complaints may also be submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, NW, Washington, DC 20531, by phone at (202)307-0690.
- k. The subrecipient must have procedures in place for responding to discrimination complaints that employees and clients, customers, and program participants file directly with the subrecipient.
- l. Any discrimination complaints filed with FDLE will be reviewed by FDLE's Inspector General and referred to the Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission based on the nature of the complaint.
- m. Americans with Disabilities Act  
Subrecipients must comply with the requirements of the Americans with Disabilities Act (ADA), Public Law 101-336, which prohibits discrimination by public and private entities on the basis of disability and requires certain accommodations be made with regard to employment (Title I), state and local government services and transportation (Title II), public accommodations (Title III), and telecommunications (Title IV).
- n. Limited English Proficiency (LEP)  
In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. For more information on the



civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

- o. **Equal Treatment for Faith Based Organizations**  
The subrecipient agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a subrecipient must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith based organizations may, in some circumstances, consider religion as a basis for employment. See [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.gov/about/ocr/equal_fbo.htm).

Grant recipients must be able to document compliance with each of these requirements at the time of monitoring. Please contact OCJG with questions about how these requirements relate to a grant project or about the specific documentation that will be required.

## State and Federal Transparency

Subaward agreements and information supplied to the Office of Criminal Justice Grants for grant management and payment purposes will be used to report to the following mandatory state and federal transparency systems.

### **Federal Funding Accountability and Transparency Act (FFATA)**

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov).

### **Florida Accountability and Contract Tracking System (FACTS)**

The Florida Legislature amended Section 215.985, F.S., making the Department of Financial Services (DFS) responsible for the development and maintenance of a contract reporting system, the Florida Accountability Contract Tracking System (FACTS). State law requires all agreements (contracts, purchase orders and grants for state or federal financial assistance) to be placed in this transparency system.

FDLE will provide all subaward agreements from SIMON to the FACTS system, including original contract and amendment document images. The following excerpt from F.S. 215.985 provides information for the specific information required to be provided to FACTS.

The Chief Financial Officer shall establish and maintain a secure contract tracking system available for viewing and downloading by the public through a secure website. The Chief Financial Officer shall use appropriate Internet security measures to ensure that no person has the ability to alter or modify records available on the website.

1. Within 30 calendar days after executing a contract, each state entity shall post the following information relating to the contract on the contract tracking system:
  - a. The names of the contracting entities.
  - b. The procurement method.
  - c. The contract beginning and ending dates.
  - d. The nature or type of the commodities or services purchased.
  - e. Applicable contract unit prices and deliverables.
  - f. Total compensation to be paid or received under the contract.

- g. All payments made to the contractor to date.
  - h. Applicable contract performance measures.
  - i. If a competitive solicitation was not used to procure the goods or services, the justification of such action, including citation to a statutory exemption or exception from competitive solicitation, if any.
  - j. Electronic copies of the contract and procurement documents that have been redacted to exclude confidential or exempt information.
2. Within 30 calendar days after an amendment to an existing contract, the state entity that is a party to the contract must update the information described in paragraph (a) in the contract tracking system. An amendment to a contract includes, but is not limited to, a renewal, termination, or extension of the contract or a modification of the terms of the contract.
  3. By January 1, 2014, each state entity shall post to the contract tracking system the information required in paragraph (a) for each existing contract that was executed before July 1, 2013, with payment from state funds made after June 30, 2013.
  4. Records made available on the contract tracking system may not reveal information made confidential or exempt by law.

**Exemption from FACTS**

The SIMON grant management system allows for partial or complete contract exemption from FACTS for those agreements containing information exempt from public records. Please contact OCJG for additional information, to determine whether an agreement would be exempt, and the process and documentation required for exemption.

**Performance Management Tool (PMT)**

BJA maintains the Performance Management Tool (PMT) online system for reporting performance data for subaward agreements.

**Performance Measures**

The subrecipient must include in the application an indication of the timing and scope of expected performance as related to the outcomes intended to be achieved by the program. Where appropriate, the application may include specific performance goals, indicators, milestones, or expected outcomes (such as outputs, or services performed or public impacts of any of these) with an expected timeline for accomplishment. Reporting requirements must be clearly articulated such that, where appropriate, performance during the execution of the award has a standard against which the subrecipient's performance can be measured. These requirements should be aligned with agency strategic goals, strategic objectives or performance goals that are relevant to the program. See OMB Uniform Grant Guidance (2 CFR Part 200) 200.76 and 200.77.

## Creating the Application

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Failure to follow these instructions and submit all required information will result in the application being returned in SIMON for inclusion of the missing information OR the attachment of a withholding of funds special condition at the time of award.

Applications will be submitted via FDLE's online grants management system, SIMON, which can be accessed at <http://simon.fdle.state.fl.us>. This website also includes a Help section containing a detailed user manual and frequently asked questions for some of the SIMON related tasks. Please read this manual before beginning the application process in SIMON.

Due to the time involved in processing and approving user accounts and organization(s) requests, it is imperative that applicants complete the following steps as soon as possible. (If the agency already has a user account and the organizations subrecipient and implementing agency already exist in SIMON, please disregard Steps 1 and 2).

### Step 1: USERNAMES

Any member of a subaward agency working on the grant who does not already have a SIMON user account should create one by clicking "Register" on the front page of SIMON and completing the associated request form. Users will then receive an email containing the SIMON username and password. These are computer generated, and only the person whose email address appears in the request will receive the username and password.

### Step 2: ORGANIZATION

If your subrecipient and your implementing agency organizations are not already in the system, they must now be entered. Please note that a Data Universal Numbering System (DUNS) number is required to complete this step. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. To obtain a free DUNS number call Dun and Bradstreet at (866) 705-5711 or apply online at <http://fedgov.dnb.com/webform/displayHomePage.do>.

The subrecipient must also have an active registration with the U.S. Federal Government's System for Award Management (SAM), formerly known as the Central Contractor Registration (CCR) System. Please visit <https://www.sam.gov> to register or update/reactivate the organization's information. The application will not be awarded until this step has been completed.

### Step 3: CREATING THE APPLICATION

The person who creates the application is the Application Manager and can modify/submit all tasks in SIMON regarding this application. Please review the position roles that are in SIMON (spreadsheet on Page 19 of user manual). More than one person can edit a module of an application by being assigned a role by the Application Manager. When a user who is not the Application Manager opens a transaction, the user will need to click the "Lock Transaction for Editing" button on the screen, make and save changes, and then click "Unlock Transaction" button. (The reason for locking and unlocking a transaction is further explained in the user manual.) Please review the spreadsheet carefully to understand which roles are able to perform specific tasks. Financial transactions are electronically signed and must be submitted by a Chief Financial Officer or designee. Please be sure to assign the appropriate roles to all necessary financial staff in SIMON.

The application consists of four main components: Administration, Project Overview, Performance, and Financial. The on-line user manual provides detailed instructions for completing the application. The following information will provide additional guidance to troubleshoot some of the most frequent problems.

**\*\*When entering data into SIMON, remember to SAVE the information on EACH screen\*\***

Failure to submit required Program information will result in an application being returned in SIMON for inclusion of the missing information OR the attachment of a withholding of funds special condition at the time of award.

## **Project Overview**

### **General Project Information**

1. **Project Title.** Enter a short, descriptive project title. The initial project title will remain the same throughout the subaward period. If this application is a continuation of a previous year project, the project title should not change.
2. **Subaward Period.** The typical subaward has a start date of October 1 and is for a period not to exceed twelve (12) months.

### **Problem Identification**

The problem identification is a brief description of the problem addressed with the subaward funds. Be aware this text entry area is limited to approximately 7,000 characters and does not have spell check or special formatting; therefore, we recommend information first be entered into a word processing program and then copied into SIMON.

Please be aware that when pasting information into SIMON some characters may convert to symbols. It is important to review the information placed into each section for accuracy prior to submitting the application.

Be sure to address the following items:

1. **Problem Description.** What is the problem to which the project is responding? Define the problem as it relates to the program area under which funds are being sought. Be concise, avoid redundancy, but give enough detail to allow the reviewer to understand the problem.
2. **Problem Significance.** Why is this problem significant to the subrecipient? Identify who is affected by the problem including the specific types of individuals who contribute to and/or who are negatively affected by the problem. Write for an audience that knows nothing about the problem and explain why it is important that the proposed project address this problem at this time.
3. **Needs Assessment.** Identify the current scope of the problem. Support your problem statement(s) with factual information. Use both quantitative and descriptive data that relates to the specific geographic area(s) and problem. If this is a new subaward, highlight identified unmet needs the project will address this year. If this is a continuation of a pre-existing subaward, provide a brief summary of project accomplishments in meeting identified needs to date.

### **Project Summary (Scope of Work)**

The Project Summary is a brief description of how the proposed project will focus on the problem. Be aware that this text entry area is limited to approximately 7,000 characters and does not have spell check or special formatting; therefore, we recommend information first be entered into a word processing program and then copied into SIMON.

Be sure to address any of the following items that are relevant to your project:

1. What will the project accomplish?
2. Who will receive services? (Participants must be involved with the criminal justice system.)
3. Who will provide services?
4. What other agencies will participate? For a multijurisdictional task force, provide a copy of the task force agreement. The agreement must address how assets will be divided if the task force is disbanded.
5. If your project includes significant equipment purchases, describe the equipment to be purchased and how it will be used in project operations.
6. State what documentation will be provided to document deliverables.
7. Do not use brand or model names or include quantities or dollar amounts.

8. Give a general description of cost covered by grant funds.
9. Answer all section questions.

### Technology Related Projects

Subawards that may involve technology related projects, information sharing initiatives, or other projects that would result in the local system connecting to or interfacing with the state or national enforcement network must include the following statement in the Project Summary/Scope of Work:

"This project requests federal grant funding for a law enforcement or criminal justice technology related project and may be subject to review and approval by the State Information Technology (IT) Point of Contact. By utilizing funds for this project, the subrecipient and implementing agency agree to conform to all state and national standards for technology and information sharing systems that connect to, and/or interface with state and national systems, and/or reside on the state Criminal Justice Network (CJNet). These standards include, but are not limited to, the FBI CJIS Security Policy and any rules, regulations or guidance enacted by the Criminal and Juvenile Justice Information System (CJJIS) Council under F.S. 943.06."

### Administration

#### Officials/Contact

The Chief Officials and Chief Financial Officers are filled automatically based on organization data. To modify these individuals, please consult the user manual, Chapter 7. A Project Director must be assigned by selecting the "Assign Role" button. If the decision is made to divide tasks, select the "Assign Role" button and assign other contact positions. If an individual is assigned as the subrecipient or implementing agency chief official designee, written documentation of signature authority for that person must be on file and available for review at monitoring.

### Financial

#### General Financial Info

Financial reports may be submitted monthly or quarterly and are due within **30 days** after the end of the reporting period. **Receipt of funds will be contingent on timely reporting.**

#### Project Budget, Budget Status

1. When entering information under Financial, Project Budget, the CALCULATE button and the SAVE button must be clicked for the changes to be permanent; clicking the SAVE button without first calculating will not save the changes.
2. Please show all funds budgeted to the next highest dollar; do not include cents. (Example, show \$4,505.25 as \$4,506.) **Since match dollars are not required, please leave the match amounts at zero.**
3. The amounts in the Budget Categories must match the amounts in the Budget Narrative.

#### Project Budget, Budget Narrative

1. General Instructions
  - a. You must briefly describe the budget categories requested. Be aware that this text entry area is limited to approximately 9,000 characters.
  - b. If the budget includes services based on unit costs, in the space provided under Financial Section Questions, be sure to provide a definition and cost for each service and to describe the basis for unit costs and to state when the basis was established or updated.

- c. The Budget Narrative may reflect costs in any of the five budget categories (Salaries and Benefits, Contractual Services, Expenses, Operating Capital Outlay (OCO), Indirect Costs). A category title and a subtotal for each category in the budget narrative must be identified, as well as the total project costs.
  - d. Describe the line items in each applicable budget category for which the application is requesting subaward funding. Provide sufficient detail to show cost relationships to project activities. Do not use model/brand names.
  - e. Do not allocate or include as a cost any item approved or requested on another federally financed program.
  - f. Federal funds may not supplant state or local funds; this includes overtime pay for a given activity. For additional guidance, please refer to the USDOJ Financial Guide at <http://ojp.gov/financialguide/DOJ/>
  - g. If actual project costs will exceed the available grant funding, make a statement that the subrecipient will cover all costs in excess of the amount available.
2. Required Criteria for Documenting Allowable Project Costs
- a. Costs are necessary and reasonable for proper and efficient project administration and implementation and not a general expense to carry out a subrecipient's overall responsibilities.
  - b. Costs are authorized by Federal Code or Florida Statutes or local laws and regulations are in effect at the time subaward is awarded.
  - c. Costs are treated consistently with policies, regulations, and procedures that apply uniformly to other subrecipient activities.
  - d. Costs reflect the net of all applicable credits. Applicable credits means receipts or reduction of expenditure transactions that offset or reduce expense items. Applicable credits may include purchase discounts, rebates or allowances, recoveries or indemnities on losses, sales of publications, etc. Applicable credits may also occur when the subrecipient or implementing agency receives federal funds from sources other than this subaward to finance operations or capital items.
3. Budget Categories
- a. **Salaries and Benefits-** Funds used to support payment of salaries and benefits to government employees dedicated to project activities.
  - b. Positions created with subaward funds must be in excess of the current number of appropriated positions in the implementing agency. If Salaries and Benefits are included in the budget cost as actual costs for staff in the implementing agency, is there a net personnel increase or a continued net personnel increase from the initial year? If no, state that no benefits will be charged to the grant. If yes, please list number and title of position and type of benefits. Be sure to answer the Financial Section Question about net personnel increase.
  - c. For full and part time positions, list the number and type of positions and the salary for each position (do not give names of individuals in the positions funded). State what percentage of the position's salary will be charged to the grant. If the position was grant-funded in a prior year, the percentage of the position's salary funded cannot exceed the percentage paid for the same position in prior years with grant funds.
  - d. For each position, include the following statement in the Budget Narrative: "This position will work XX% of time on project and the grant will pay for XX% of the salary/benefits."
  - e. If the grant will pay for less than 100% of the salary and benefits for a position that is working 100% of its time on the grant, include one of the following statements in addition to the statement

required in #3 above:

- i. The grant will be charged at 100% of salaries and benefits until all funds budgeted for the position are expended. The agency will continue to fund the position through the end of the grant period.
  - ii. The grant will be charged at XX% for each reporting period for the life of the grant.
- f. If the position will spend 100% of its time on grant-related activities, regardless of the percentage of costs to be reimbursed by the grant, the subrecipient will be required to submit a Certification for Employees Working Solely on a Single Federal Award every six months and at closeout.
  - g. For overtime, list the types of positions that will be paid overtime, the estimated number of hours to be worked and estimated rate of pay.
  - h. For all positions, including overtime, list all benefits to be paid by type (such as retirement, health insurance, social security). For overtime, do not include any benefits that are paid in full on the individual's straight-time salary. If no benefits will be paid, state "No benefits will be charged to the grant" in the Budget Narrative.
  - i. The Project Summary should include a brief description, for all grant-funded positions, that clearly identifies the work related to the project.
  - j. Pay and benefits cannot be increased because of federal monies. Employees are to be paid their actual regular hourly rate / overtime hourly rate not the estimated amount reflected on the approved budget narrative. Benefits claimed can only be what are normally claimed for position(s) in the approved budget.

**Contractual Services-** Funds paid to an individual, organization, or other unit of government for specified services provided under terms of the contract between the subrecipient and the contract provider. Briefly describe how these services will be procured. The contract must include, by reference, the Standard Conditions section of the Subaward Application. Project contractual services must comply with the following requirements:

1. Local units of government must use their respective rules and regulations. In the absence of local rules and regulations, or if state regulations are more restrictive, state regulations must be used as a guide.
2. If the relationship with the service provider is contractual, describe the procurement process (competitive bids or sole source). If sole source procurement is used, review the information regarding Sole Source Justification under Certifications in this document.
3. Arrangements with individuals must ensure that dual compensation is not involved; the contractual arrangement is written, formal, proper and otherwise consistent with the subrecipient's usual practices for obtaining such services; time and services for which payment will be made and rates of compensation will be supported by adequate documentation; and transportation and subsistence costs for travel performed are at an identified rate consistent with the subrecipient's general travel reimbursement practices.
4. Arrangements with other government units must ensure that work or services claimed for reimbursement are directly and exclusively devoted to subaward purposes and charged at rates not in excess of actual costs to the contractor government agency.
5. Compensation for consultants employed by state and local governments will only be allowed when units of government will not provide their services without cost. In these cases, the rate of compensation must not exceed the daily rate paid by the unit of government.
6. Compensation for individual consultant services must be reasonable and consistent with that paid for similar services in the market place. Federal regulations provide that the maximum rate for each consultant is \$650 (excluding travel and subsistence costs) for an eight-hour day. An eight-hour day may include preparation, evaluation and travel time in addition to time required for actual performance.

A request for compensation for over \$650 a day requires prior approval and additional justification. Consultants hired through a competitive bidding process, not sole source, the \$650 threshold does not apply.

7. Contractors must not appear on the federal government's Excluded Parties list (<https://www.sam.gov>).

If the service provider is a non-profit organization and being reimbursed from the Subrecipient/Implementing Agency, the budget narrative should reflect **unit costs** or **unit rates** for each service provided, not Salary and Benefits, Expenses, Operating Capital Outlay or Indirect Costs. If the grant will pass through funds to a county or city other than the subrecipient or implementing agency, please call your grant manager for instruction regarding which costs may be charged directly and which must be unit costs.

**Expenses-** Funds paid for expenses necessary for project activities.

1. Expenditures should be assigned to Expenses or Operating Capital Outlay (OCO) based on the subrecipient's or the implementing agency's established policy. If the organization does not have an established policy, the State policy applies to the subaward. The State policy is that Expense items are consumable, expendable items that have a unit cost less than \$1,000 and/or a useful life of less than one (1) year.
2. Itemize all expense items for purchase. Any items not specifically listed in the budget will be disallowed.
3. Do not use the terms "such as," "etc." or "misc." Do not use brand or model names.
4. All expense items must contribute directly to the project requesting funding and not be used for routine agency operations.
5. Allowable expense costs include:
  - a. Advertising for personnel recruiting and competitive bidding.
  - b. Printing and reproduction. Describe items to be printed and/or reproduced.
  - c. Rental of staff offices and conference space.
  - d. Communications expenses should be itemized (communications may include telephones, cell phones, pagers and related service charges, air cards and internet access including wireless service).
  - e. Publicity. List purpose and types of media.
  - f. Office supplies such as paper products, pens, paperclips, and printer cartridges. For office supplies only, you may say, "For example . . ." and give a representative list; you do not have to list all office supplies for purchase.
  - g. Postage and shipping fees.
  - h. Office equipment or furniture. List all items for purchase; for instance, desks, chairs, filing cabinets, bookcases, printers, fax machines, and shredders.
  - i. Registration or tuition fees for conferences or training seminars and related travel expenses and travel related to field trips. All trips must be specifically identified in the budget with as much information as is available. If the location or dates of an event are unknown, give the name and purpose of the event. All travel must clearly relate to the program requesting funding. List all travel expenses for funding on the grant, such as lodging, per diem, meals, airfare, rental vehicle, mileage, and incidental expenses.
  - j. Travel and Training costs (food and/or beverages for meetings, conferences, training, or other events are NOT allowable).



- k. Confidential Funds. Prior to expenditure of confidential funds, the subrecipient must submit an executed Confidential Funds Certification Form.
  - l. Vehicle expenses. Itemize by type (such as gas, oil changes, other routine maintenance, and repairs).
  - m. Utility expenses. Itemize by type of service.
  - n. Computer equipment and accessories below your OCO threshold. List all associated items for purchase including printers. These items may be requested as computer and associated peripheral equipment, including printers and monitors, if required to purchase separately.
  - o. Travel and Training Costs.
6. See above for pre-approval requirements related to vehicles, body armor/bulletproof vests, meth mitigation plans, publications and other media, NEPA, sole source purchases and automated data processing equipment.

**Operating Capital Outlay (OCO) or Equipment-** Funds paid for equipment necessary for project activities.

1. Expenditures should be assigned to Expenses or OCO based on the subrecipient's or the implementing agency's established policy. If the organization does not have an established policy, the State policy applies to the subaward. The State policy is that OCO includes equipment and other non-consumable, non-expendable items that have a unit cost of \$1,000 or more and/or a useful life of more than one (1) year. Please identify the threshold for OCO items in the Financial Section Questions.
2. Itemize all OCO items for purchase and give a cost per item. NOTE: All radios (mobile or hand-held) must be P25 compliant.

**Indirect Costs-** Costs that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project.

1. If indirect cost is included in the budget, please indicate the basis for the plan (for example, percentage of salaries and benefits) in the space provided under Financial Section Questions.
2. Submit a copy of the current approved indirect cost plan, with the project application and provide documentation of the appropriate approval of this plan. The approval must be from the federal cognizant agency.
3. State agencies must have prior approval of their indirect cost plan from a cognizant federal agency.
4. The OCJG reserves the right to deny reimbursement of subaward indirect costs.
5. Guidelines for calculating Indirect Cost
  - a. If the Indirect Cost is 3.4%, figured on a total federal dollar amount of \$75,000, use the following calculation:  
$$\begin{aligned} \$75,000 / 1.034 &= \$72,533.85 \text{ then} \\ \$72,533.85 \times 0.034 &= \$2,466.15, \text{ the allowable Indirect Cost.} \end{aligned}$$
  - b. If the Indirect Cost is based on Salaries and Benefits, the calculation will only be against the Salaries and Benefits budget category.
  - c. Answer all Section Questions.

Failure to submit required financial information will result in an application being returned in SIMON for inclusion of the missing information OR the attachment of a withholding of funds special condition at the time of award.

### Performance

Please review the JAG Performance Information document carefully. Performance reports will be due within 15 days after the end of the reporting period. **Receipt of funds will be contingent on timely reporting.**

### Federal and State Purpose Areas

1. Choose ONLY one Federal Purpose Area for the project.
2. Choose as many State Purpose Areas as fit the project beginning with **State Purpose Area 1G-General Questions** that is required for all projects.
  - a. State Purpose Area 1G requires a description of anticipated program accomplishments or benefits. Please ensure that you provide a thorough description that ties clearly to the Project Summary (Scope of Work) and also details how accomplishments will be measured, documented, etc.
3. All State purpose areas must have the dollar amount that will be allocated to that area. All areas added together will equal the total award amount.

### Objectives and Measures

1. For each State Purpose Area selected, choose as many objectives and measures as fit the project. The objectives are based on mandatory federal performance metrics and provide information that FDLE must report to USDOJ. You will report your progress in achieving objectives on a quarterly basis.
2. Purpose Areas, Objectives, and Measures selected must be appropriate for the proposed project. For specific information about purpose areas, objectives, and measures, please refer to the JAG Performance Information document.

**Failure to submit required Performance information will result in an application being returned in SIMON for inclusion of the missing information OR the attachment of a withholding of funds special condition at the time of award.**

### **Standard Conditions**

The standard conditions are the conditions of agreement requiring compliance by units of local government (subrecipients), implementing agencies and state agencies upon signed acceptance of the subaward. It is imperative that all persons involved with or having administrative responsibility for this subaward read the Standard Conditions. Copies of this section of the application must be returned as part of the completed application. Failure to comply with provisions of this agreement may result in project costs being disallowed.

### **Certifications**

#### Equal Employment Opportunity (EEO) Certifications

All subrecipients and implementing agencies must comply with the EEO requirements below. If the implementing agency is included in the subrecipient's EEO Certification and/or plan, no further documentation is required. If the implementing agency is not included in the subrecipient's EEO Certification and/or plan, a separate certification and/or plan must be submitted. Usually, a police department will be included in the city's plan, but a sheriff's office will not be included in the county's plan. Those subrecipients unclear whether their agency is included should contact their respective Human Resource department.

1. All subrecipients and implementing agencies must submit a signed EEO Certification form. Submit the certification to OCJG with the application. Do not send the certification to USDOJ as instructed on the form.
2. When completing the certification form, be sure to provide all information requested in the top portion, including the recipient's name and address, subrecipient of OJP funding, law enforcement agency, and DUNS number. The contact person listed should be someone who is knowledgeable about your grant. The form

must be signed by the chief official or designee or by other appropriate staff such as a Human Resources or Personnel Director or an EEO Coordinator.

3. Any subrecipient or implementing agency that is applying for an award of less than \$25,000 and that has no current USDOJ awards of \$25,000 or more, regardless of the number of employees, should complete the top portion and Section A of the form and mark the box indicating receiving an award of less than \$25,000.
4. Any subrecipient or implementing agency that is applying for an award, regardless of the monetary amount, that has fewer than 50 employees should complete the top portion and Section A of the form and mark the box indicating having under 50 employees.
5. Any subrecipient or implementing agency that currently has or is applying for an award of at least \$25,000 but under \$500,000 and that has 50 employees or more must prepare an on-line EEOP Short Form and should complete the top portion and Section B of the form.
6. Any subrecipient or implementing agency that currently has or is applying for a single award of over \$500,000 and that has 50 employees or more must prepare an on-line EEOP Short Form and submit it to OCR for review and approval and should complete the top portion and Section C of the form. A copy of the letter approving the EEOP must be submitted to OCJG with the application.
7. If you need to prepare an EEOP, visit the OCR website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. On the website is an automated on-line EEOP Short Form for preparing your plan that prompts you screen-by-screen to complete the plan. All new EEOP's must be completed using the on-line short form. You are a Subrecipient for grants that you receive from FDLE. For subrecipients, the Short Form will ask for two grant numbers. The grant number at the top of the screen is your application number from SIMON. For grants that have already been awarded, use your subaward number (for example, 2999-JAGC-CNTY-99-Q9-999). For your current application and any others that have not yet been awarded, use your application reference number (for example, 2999-JAGC-999). The grant number on the bottom half of the screen is FDLE's federal grant number from USDOJ. Contact your grant manager for this number.

#### **Sole Source Justification**

If the project requires a purchase of services or equipment from a sole source, you must complete the Sole Source Justification for Services and Equipment Form. The authorized official for the subrecipient or the implementing agency must sign this form. If the cost exceeds \$150,000, pre-approval by OCJG is required. Submit the signed form with your application. If the cost is below \$150,000, keep the form on file for review at an on-site monitoring visit. Sole Source purchases under \$150,000 must be stated as such in the application, and sufficient detail must be provided in order to determine that the purchase is eligible.

If the subrecipient is a state agency and the cost is at least \$150,000, then the agency must submit a copy of the approval from the Department of Management Services (F.S. 287.057(5)).

#### **Automated Data Processing (ADP) Equipment**

Automated Data Processing (ADP) Equipment means general purpose commercially available, mass produced automated data processing components and equipment systems created from them regardless of use, size, capacity or price. Components and systems are designed to be applied to the solution or processing of a variety of problems or applications and are not specifically designed (not configured) for any specific application.

If you plan to purchase ADP equipment and the cost exceeds \$150,000, you must complete an ADP Equipment and Software and Criminal Justice Information and Communication Systems Request for Approval Form and enclose this form with the project application. ADP equipment costs are limited to costs dedicated to project activities. The authorized official for the subrecipient or the implementing agency must sign this form.

For further clarification, refer to the Financial Guide, USDOJ Common Rule for States and Local Governments and the federal Office of Management and Budget's Circulars A-21, A-87, A-110, and A-102, as applicable, in their entirety.

#### **Confidential Funds Certification**

#### **Bulletproof Vest Certification**

**Body Worn Camera Certification**

**Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements State agencies only**

**Signature Page**

In the spaces provided, enter the typed information, as identified on the form, for both the subrecipient and the implementing agency.

Each application must be signed by:

1. Subrecipient authorizing official who is the chief officer or elected official of the subrecipient (head of state agency, chairman of county commission, mayor of city, chief of Indian tribe).
2. Implementing agency authorizing official who is the chief officer or head of the government agency responsible for implementing the project.

When a chief officer or elected official of a subrecipient or implementing agency designates some other staff person signature authority for him/her, the chief officer or elected official must submit to FDLE a letter or resolution indicating the person given signature authority. The chief officer or elected official and the person receiving signature authority must both sign the letter indicating delegation of signature authority. The letter must also clearly identify which authority is being delegated.

The subrecipient must notify FDLE in a timely manner if there are any changes in signature authority during the grant period. Once the grant is awarded, most grant documents will be submitted electronically. To update the officials in SIMON or to designate an individual with signature authority, follow the instructions in the user manual or contact the SIMON helpdesk.

Corrections (strike-through, whiteout, etc.) on the signature page will not be accepted.

Submit two original signature pages for each application. If you submit only one original signature page, you will not receive an original back for your file.

**Step 4: SUBMITTING THE APPLICATION**

Please reference the attached application checklist and timeline.

Before you submit your application in SIMON, print out a copy of your application, signature pages, Standard Conditions, and any required certifications. The application must be submitted on-line **no later than August 26, 2016, at 5:00 PM, EDT.**

REMINDER: When copying information into SIMON from another program or document, some characters may convert to symbols. It is important to review the information placed into each section for accuracy prior to submitting the application.

While FDLE is striving to create a paperless grants management system, for the time being hard copies are still required. The following documentation should be submitted to FDLE **no later than August 31, 2016.**

1. Two complete copies of the application, both with original signatures.
2. EEO Certifications or USDOJ approval letters.
3. Any of the following that apply to your project:
  - a. Sole Source Justification Form
  - b. ADP Form
  - c. Certifications Regarding Lobbying

- d. Confidential Funds Certifications
- e. Signature Authority letter/resolution
- f. Bulletproof Vest Certification
- g. Body Worn Camera Certification

**Failure to submit required documentation will delay award or result in the attachment of a withholding of funds special condition at the time of award.**

### **Contact Information**

Our office is available for any assistance needed Monday through Friday, 8:00 a.m. – 5:00 p.m. EDT by calling (850) 617-1250 and ask to speak with your county's grant manager.

For issues relating to SIMON, please ask for the SIMON Help Desk; otherwise, contact your grant manager or Senior Management Analyst Supervisor Randy Smyth.

# FFY 2016 JAG-C Project Timeline

## Application Timeline

June 10, 2016	Florida received final state JAG appropriation from U.S. Department of Justice
June 22, 2016	Funding notifications with anticipated county allocations mailed to Board of County Commissioners with copies provided to Sheriffs, Mayors, Police Chiefs, University Police Chiefs and Project Directors. BOCC requested to assign a County Coordinator and respond in writing to FDLE.
July 11, 2016	BOCC deadline to respond to Office of Criminal Justice Grants (OCJG) with Certification of Participation and designation of County Coordinator.
Ongoing	Upon receipt of BOCC COP and County Coordinator designation, OCJG provides County Coordinator with application information. County coordinator to forward information to all application managers in their respective counties.
July 31, 2016	Deadline for County Coordinators to submit required 51% letters to OCJG advising of applications that will be submitted from agencies within their respective counties.
August 26, 2016	Deadline for all applications to be submitted in SIMON.
August 31, 2016	Deadline for hard copies of applications with original signatures and any additional certifications/forms to be received by OCJG.
October 1, 2016	Start date for most JAG-C funded projects

## Important Post-Award Dates and Timeline

for projects with October 1, 2016 start date

Subrecipients requesting quarterly reimbursement must submit quarterly performance reports.

Subrecipients requesting monthly reimbursement must submit monthly performance reports.

Programmatic Performance reports are due in SIMON no later than 15 days after the end of the reporting period (month or quarter).

Project expenditure reports are due in SIMON no later than 30 days after the end of the reporting period (month or quarter).

December 1, 2016	Deadline for subrecipients to provide OCJG with a letter explaining the status and reason for delay of any projects not operational. JAG Standard Conditions require projects to be operational within 60 days of original start date.
December 29, 2016	Deadline for subrecipients to provide OCJG with a second letter explaining the status and reason for delay of any projects not operational. JAG Standard Conditions require projects that are not operational within 90 days be reviewed by the Department for termination of agreement and reallocation of funding.
August 31, 2017	Deadline for processing final grant adjustments in SIMON for most JAGC subawards, within 30 days of end of grant period.
October 15, 2017	Financial closeout due in SIMON, no later than 45 days after end of grant period.

## FFY 2016 JAG-C SIMON Application Checklist

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### Overall Grant Application

- Does your agency have an active DUNS number?
- Is your SAM.gov registration current/active?
- Have you and applicable grant staff read the Standard Conditions that apply to JAG subgrants?
- Have you obtained a properly signed EEO certification and/or EEO plan as applicable to your grant?
- Did you include any additional forms required, such as sole source, confidential funds, bulletproof vest certification, signature authority, task force agreement, etc.?
- Are all sections of the grant complete and does the application designate a Project Direct with knowledge of program goals/objectives, performance and expenditure requirements, record keeping and overall grant management coordination?

### Problem Identification

- Does the problem identification clearly describe a need/issue required to be addressed with grant funds, including the scope of the problem and who is affected by the need/issue?
- Is there information describing the repercussions or impact if the need is not met?
- If this is a continuation from a pre-existing subgrant, does this section provide a brief summary of project accomplishments that have been achieved, or needs that have been met, to date?

### Project Summary (Scope of Work)

- Does the scope of work sufficiently describe the goals and objectives of the project? How will the problem identified in the previous section be addressed with this subgrant?
- Does this section identify what the project will accomplish?
- Does this section identify who will receive services and/or who will provide services?
- Does this section identify standards, such as the quantity of activities/services or a minimum level of service to be performed?
- Does this section provide a breakdown of the deliverables that will be received?
- Does this section identify how deliverables will be accounted for and documented for performance reports? (i.e. criteria for successful completion, how service providers will be managed and held accountable during the grant period, etc.)
- For equipment purchases, does this section describe the equipment to be purchased, how it will be used in project operations, and how the purchase of the item(s) will address the problem identified in the previous section?

## Financial / Budget

Attachment # 2  
Page 28 of 28

### If the budget contains Salaries/Benefits:

- Is the salary rate (hourly, biweekly, annually, etc.) provided with total # of hours, weeks, etc.?
- If overtime, does the narrative provide estimated number of hours with rate of pay?
- Are the benefits clearly defined and include rate, cost or percentage?
- Does the narrative contain a statement of the percentage the position is paid from grant funds?
- Does the narrative contain the percentage of time the position will work on grant funded activities?
- Does the narrative contain information for the percentage the grant will be charged for each reporting period?
- Does the narrative provide a brief description on how the position(s) being funded from the grant will accomplish grant activities?

### If the budget contains Contractual Services:

- Does the budget clearly describe the activities each party will be contracted to perform?
- Does the narrative identify costs per service(s) rendered?
- Are unit costs clearly defined with supporting information in the Section Questions for Application Section #4: Financial?
- Does the narrative identify deliverables or documentation required to initiate payment?
- If contractual services contain consultant rates in excess of \$650 per day, does the application contain the additional request (letter) for approval of consultant rates?
- Does the narrative provide a brief description on how the services being procured will be used to accomplish grant activities?

### If the budget contains Expenses:

- Does the budget list all the items that will be purchased and provide approximate costs for each?
- If the purchase is a bundle, does the budget list the items included in bundle?  
(i.e. if purchasing a computer is it a laptop or desktop, does it include docking station and/or peripherals? If so, which ones?)
- Does the narrative provide a brief description on how the purchase of these items will assist the project or be used toward accomplishing grant activities?

### If the budget contains Operating Capital Outlay (OCO):

- Does the budget list each item to be purchased and provide the cost per item? If the item(s) purchased are included in a bundle or package, please detail what is included in the bundle.
- Are shipping, handling, warranty, and/or maintenance costs included and listed in the budget (if applicable)?
- If not already described in the Scope of Work, does the narrative provide an explanation on how the item(s) will be used to accomplish project activities?
- If warranty is included in the purchase, does the budget ensure grant funds will only be used for up to the first year of maintenance and only for dates within the approved grant period?

### If the budget contains Indirect Costs:

- Is an Indirect Cost Plan included, as approved by the cognizant agency?



**Florida Department of Law Enforcement  
Edward Byrne Memorial  
Justice Assistance Grant Program**

**Grant Application**

**Adult Reentry Services**

**July 25, 2016**

## **Problem Identification**

Echoing many of the problems found nationally with reentry, Palm Beach County's released prisoners face numerous challenges that ultimately aid in their return to criminal activity, re arrest and re-incarceration. These challenges include unemployment, lack of housing, substance abuse, mental health problems and strained family relationships. To further compound these challenges, institutional programs aimed at assisting inmates in dealing with these issues have been sharply reduced in recent years due to budget reductions. Research shows that unemployment has a profound impact on recidivism rates. Statistics show that even before incarceration, adult inmates demonstrate weak or non-existent ties to the workforce (33% of inmates are unemployed in the month leading up to their arrests, compared to 10% unemployment in the general population). The lack of appropriate housing and the inability to access substance abuse treatment and mental health care significantly reduce positive outcomes. The "what works" literature shows that programs that provide intensive substance abuse and mental health treatment during incarceration, combined with aftercare, have proven effective in reducing recidivism; however, accessing these services continues to prove challenging for the target population. In recent years, reentry in Palm Beach County has received increased attention as public policy leaders are searching for innovative ways of decreasing cost of incarceration while maintaining public safety. As a result, the Criminal Justice Commission's Reentry Task Force has developed a five-year plan and implemented various projects that work with adult and juvenile ex-offenders. This is a continuation grant from last year (2016-JAGC-PALM-1-H3-211).

## **Project Summary (Scope of Work)**

Evidence-Based Methodology and Outcome Measures – Palm Beach County utilizes the Risk-Needs-Responsivity (RNR) model to guide the reentry process. The RNR model refers to predicting which inmates have a higher probability of recidivating and treating the criminogenic needs of those inmates with appropriate programs based on their level of need. There is considerable empirical evidence that programs that target inmates who are at a higher risk to recidivate are more effective in reducing recidivism than those that do not. Accordingly, a range of interventions are provided that target the specific criminogenic needs of inmates who are higher risk. The long term goals are to increase public safety by reducing recidivism by 50% over 5 years in Palm Beach County. Outcome measures that are used to monitor the impact of the process of these long term goals include a reduction in recidivism rates for the target population. The six fundamental strategies of evidence-based correctional practice are integrated into the design of the program.

The program:

- 1) Objectively Assesses Criminogenic Risks and Needs: Inmates are objectively assessed using the LSI-r Risk/Needs Assessment.
- 2) Enhances Intrinsic Motivation: Pre- and Post-Release Staff received training in motivational interviewing and are trained instructors for the Thinking For A Change Curriculum, a cognitive behavior change program for offenders that includes cognitive restructuring, social skills development and development of problem solving skills.
- 3) Targets Higher-Risk Offenders: Medium to high risk offenders are identified using the LSI-r Assessment and receive the most intensive treatment. Lower-risk offenders receive less intensive treatment services.
- 4) Addresses Offenders Greatest Criminogenic Needs: Identifies and targets the inmate's criminogenic (Anti-social attitudes, Anti-social friends, Substance abuse, Lack of empathy, Impulsive behavior) needs through individual assessment of each inmate.

- 5) Uses Cognitive-Behavioral Interventions: Strategies are focused on changing the offender's thinking patterns in order to change future perceptions. The Thinking For A Change curriculum provides the vehicle for change.
- 6) Determines Dosage and Intensity of Services: Proper dosage of time and programming are considered based on the risk of the offender. Higher dosages of programming and interventions are provided to offenders who present elevated risk.

The target population is 5,000 ex-offenders, returning to Palm Beach County. Funds will be provided to the City of Riviera Beach, The Lord's Place and Gulfstream Goodwill for case management, assessments, community support, employment, counseling and evaluation.

The selected agencies are part of an extensive countywide effort to bring evidence based services and results to clients. The overall outcome is to reduce the number of clients who return to jail thereby reducing the recidivism rate.

Approximately 300 Medium and High risk clients that were convicted in and returning to Palm Beach County (PBC) are referred to The Lord's Place, the City of Riviera Beach and Gulfstream Goodwill annually through the Reentry Program. PBC reaches out to every DOC inmate that is scheduled to return to Palm Beach County. Each client is tracked in a web-based case management system (RENEW) for three years after programming is completed. Palm Beach County will contract with The Lord's Place, Gulfstream Goodwill and The City of Riviera Beach for the following services:

Case management - The County and service providers will use grant funds to provide staffing to provide ex-offenders with assistance obtaining health care and public assistance benefits and driver's licenses or identification assistance. Timesheets and cancelled checks will be provided as back up documentation.

Palm Beach County will contract with service providers to pay unit costs for case management and supervisors for at-risk clients upon release from a state correctional facility. The provider's minimum performance required for payment by the County will be established in the local agency agreement with each provider and accounted for through the subcontract. During the grant period, each provider will be required to provide a minimum of two services to each client per month. The providers will submit invoices and records substantiating the services provided, and will be made available for review during grant monitoring or upon request. Additional documentation will be provided, to include reporting or sharing of client-based program data, including but not limited to number of clients served, number of clients completing service plan, etc. All providers are licensed facilities through the Florida Department of Children and Families to provide treatment and behavioral services.

The deliverable for this agreement is the quarterly performance of the tasks and activities described in the scope of work in accordance with the contractual agreement between the County and the service providers. The County will request reimbursement of allowable costs identified in Section 4, pages 1-3 on a quarterly basis.

**SECTION QUESTIONS**

- 1) What percentage of the total cost of this project is being funded by sources other than this award?  
75
- 2) What is the name of the jurisdiction(s) your agency provides service to. (e.g., City of Miami, Orange County, State of Florida)  
Palm Beach County, Florida
- 3) What is the combined population of the jurisdiction(s) your agency provides services to (according to the most recent census)?  
1320134
- 4) What is the address of the location being used to provide services for this project?  
301 North Olive Avenue  
West Palm Beach, Florida 33401
- 5) Describe your agency. (e.g., non-profit, community based, government)  
Local Government
- 6) Have you verified that the subgrantee has an active and current registration in SAM.gov?  
Yes
- 7) What is the Operating Capital Outlay threshold used by the subgrantee?  
If the implementing agency is a sheriff's office, indicate the sheriff's office's threshold instead.  
\$1,000.00
- 8) Does the subgrantee receive a single grant in the amount of \$750,000 or more from the U.S. Department of Justice?  
No
- 9) Does the implementing agency receive a single grant in the amount of \$750,000 or more from the U.S. Department of Justice?  
No
- 10) In your organization's preceding completed fiscal year, did your organization (the subgrantee) receive at least (a) 80 percent or (b) \$25,000,000 of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?  
No

**Objective: General Questions - General Questions for All Recipients**

Measure: General 01  
Will your organization be using the crimesolutions.gov website during the grant period regardless of JAG funding? Crimesolutions.gov provides information on several crime reduction and prevention programs and practices.

Goal: No

Measure: General 02  
Will your organization be using The National Training and Technical Assistance Center (NTTAC) during the grant period, regardless of JAG funding? The NTTAC serves as BJA's training and technical assistance center. You can find resources, tools, webinars, and TTA support on a variety of criminal justice issues and initiatives.

Goal: No

Measure: General 03  
Will your organization be using the NCJP.org website during the grant period, regardless of JAG funding? NCJP.org contains resources to support strategic planning, program development, and implementation of evidence-based policy and practice.

Goal: No

Measure: General 04  
Will your organization be using the Evidence-Based Policing Matrix during the grant period regardless of JAG funding? The Evidence-Based Policing Matrix provides information on evidence-based practices for law enforcement.

Goal: No

Measure: General 05  
Will your organization be using the What Works in Reentry Clearinghouse during the grant period regardless of JAG funding? The clearinghouse provides research on the effectiveness of reentry programs and practices.

Goal: No

Measure: General 06  
Will your organization be using Research to Practice during the grant period regardless of JAG funding? Research to Practice promotes the dissemination of g courts to practitioners and policymakers.

Goal: No

Measure: General 07

Will your organization be using any other resources during the grant period regardless of JAG funding? If yes, please describe them.

Goal: Yes. Federal JAG Funds and local Crime Prevention Dollars.

Measure: General 08

During the grant period, will your agency conduct or sponsor (with or without JAG funds) a survey or focus group of citizens on any of the following topics? Enter all that apply from the following list: Public satisfaction with police services; public satisfaction with prosecution services; public satisfaction with public defender/indigent defense services; public satisfaction with courts; public perceptions of crime/disorder problems; personal crime experiences of citizens; none of the above; unsure/don't know.

Goal: N/A

Measure: General 09

During the grant period, which of the following community activities will your organization be involved in, with or without JAG funds and how often will they each occur (yearly, monthly, etc.)? Choose from the following list: Hosting community meetings; attending community meetings; distributing a newsletter, e-mail, or other bulletin; attending community events; conducting social media activities; conducting outreach to minority populations; other (please describe)

Goal: Ex-Offender Reentry Services

Measure: General 10

Law Enforcement Agencies ONLY: In which of the following ways has your agency fostered community involvement in the last year? Enter all that apply from the following list: Citizen Review Board or other review board with citizen representation, Citizen's Police Academy, Internships for university or high school students, Volunteer Program, Auxiliary police officer program, Police Cadet Program, k-12 school programs, Youth Athletic Programs, Other (please Describe), None of the above, Unsure/Don't know.

Goal: N/A

Measure: General 11

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

Goal: -Reach out to 900 Florida DOC inmates before they are released.  
-Refer interested medium and high risk ex-offenders to community reentry service providers.  
-Reduce recidivism rates.

Measure: General 12  
Are the subrecipient and implementing agency aware that they will be required to report on the status of the identified goals during each reporting period?

Goal: Yes.

Measure: General 13  
Describe any barriers you may encounter which may prevent you from achieving your identified goal(s).

Goal: Bureaucratic administrative delays.

Measure: General 14  
Are you aware that the Office of Criminal Justice Grants encourages recipients to report on any noteworthy accomplishments, success stories, or program results that they would like to showcase?

Goal: Yes.

**State Purpose Area: 2P - Personnel  
Objectives and Measures**

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

Measure: Personnel 1  
During the grant period, approximately how many overtime hours will be funded by JAG?

Goal: 0

Measure: Personnel 2  
During the grant period, how many personnel will have their salary or pay funded, at least partially, with JAG funds?

Goal: 1

Measure: Personnel 3  
How many new positions will be created with JAG funds during the grant period?

Goal: 0

**State Purpose Area: 5C - Consultants/Contracts  
Objectives and Measures**

**Objective:** Consultants/Contracts - Questions for all recipients using consultants/contracts.

Measure: Consultants 1  
Please describe what consultants/contracts will be paid for with JAG funds during the grant period. Include names, titles and areas of expertise where applicable.

Goal: Palm Beach County will contract with The Lord's Place Inc., Gulfstream Goodwill Industries, Inc. and the City of Riviera Beach.

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

**Objective:** R General - Reentry questions for recipients of an award \$25,000 or more.

**Measure:** R01

How many employees does your office currently have on staff? Please count both full and part-time employees.

**Goal:** 7

**Measure:** R02

Of the employees your office currently has on staff, how many are JAG funded?

**Goal:** 0

**Measure:** R03

What is the name of your reentry program/service? If you will operate more than one program/service, answer for each separately.

**Goal:** PBC Ex-Offender Reentry

**Measure:** R04

If you will operate a reentry program/service with JAG funds during the grant period, what percentage of the program's total costs will be paid for with sources other than this JAG award? If you operated more than one program, answer for each separately.

**Goal:** 53%

**Measure:** R05

If you will operate a reentry program/service with JAG funds during the grant period, what is the initiation year of that program, regardless of when it received JAG funding? If you will operate more than one program, answer for each separately.

**Goal:** 2006

**Measure:** R06

Are you or a partner planning or conducting an evaluation of your reentry program/service? If you will operate more than one program, answer for each separately.



Goal: Not this year.

Measure: R07

If you or a partner are planning or conducting an evaluation of your reentry program/service, describe the current status of the evaluation, its purpose, who is conducting the evaluation and the evaluation results if applicable. If you will operate more than one program being evaluated, answer for each separately.

Goal: N/A

Measure: R08

What reentry services will you provide during the grant period? If you will operate more than one program, answer for each separately. Choose all that apply from the following list: Cognitive based, Educational, Employment, Healthcare/Medicaid eligibility, Housing, Mental Health, Pro-social, Substance abuse, Transportation, Vocational, Individualized case planning, Family engagement, Other (please describe).

Goal: Educational, Employment, Healthcare, Housing, Mental Health, Pro-Social, Substance Abuse, Transportation, Individual Case Management and Family Reunification.

Measure: R09

When are candidates typically assessed/screened for eligibility for services, regardless of JAG funding? Choose from the following: Upon arrest/preadjudication, Within the first 6 weeks of sentencing, Within the first 6 months of sentence/time served, Post release, None of the above, Other (please describe).

Goal: A proxy LSI-r form is mailed to the clients before they are released. A full LSI-r is administered once the clients are released.

Measure: R10

Regardless of JAG funding, approximately how many candidates will be screened for eligibility for your reentry program/service during the grant period? Candidates are those identified at the time of arrest or referred by criminal justice professionals but who may not necessarily be deemed eligible for participation. If you will operate more than one program, answer for each separately.

Goal: 500

Measure: R11

Regardless of JAG funding, approximately how many new participants will receive services for the first time during the grant period? If you will operate more than one program, answer for each separately.

Goal: 200

Measure: R12

Regardless of JAG funding, how many total participants are currently enrolled in your reentry program/service? If you operated more than one program, answer for each separately.

Goal: 169

Measure: R13  
Regardless of JAG funding, approximately how many participants will successfully complete all corrections program requirements during the grant period? If you will operate more than one program, answer for each separately.

Goal: 50

Measure: R14  
Regardless of JAG funding, approximately how many participants will not complete your reentry program/service (unsuccessfully exited) for any reason during the grant period? If you will operate more than one program, answer for each separately.

Goal: 150

Measure: R15  
Are you aware that you will be required to complete the reentry questionnaire and submit it to your grant manager alongside each performance report?

Goal: Yes

**Budget Narrative:**  
SALARIES AND BENEFITS  
CONTRACTUAL

1) Case Management - Reentry (City of Riviera Beach) Total Cost: \$75,645

- 1A) Case Management - Reentry (City of Riviera Beach)  
Number of units: approximately 1,865  
Unit Cost = one hour of service = \$24.70 (estimate)  
Total cost: \$46,045  
Total Project Cost = \$49,400

Total units are determined by 8 hour work days 5 days per week multiplied by 50 weeks (assuming two weeks are taken off for holidays and/or personal time), totaling 2,000 units. The unit cost is determined by dividing the total project cost (\$49,400) by the 2,000 units equaling \$24.70 per unit (per hour). Palm Beach County will contract with the City of Riviera Beach for services.

Riviera Beach will cover the difference of \$3,355 in the total project cost. As a valued partner, Riviera Beach has contracts for other projects with the County but will not be billing the County for additional costs outside of the grant for this project. Any additional project costs will be Riviera Beach's responsibility to absorb through its revenue and expense budgets.

- 1B) Case Management - Reentry (City of Riviera Beach)  
Number of units: approximately 1,562  
Unit Cost = one hour of service = \$18.95 (estimate)  
Total cost: \$29,600  
Total Project Cost = \$37,914

Total units are determined by 8 hour work days 5 days per week multiplied by 50 weeks (assuming two weeks are taken off for holidays and/or personal time), totaling 2,000 units. The unit cost is determined by dividing the total project cost (\$37,914) by the 2,000 units equaling \$18.95 per unit (per hour). Palm Beach County will contract with the City of Riviera Beach for services.

Riviera Beach will cover the difference of \$8,314 in the total project cost. As a valued partner, Riviera Beach has contracts for other projects with the County but will not be billing the County for additional costs outside of the grant for this project. Any additional project costs will be Riviera Beach's responsibility to absorb through its revenue and expense budgets.

2) Case Management - Reentry (Gulfstream Goodwill) Total Cost: \$67,690

- 2A) Project Director (Gulfstream Goodwill)  
Number of units: approximately 423  
Unit Cost = one hour of service = \$36.65 (estimate)  
Total Budget = \$15,480  
Total Project Cost = \$73,298

Total units are determined by 8 hour work days 5 days per week multiplied by 50 weeks (assuming two weeks are taken off for holidays and/or personal time), totaling 2,000 units. The

unit cost is determined by dividing the total project cost (\$73,298) by the 2,000 units equaling \$36.65 per unit (per hour). Palm Beach County will contract with Goodwill for services.

Goodwill will cover the difference of \$57,818 in the total project cost. As a valued partner, Goodwill has contracts for other projects with the County but will not be billing the County for additional costs outside of the grant for this project. Any additional project costs will be Goodwill's responsibility to absorb through its revenue and expense budgets.

- 2B) Program Coordinator (Gulfstream Goodwill)  
Number of units: approximately 521  
Unit Cost = one hour of service = \$22.14 (estimate)  
Total Budget = \$11,516  
Total Project Cost = \$44,286

Total units are determined by 8 hour work days 5 days per week multiplied by 50 weeks (assuming two weeks are taken off for holidays and/or personal time), totaling 2,000 units. The unit cost is determined by dividing the total project cost (\$44,286) by the 2,000 units equaling \$22.14 per unit (per hour). Palm Beach County will contract with Goodwill for services.

Goodwill will cover the difference of \$32,770 in the total project cost. As a valued partner, Goodwill has contracts for other projects with the County but will not be billing the County for additional costs outside of the grant for this project. Any additional project costs will be Goodwill's responsibility to absorb through its revenue and expense budgets.

Palm Beach County will contract with Goodwill for services.

- 2C) Case Manager (Gulfstream Goodwill)  
Number of units: approximately 2,000  
Unit Cost = one hour of service = \$20.35 (estimate)  
Total Budget = \$40,694  
Total Project Cost = \$40,694

Total units are determined by 8 hour work days 5 days per week multiplied by 50 weeks (assuming two weeks are taken off for holidays and/or personal time), totaling 2,000 units. The unit cost is determined by dividing the total project cost (\$40,694) by the 2,000 units equaling \$19.07 per unit (per hour). Palm Beach County will contract with Goodwill for services.

Any additional project costs will be Goodwill's responsibility to absorb through its revenue and expense budgets.

- 3) Case Management - Reentry (The Lord's Place) Total Cost: \$90,060

- 3A) Case Manager (The Lord's Place)  
Number of units: approximately 779  
Unit Cost = one hour of service = \$22.68 (estimate)  
Total Budget = \$17,668  
Total Project Cost = \$45,377

Total units are determined by 8 hour work days 5 days per week multiplied by 50 weeks (assuming two weeks are taken off for holidays and/or personal time), totaling 2,000 units. The unit cost is determined by dividing the total project cost (\$45,377) by the 2,000 units equaling \$22.68 per unit (per hour). Palm Beach County will contract with The Lord's Place for services.

The Lord's Place will cover the difference of \$27,709 in the total project cost. As a valued partner, The Lord's Place has contracts for other projects with the County but will not be billing the County for additional costs outside of the grant for this project. Any additional project costs will be The Lord's Place's responsibility to absorb through its revenue and expense budgets.

- 3B) Case Manager (The Lord's Place)  
Number of units: approximately 1,045  
Unit Cost = one hour of service = \$19.63 (estimate)  
Total Budget = \$20,530  
Total Project Cost = \$39,267

Total units are determined by 8 hour work days 5 days per week multiplied by 50 weeks (assuming two weeks are taken off for holidays and/or personal time), totaling 2,000 units. The unit cost is determined by dividing the total project cost (\$39,267) by the 2,000 units equaling \$19.63 per unit (per hour). Palm Beach County will contract with The Lord's Place for services.

The Lord's Place will cover the difference of \$18,737 in the total project cost. As a valued partner, The Lord's Place has contracts for other projects with the County but will not be billing the County for additional costs outside of the grant for this project. Any additional project costs will be The Lord's Place's responsibility to absorb through its revenue and expense budgets.

- 3C) Case Manager (The Lord's Place)  
Number of units: approximately 2,000  
Unit Cost = one hour of service = \$19.10 (estimate)  
Total Budget = \$38,212  
Total Project Cost = \$38,212

Total units are determined by 8 hour work days 5 days per week multiplied by 50 weeks (assuming two weeks are taken off for holidays and/or personal time), totaling 2,000 units. The unit cost is determined by dividing the total project cost (\$38,212) by the 2,000 units equaling \$19.10 per unit (per hour). Palm Beach County will contract with The Lord's Place for services.

- 3D) Supervisor (The Lord's Place)  
Number of units: approximately 663  
Unit Cost = one hour of service = \$20.60 (estimate)  
Total Budget = \$13,650  
Total Project Cost = \$41,196

Total units are determined by 8 hour work days 5 days per week multiplied by 50 weeks (assuming two weeks are taken off for holidays and/or personal time), totaling 2,000 units. The unit cost is determined by dividing the total project cost (\$41,196) by the 2,000 units equaling \$20.60 per unit (per hour). Palm Beach County will contract with The Lord's Place for services.

The Lord's Place will cover the difference of \$27,546 in the total project cost. As a valued partner, The Lord's Place has contracts for other projects with the County but will not be billing the County for additional costs outside of the grant for this project. Any additional project costs will be The Lord's Place's responsibility to absorb through its revenue and expense budgets.

Section Questions:

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

Yes

- 2) If Expenses or Operating Capital Outlay are included in your budget, what will be the method of procurement for those items? (e.g., competitive bid, sole source, state term contract)

N/A

- 3) If indirect cost is included, explain the indirect cost plan. Provide documentation of approval.

N/A

- 4) If contractual services in the budget are based on unit costs, provide a definition and breakdown of cost for each service. Include the methodology for the unit cost plan and when it was approved.

Palm Beach County will contract with Reentry Providers for the following services: To provide case management which includes assistance with the development of case management plans that assists reentering citizens with goal setting, medical management, housing assistance, peer support, and other social service interventions. Additionally, employment services include assistance with job skill development and resume development, assistance in identifying proper employment based upon assessment, job readiness, and job placement.

Case Management Unit Cost budget- Please see the budget narrative for an explanation of the individual unit costs that will be used.

**Florida Department of Law Enforcement**  
**Edward Byrne Memorial**  
**Justice Assistance Grant Program**

**Grant Application**

**Law Enforcement Exchange**

**July 25, 2016**

## Problem Identification

Palm Beach County Florida has over 26 law enforcement jurisdictions which creates difficulties in data sharing, information sharing, and investigative coordination.. Often, data, information and investigations involve similar suspects and crimes that are mostly unknown to neighboring law enforcement agencies. To address these issues, Palm Beach County initiated the Palm Beach County Law Enforcement Exchange (LEX) consortium project in 2004. All law enforcement agencies in Palm Beach County agreed to work together in the construction of a system. This initial data sharing project developed into a mature comprehensive data sharing initiative that is part of the statewide Data Sharing program.

The LEX program identified today as LEX 3.1 includes the following:

- Data sharing
- An information sharing process through Criminal Activity Bulletins.
- Five (5) Regional intelligence sharing meetings per month
- Case de-confliction
- Crime trends and pattern identification
- Moving crime information into law enforcement investigative action
- Global RMS/Bulletin/RIM document search capability
- Subscription and crime bulletin notification system

To better address the financial requirements of the LEX expansion, the Chiefs of Police and Sheriff's Office in Palm Beach County created a non-profit organization called Palm Beach County Law Enforcement eXchange, Inc. (LEX). The LEX organization was created to establish an efficient and effective technology-enabled law enforcement enterprise system for enhancing the safety, security and quality of life for law enforcement personnel and citizens, under Florida Statute 163.63. The LEX Board of Directors (Chiefs of Police and Sheriff's Office of Palm Beach County) need an executive level position to coordinate the activities of the enhanced LEX program. Prior to the Operations Director position, there was no coordination on a countywide, multijurisdictional basis for regional intelligence sharing meetings, de-confliction, crime trends and patterns, criminal identification and information and data sharing issues.

Crime and technology to combat crime is rapidly advancing. System security must be continually evolving to stay ahead of these advancements. New data, functionality and security must be monitored and continually updated in the LEX enterprise system. A yearly review and monitoring of Policy changes in user requirements and the FBI's CJIS Security Policies is essential for maintaining the CJIS/FDLE certifications required.

The LEX Countywide Operations Director position is needed to facilitate this input and coordinate with the appropriate agency executives and technical staff to ensure the proper communication and timely implementation of the project priorities. This application is a continuation of previous grant funding of the LEX project.

As we meet and train officers countywide on LEX, additional data sources and new functionality is being identified which will optimize and enhance the data sharing system. One critical data source identified is the Palm Beach County Criminal Intelligence Bulletins data. This data is critical for officers to quickly view and identify suspects involved in criminal activity throughout Palm Beach County. New functionality such as a global search feature, have allowed officers to query data in agencies Records Management Systems, Bulletins and Regional Intelligence Meeting reports simultaneously.



This capability is extremely valuable and has been integrated into the LEX system. Now that the Global Search tool is live in the program, the LEX Countywide Operations Director has included it into the training program, syllabuses and documentation accordingly. New policies for dealing with mobile devices are forthcoming and will need to be incorporated into the LEX system, policies and training.

It is anticipated that a new tool will also require changes in the training by the Countywide Operations Director in the coming year. LEX is working on a system that will report the activity from all Automated License Plate Reader System technology (ALPR) from a single source. This means LEX will allow officers to enter a license plate number on the LEX site and be able to review all ALPR tag reader data from one source instead of having to ask for information from every agency in the county. Now you can run the report from one source; LEX!

Additional relationships are being cultivated with border counties, other regions, and State law enforcement agencies such as the Florida Highway Patrol, Florida Fish and Wildlife, Florida Department of Law Enforcement and the States Attorney's offices. LEX has now been requested to allow access to our system and share our data with our Federal partners including the Secret Service, FBI, U.S. Customs, DEA, ICE and Customs and Border Patrol. The LEX model has been introduced as the vehicle for a streamlined approach to law enforcement data and information sharing.

### **Project Summary (Scope of Work)**

The LEX Countywide Operations Director position was established by the non-profit LEX Board of Directors on June 2, 2014 with SIMON Subgrant # 2014-JAGC-PALM-1-E5-214 and the approval of the State of Florida Data Sharing Steering Committee. This function/project has been wholly funded through federal grant funds. Palm Beach County is using the grant funds to continue to provide overall Countywide coordination for the LEX Program. The Countywide Operations Director position will continue to evaluate priorities within the organization and assist the technical staff on staying abreast of security, technology and system user requirements.

Additionally, the position will continue to oversee and present the training to five specific user groups, Agency Administrators, Data Brokers, Road Patrol, Investigations, and Analysts. Continuous training methods will be implemented including outreach to the Police Academy offering the LEX model to be taught to recruit officers. The Countywide Operations Director has a proven Instructional program that has been well received by over 1000 officers in Palm Beach County. As the system changes, there is a need to retrain these Officers in the upgrades in the system.

The Countywide Operations Director position will continue to assess and share the crime trends and patterns throughout Palm Beach County. The position will oversee and assist with the continued de-confliction of cases throughout Palm Beach County and the Palm Beach Regional Fusion Center.

This position will reach out to other data sharing entities to demonstrate the LEX model and integrate the LEX system with other data sharing systems at the regional, State, and Federal level.

The LEX Program continues to be the catalyst of countywide criminal justice interaction and data sharing. The LEX system security must be continually monitored due to its evolving status. It is imperative that LEX Countywide Operations Director stay ahead of these advancements.

The Countywide Operations Director has solidified the communications and participation in the Regional Intelligence meetings on a monthly basis. With his oversight, the meetings are becoming an integral part of the Data Sharing initiative in Palm Beach County.

Additional objectives and measures for the LEX Countywide Operations Director position will be as follows:

- Continue to oversee and communicate with the agencies uploading data into LEX
- Document the increased number of Officers Trained in LEX
- Pre and post testing scores, identifying a clear countywide understanding of the system
- Document the Number of new users to LEX
- Document the Number of new users to FINDER
- Document the Number of Queries run
- Document the Number of bulletins and RIM reports entered
- Documentation and recognition of accomplishments with the LEX Data Sharing system
- Author and present the Advanced LEX /FINDER Training Outline and program
- Direct and solicit input from users groups on programming changes to the system.
- Identify and solicit additional funding sources for long term sustainability of the program
- Oversee and identify a five-year plan for capital necessities
- Monitor and maintain a LEX Performance Timeline
- Continue to work on getting all County agencies that are able to upload RMS data into the LEX system
- Continue to update the agencies in new technology and upgrades in the LEX system.
- Begin expanding LEX by developing relationships and MOU's with outside agencies and vendors with a direct interest in Palm Beach County

This position will also monitor efforts and tasks working with local agency representatives from Broward, Miami-Dade, Palm Beach and Monroe Counties, vendors, the Southeast Florida Fusion Center, the Broward Sheriff's Office and the Florida Department of Law Enforcement. The LEX Countywide Operations Director will also coordinate with these representatives in maintaining and updating leadership on information sharing supported by the LEX project; and recommends policies, rules and guidelines for the efficient and effective use of resources. This position will also ensure that all LEX established project criteria and deliverables are met. As needed, the LEX Countywide Operations Director will verify and report on implementation. The Director seeks to serve as a member of the statewide Data Sharing Consortium.

Documentation will consist of timesheets and paystubs to support costs. Deliverables and minimum performance will be accounted for through supervisor attestations certifying the specific deliverables and minimum performance for services were received.

The Countywide Operations Director's activities and minimum performance will be overseen and managed by the Palm Beach County Criminal Justice Commission. All materials, reports, documents, etc. created as a result of this grant must adhere to state and federal requirements and be available for review during grant monitoring. A copy of all material, curriculum, policies or guidance developed for distribution, dissemination communication or training purposes must be provided to FDLE for pre-approval in accordance with the standard conditions.

The deliverable for this agreement is the quarterly performance of the tasks and activities described in the scope of work in accordance with the local agency contractual agreement and/or position description. Palm Beach County will request reimbursement of allowable costs identified in Section 4, pages 1-3 on a quarterly basis.

**SECTION QUESTIONS:**

- 1) What percentage of the total cost of this project is being funded by sources other than this award?  
0
- 2) What is the name of the jurisdiction(s) your agency provides service to. (e.g., City of Miami, Orange County, State of Florida)  
Palm Beach County, Florida
- 3) What is the combined population of the jurisdiction(s) your agency provides services to (according to the most recent census)?  
1,320,134
- 4) What is the address of the location being used to provide services for this project?  
301 North Olive Avenue  
West Palm Beach, Florida 33401
- 5) Describe your agency. (e.g., non-profit, community based, government)  
County Government
- 6) Have you verified that the sub grantee has an active and current registration in SAM.gov?  
Yes
- 7) What is the Operating Capital Outlay threshold used by the sub-grantee?  
If the implementing agency is a sheriff's office, indicate the sheriff's office's threshold instead.  
\$1,000
- 8) Does the sub-grantee receive a single grant in the amount of \$750,000 or more from the U.S. Department of Justice?  
No
- 9) Does the implementing agency receive a single grant in the amount of \$750,000 or more from the U.S. Department of Justice?  
No
- 10) In your organization's preceding completed fiscal year, did your organization (the Sub-grantee) receive at least (a) 80 percent or (b) \$25,000,000 of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?  
No
- 11) If you answered yes above, does the public have access to information about the

compensation of the executives in your organization (the sub-grantee) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? If answer to Part 1, above, was "no," answer N/A.  
N/A

**Objective: General Questions - General Questions for All Recipients**

- Measure: General 01  
Will your organization be using the crimesolutions.gov website during the grant period regardless of JAG funding? Crimesolutions.gov provides information on several crime reduction and prevention programs and practices.
- Goal: No
- Measure: General 02  
Will your organization be using the The National Training and Technical Assistance Center (NTTAC) during the grant period, regardless of JAG funding? The NTTAC serves as BJA's training and technical assistance center. You can find resources, tools, webinars, and TTA support on a variety of criminal justice issues and initiatives.
- Goal: No
- Measure: General 03  
Will your organization be using the NCJP.org website during the grant period, regardless of JAG funding? NCJP.org contains resources to support strategic planning, program development, and implementation of evidence-based policy and practice.
- Goal: No
- Measure: General 04  
Will your organization be using the Evidence-Based Policing Matrix during the grant period regardless of JAG funding? The Evidence-Based Policing Matrix provides information on evidence-based practices for law enforcement.
- Goal: No
- Measure: General 05  
Will your organization be using the What Works in Reentry Clearinghouse during the grant period regardless of JAG funding? The clearinghouse provides research on the effectiveness of reentry programs and practices.
- Goal: No
- Measure: General 06  
Will your organization be using Research to Practice during the grant period regardless of JAG funding? Research to Practice promotes the dissemination of research on drug courts to practitioners and policymakers.

Goal: No

Measure: General 07  
Will your organization be using any other resources during the grant period regardless of JAG funding? If yes, please describe them.

Goal: No

Measure: General 08  
During the grant period, will your agency conduct or sponsor (with or without JAG funds) a survey or focus group of citizens on any of the following topics? Enter all that apply from the following list: Public satisfaction with police services; public satisfaction with prosecution services; public satisfaction with public defender/indigent defense services; public satisfaction with courts; public perceptions of crime/disorder problems; personal crime experiences of citizens; none of the above; unsure/don't know.

Goal: No

Measure: General 09  
During the grant period, which of the following community activities will your organization be involved in, with or without JAG funds and how often will they each occur (yearly, monthly, etc.)? Choose from the following list: Hosting community meetings; attending community meetings; distributing a newsletter, e-mail, or other bulletin; attending community events; conducting social media activities; conducting outreach to minority populations; other (please describe)

Goal: N/A

Measure: General 10  
Law Enforcement Agencies ONLY: In which of the following ways has your agency fostered community involvement in the last year? Enter all that apply from the following list: Citizen Review Board or other review board with citizen representation, Citizen's Police Academy, Internships for university or high school students, Volunteer Program, Auxiliary police officer program, Police Cadet Program, k-12 school programs, Youth Athletic Programs, Other (please Describe), None of the above, Unsure/Don't know.

Goal: N/A

Measure: General 11  
Identify the goal(s) you hope to achieve with your funding. If you have multiple goals, describe each goal separately.

Goal: -Document the increased number of Officers Trained in LEX  
-Document the Number of new users to LEX  
-Document the Number of new users to FINDER  
-Document the Number of Queries run  
-Document the Number of bulletins and RIM reports entered

Measure: General 12  
Are the subrecipient and implementing agency aware that they will be required to report on the status of the identified goals during each reporting period?

Goal: Yes

Measure: General 13  
Describe any barriers you may encounter which may prevent you from achieving your identified goal(s).

Goal: Administrative Delays

Measure: General 14  
Are you aware that the Office of Criminal Justice Grants encourages recipients to report on any noteworthy accomplishments, success stories, or program results that they would like to showcase?

Goal: Yes

**State Purpose Area: 4T - Training**  
**Objectives and Measures**

**Objective:** Attending Training - Questions for all recipients attending training.

Measure: Training A1  
If your staff will attend training with JAG funds during the grant period, what type of training will they attend? If more than one training will be attended, answer for each separately. Answer from the following list: Certification Training, In-service/annual training, skill building, leadership/management, conference, other (please describe).

Goal: Certification Training, Leadership/Management, and Executive Conference

Measure: Training A2  
Provide a short description of the training/conference which will be attended with JAG funds. If more than one training/conference will be attended, describe each separately.

Goal: CJIS: Conference where discussions and training on Criminal Justice data sharing requirements and security issues are decided and discussed  
FPCA: Conference for Law Enforcement Executives with training on new data sharing trends to include vendors of new technology displaying their product  
IACP: National Conference where national Law Enforcement Executives intelligence and technology issues are demonstrated

Measure: Training A3  
If your staff will attend a training/conference with JAG funds during the reporting

period, how many hours will the training course last? A one day course is typically classified as an 8-hour course while a week long course is typically classified as a 40 -hour course. If more than one, describe each separately.

**Goal:** Florida Criminal Justice Information Sharing Symposium: 24 hours  
Florida Police Chiefs Association Conference: 32 hours  
International Police Chiefs Association Conference: 32 hours

**Measure:** Training A4  
If your staff will attend training/conference during the reporting period, how many individuals will attend the training/conference using JAG funds? If more than one training/conference was attended, answer for each separately.

**Goal:** 1 person for each event

**Objective:** Developing Training - Questions for recipients; developing training.

**Measure:** Training D1

If your organization will develop a training course/curriculum during the grant period, what type of training will be developed? If you will develop more than one training/conference, list each separately. Answer from the following list: Certification Training, In-service/annual training, skill building, leadership/management, conference, other (please describe).

**Goal:** Skill Building: User of the LEX system will learn the proper functions and query able systems in production in LEX  
Leadership/Management: Data Brokers and management of LEX will learn how to use and manage the systems in production in LEX  
In-service/annual training: In service training for Road Patrol and Investigators in the upgrades in Global search and Notification systems in production in LEX

**Measure:** Training D2  
Describe any training course/curriculum your organization will develop during the grant period. If you will develop more than one, describe each separately. Please include the targeted audience, primary sources used in development of your curriculum, and a brief overview.

**Goal:** LEX 3.2 Training Manual for Road Patrol and Inv: Training updates on the use and application of the LEX 3.2 system that offers a global search tool capability  
LEX 3.2 Adv LEX Users Training Manual: produce a manual for all users of the LEX system will better understand the upgrades to the LEX system which offers a global search tool capability and a notification system. Will also instruct the certified agency employees on the use of ALPR query able systems proposed by LEX.

**Measure:** Training D3  
If your organization will develop a training/conference during the grant period, how many hours will the training/conference course be designed to last? A one day course is typically classified as an 8-hour course while a week long course is

typically classified as a 40-hour course. If your organization will develop more than one training/conference course, answer for each separately.

Goal: 2 hours  
8 hours

Measure: Training D4  
What is the intended mode of delivery for your training course/curriculum? If you will develop more than one training course/curriculum, answer for each separately. Choose all that apply from the following list: Classroom based, web based, prerecorded, self study, other (please describe)

Goal: Classroom Based  
Pre-recorded Video Training

**Objective:** Hosting Training - Questions for recipients hosting training.

Measure: Training H1  
If you will host a training/conference with JAG funds during the grant period, what type of training/conference will be hosted? If more than one training/conference will be hosted, answer for each separately. Answer from the following list: Certification Training, In-service/annual training, skill building, leadership/management, conference, other(please describe).

Goal: In-Service / Skill building training: The Countywide Operations Director is delivering 1.5 hours of operational training for the LEX system. This training includes a pretest; post test; evaluation and issuance of Certificates of Completion

Measure: Training H2  
Provide a short description of the training/conference to be hosted with JAG funds. If more than one training/conference will be hosted, describe each separately.

Goal: The training consists of a 1 hour Powerpoint presentation that includes a pre test; post test; and evaluation. There is a 1/2 hour live demonstration of the system and users are allowed to challenge and query items, ask questions and make recommendations to LEX. User manuals are handed out; quick reference guide flyers are handed out, and a review of the operations noted in the documents is complete.

Measure: Training H3  
If you will host a training/conference with JAG funds during the grant period, approximately how many employees from within your organization will attend the training/conference? If you will host more than one training/conference, list each separately.

Goal: 3

Measure: Training H4



If you will host a training/conference with JAG funds during the grant period, approximately how many individuals from outside of your organization will attend the training/conference? If you will host more than one training/conference, list each separately.

Goal: 500

Measure: Training H5  
If you will host a training/conference with JAG funds during the grant period, how many hours will the training/conference course last? A one day course is typically classified as an 8-hour course while a week long course is typically classified as a 40 hour course. If you will host more than one training/conference, answer for each separately.

Goal: Road Patrol Training: 1 1/2 hours  
Advanced LEX 3.1 Training: 4 hours

Measure: Training H6  
If you will host a training/conference with JAG funds during the grant period, will you use a standard evaluation instrument to evaluate your training/conference? If you will host more than one training/conference, answer for each separately.

Goal: The training consists of a 1 hour Powerpoint presentation that includes a pre test; post test; and evaluation. There is a 1/2 hour live demonstration of the system and users are allowed to challenge and query items, ask questions and make recommendations to LEX.

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

Objective: LE Program - Program specific law enforcement questions for recipients of an award \$25,000 or more.

Measure: LE07  
During the grant period, will you operate a law enforcement program partially or fully funded by JAG funds? If yes, what is the name of that program? If you are operating more than one program, include the names of each one.

Goal: Partially; Palm Beach County Law Enforcement Exchange (LEX)

Measure: LE08  
During the grant period, will you operate a task force partially or fully funded by JAG funds? If yes, what is the name of the program? If you are operating more than one program, include the names of each one.

Goal: No

Measure: LE09

If you will operate a program or task force with JAG funds during the grant period, what percentage of the program's total costs will be paid for with sources other than this JAG award? If you will operate more than one program, answer for each separately.

Goal: 30%

Measure: LE10  
If you will operate a program or task force with JAG funds during the grant period, what was the initiation year of that program, regardless of when it received JAG funding? If you operated more than one program, answer for each separately.

Goal: 2008

Measure: LE11  
Are you or a partner planning to conduct an evaluation of your program or task force? If you will operate more than one program, answer for each separately.

Goal: Yes, the Palm Beach County Criminal Justice Commission

Measure: LE12  
If you or a partner are planning to conduct an evaluation of your program or task force, are you aware that you will be required to report on the status of that evaluation?

Goal: Yes, the Criminal Justice Commission mandates quarterly reports on the status and deliverables from the program

Measure: LE13  
If you will operate a program or task force with JAG funds during the grant period, which of the following violent crime/problems will it focus on? If you will operate more than one program, answer for each separately. Choose all that apply from among the following list: All violent crime in the jurisdiction, Homicide, Human Trafficking, Domestic Violence, Child Abuse, Child Pornography and Exploitation, Sexual Assault, Terrorism, None of the above.

Goal: All crime in the Counties jurisdiction.

Measure: LE14  
If you will operate a program or task force with JAG funds during the grant period, which of the following property crime/problems will it focus on? If you will operate more than one program, answer for each separately. Choose all that apply from among the following list: All Property Crime in the Jurisdiction, Auto theft, Burglary.

Goal: All Property Crime in the Jurisdiction

Measure: LE15  
If you will operate a program or task force with JAG funds during the grant period, which of the following societal crimes/problems will it focus on? If you will

operate more than one program, answer for each separately. Choose all that apply from among the following list: Drug crime, Prescription drug crime, Disorder/quality-of-life incidents, Prostitution, Cybercrime, White-collar crime, Healthcare fraud, Status offenses (truancy, underage drinking, etc.), None of the above.

Goal: All of the above

Measure: LE16

If you will operate a program or task force with JAG funds during the grant period, which of the following general crime/problems will it focus on? If you will operate more than one program, answer for each separately. Choose all that apply from among the following list: All crime in the jurisdiction, Hate crime, Gun Crime, Traffic violations/crashes, Other (please describe).

Goal: All crime in the jurisdiction

Measure: LE17

If you will operate a program or task force with JAG funds during the grant period, who is the target population. If you will operate more than one program, answer for each separately. Choose all that apply from the following list: Adults, Elderly, Gangs, Juvenile Delinquents, Children of incarcerated/justice-involved parents, Drug endangered children, Persons with mental illness, All victims, Other (please describe).

Goal: All victims

Measure: LE18

If you will operate a program or task force with JAG funds during the reporting period, what is the primary target area of that program or task force? If you will operate more than one program, answer for each separately. Choose from the following list: Specific landmark or place (mall, park, theater), hot spots (a number of blocks or street segments that have been identified as experiencing a disproportionate share of the jurisdiction's problem), entire jurisdiction, multi-jurisdictional/cross jurisdictional.

Goal: Entire jurisdiction, multi-jurisdictional/cross jurisdictional

Measure: LE19

If you will operate a program or task force with JAG funds during the reporting period, will that program focus efforts around any of the following models? If you will operate more than one program, answer for each separately. Choose all that apply from the following list: Community oriented approach, problem solving approach, geographic focus, high-rate offender focus, high-rate group/gang focus, Procedural justice, Unsure/Don't know, Other (please describe).

Goal: All of the above

**Budget Narrative:**

1) LEX Countywide Operations Director: \$100,000

Palm Beach County will use funds for the LEX Countywide Operations Director to evaluate priorities with the organization and technical staff to stay abreast of security, technology and system user requirements.

The consultant will oversee and assist with the continued de-confliction of cases throughout Palm Beach County and the Palm Beach Regional Fusion Center. This position will work and coordinate with other data sharing entities to demonstrate the LEX model and integrate the LEX system with other data sharing systems at the regional, State and Federal level. Palm Beach County will contract with LEX adhering to the Palm Beach County purchasing policies and procedures.

LEX will be funded on a reimbursement basis and will provide a monthly invoice and quarterly progress reports once the services have been delivered. Anything over the allotted amount will be the responsibility of Palm Beach County. Director will attend CJIS, FPCA and IACP Conferences to stay abreast of data/information sharing best practices.

Average consultant rate of 46.65 x 2020 hours = \$94,233  
(Documentation: timesheets and paystubs)

1A) Estimated Expenses: \$5,767

IACP Conference Total = \$2,882 (To include the following):

Hotel \$275 pn x 5 = \$1,375

Registration = \$375

Airfare & rental vehicle = \$772

Per Diem \$40 pd x 5 = \$200

Local Transportation =\$160

CJIS Training Total = \$965 (To include the following):

Hotel \$125 x 3 = \$375

Registration = \$170

Mileage 400 x .565 = \$225

Per Diem \$40 x 3 = \$120

Parking = \$75

FPCA Training = \$1920 (To include the following):

Hotel \$215 x 5 = \$1,075

Registrations = \$350

Mileage 400 x .565 = \$225

Per Diem \$40 x 4 = \$160

Parking = \$110

TOTAL: \$100,000

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Section Questions:

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

No

- 2) If Expenses or Operating Capital Outlay are included in your budget, what will be the method of procurement for those items? (e.g., competitive bid, sole source, state term contract)

N/A

- 3) If indirect cost is included, explain the indirect cost plan. Provide documentation of approval.

N/A

- 4) If contractual services in the budget are based on unit costs, provide a definition and breakdown of cost for each service. Include the methodology for the unit cost plan and when it was approved.

N/A

**Florida Department of Law Enforcement**

**Edward Byrne Memorial**

**Justice Assistance Grant Program**

**Letter of Support from Cities**

**FDLE JAG Support Letter Tracking**

Population	Municipality	Received Letter
2,106	Atlantis	Yes
18,251	Belle Glade	Yes
93,235	Boca Raton	
73,966	Boynton Beach	Yes
603	Briny Breezes	Yes
145	Cloud Lake	
66,255	Delray Beach	Yes
234	Glen Ridge	Yes
275	Golf	
39,676	Greenacres	Yes
836	Gulf Stream	
2,025	Haverhill	
3,729	Highland Beach	
2,719	Hypoluxo	Yes
3,474	Juno Beach	
62,707	Jupiter	Yes
445	Jupiter Inlet Colony	Yes
3,552	Lake Clarke Shores	Yes
8,538	Lake Park	Yes
37,498	Lake Worth	Yes
11,136	Lantana	Yes
3,397	Loxahatchee Groves	
449	Manalapan	Yes
1,979	Mangonia Park	Yes
12,853	North Palm Beach	Yes
1,904	Ocean Ridge	
6,071	Pahokee	
8,612	Palm Beach	
52,923	Palm Beach Gardens	
1,208	Palm Beach Shores	
22,341	Palm Springs	Yes
34,005	Riviera Beach	
37,633	Royal Palm Beach	
5,101	South Bay	
1,424	South Palm Beach	
5,942	Tequesta	
62,560	Wellington	
106,779	West Palm Beach	Yes
796,586	TOTAL INCORPORATED POPULATION	
626,203	UNINCORPORATED POPULATION	
1,422,789	TOTAL COUNTY POPULATION	
1,098,290	POPULATION SUPPORT LETTERS - 51% OR 725,622 NEEDED	
19	CITY SUPPORT LETTERS - 51% OR 19 NEEDED	

Source: 2015 Population Estimate (as of July 1, 2015), <http://www.census.gov/data.html>



CITY OF

Atlantis  
FLORIDA

July 21, 2016

MAYOR  
David Kintz

VICE MAYOR  
Catherine Higgins

COUNCILMEMBERS  
Michael LaCoursiere  
Lauri Melear  
Aaron Rinker

CITY MANAGER  
Mo Thornton

Ms. Petrina Herring, Administrator  
Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Herring:

In compliance with the State of Florida *Rule 11D-9, F.A.C.*, the City of Atlantis approves the distribution of **\$333,395.00** of Federal Fiscal Year 2016 (FY2016) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

SUBGRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	County-wide Re-entry Services	233,395
Palm Beach County	Law Enforcement Exchange	100,000
<b>TOTAL</b>		<b>\$333,395</b>

260 ORANGE TREE DRIVE  
ATLANTIS, FL 33462-1193

WEBSITE ADDRESS:  
[WWW.ATLANTISFL.GOV](http://WWW.ATLANTISFL.GOV)

PHONE: (561) 965-1744  
FAX: (561) 642-1806

Sincerely,

Mayor David Kintz  
City of Atlantis





# City of Belle Glade

Office of the Mayor

July 12, 2016

Palm Beach County Criminal Justice Commission  
Attn: Allison Orr  
301 North Olive Avenue, Suite 1001  
West Palm Beach, FL 33401

Tel: 561-996-0100  
Fax: 561-992-2221

City Hall Complex  
110 Dr. Martin Luther King  
Jr. Boulevard West  
Belle Glade, FL  
33430-3900

[www.belleglade-fl.com](http://www.belleglade-fl.com)

Dear Ms. Orr:

In compliance with the State of Florida *Rule 11D-9, F.A.C.*, the City of Belle Glade approves the (FY2016) distribution of \$333,395 from Federal Fiscal Year 2016 Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

## Commissioners

Steve B. Wilson  
*Mayor*

Mary Ross Wilkerson  
*Vice Mayor*

Michael C. Martin  
*Treasurer*

Johnny Burroughs

Larry Underwood

SUBGRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	County-wide Reentry Services	\$233,395
Palm Beach County	Law Enforcement Exchange	\$100,000
<b>TOTAL</b>		<b>\$333,395</b>

Please do not hesitate to call 561-992-1601 if you have any questions.

Lomax Harrelle,  
*City Manager*

Sincerely,

Steve B. Wilson,  
Mayor City of Belle Glade

CC: City Commission  
Lomax Harrelle, City Manager  
Dave Wood, Director of Finance  
Diana Hughes, Assistant Director of Finance  
Beverly Scott, Assistant to the City Manager  
Lillian Tomeu, Grants/Special Projects Manager  
Arrie Patrick, Chief Accountant

# The City of Boynton Beach



## OFFICE OF THE CITY COMMISSION

Mayor Steven B. Grant  
Vice Mayor Mack McCray  
Commissioner Joseph A. Casello  
Commissioner Justin Katz  
Commissioner Christina Romelus  
100 E. Boynton Beach Boulevard  
Boynton Beach, Florida 33435  
(P): 561-742-6010 | (F): 561-742-6011  
www.boynton-beach.org

July 21, 2016

Ms. Petrina Herring, Administrator  
Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Herring:

In compliance with State of Florida *Rule 11D-9, F.A.C.*, the City of Boynton Beach approves the distribution of \$333,395.00 of Federal Fiscal Year (FY2016) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

Subgrantee	Project Title	Federal Funds Recommended
Palm Beach County	County-wide Re-entry Services	233,395
Palm Beach County	Law Enforcement Exchange	100,000
<b>TOTAL</b>		<b>\$333,395</b>

Sincerely,

Mayor Steven B. Grant  
City of Boynton Beach

America's Gateway to the Gulfstream



TOWN OF BRINY BREEZES  
4802 North Ocean Blvd. • Briny Breezes, FL 33435-7341  
Phone (561) 272-5495 • Fax (561) 272-1988

July 12, 2016

Ms. Petrina Herring, Administrator  
Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Herring:

In compliance with the State of Florida *Rule 11D-9, F.A.C.*, the Town of Briny Breezes approves the distribution of **\$333,395.00** of Federal Fiscal Year 2016 (FY2016) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

SUBGRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	County-wide Adult Re-entry Services	233,395
Palm Beach County	Law Enforcement Exchange	100,000
<b>TOTAL</b>		<b>\$333,395</b>

Sincerely,

Susan Thaler  
President, Town Council  
Town of Briny Breezes

---

# CITY OF DELRAY BEACH



100 N.W. 1st AVENUE • DELRAY BEACH, FLORIDA 33444 • 561/243-7000

July 12, 2016

Ms. Petrina Herring, Administrator  
Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Herring:

In compliance with the State of Florida *Rule 11D-9, F.A.C.*, the City of Delray Beach approves the distribution of \$333,395.00 of Federal Fiscal Year 2016 (FY2016) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

SUB GRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	County-wide Reentry Services	233,395
Palm Beach County	Law Enforcement Exchange	100,000
<b>TOTAL</b>		<b>\$333,395</b>

Sincerely,

Cary D. Glickstein, Mayor  
City of Delray Beach

RECEIVED

JUL 12 2016

City of Delray Beach  
Office of the Mayor



## Town of Glen Ridge

1501 Glen Road • Glen Ridge, FL 33406

Phone: (561) 697-8868 • Facsimile: (561) 697-1755

E-mail: [glenridgetownof@bellsouth.net](mailto:glenridgetownof@bellsouth.net)

July 25, 2016

Ms. Petrina Herring, Administrator  
Florida Dept. of Law Enforcement  
Office of Criminal Justice Grants  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Herring:

In compliance with the State of Florida *Rule* 11D-9 F.A.C. the Town of Glen Ridge approves the distribution of \$333,395.00 of Federal Fiscal Year 2016 (FY2016) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

<b>SUBGRANTEE</b>	<b>PROJECT TITLE</b>	<b>FUNDS</b>
Palm Beach County	County-wide Adult Re-entry Services	233,395
Palm Beach County	Law Enforcement Exchange	100,000
<b>TOTAL</b>		<b>\$333,395</b>

Sincerely,

Alice McLane  
Mayor

*A Bird Sanctuary*



# City of Greenacres

5800 Melaleuca Lane • Greenacres • Florida • 33463-3515  
Ph: 561-642-2017 • Fax: 561-642-2004 • Email: cm@ci.greenacres.fl.us

Samuel J. Ferreri  
Mayor

Andrea McCue  
City Manager

July 21, 2016

Ms. Petrina Herring, Administrator  
Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Herring:

In compliance with the State of Florida Rule 11D-9, F.A.C., the City of Greenacres approves the distribution of \$333,395 of Federal Fiscal Year 2016 (FY 2016) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

SUBGRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	County-wide Re-entry Services	\$233,395
Palm Beach County	Law Enforcement Exchange	\$100,000
<b>TOTAL</b>		<b>\$333,395</b>

Sincerely,

Samuel J. Ferreri  
Mayor

SJF/DMC/mel

Lisa Rivera  
Councilwoman • District I

Peter A. Noble  
Councilman • District II

Judith Dugo  
Councilwoman • District III

Jonathan G. Pearce  
Councilman • District IV

Paula Bousquet  
Councilwoman • District V



**TOWN OF HYPOLUXO**  
*"Home of the Barefoot Mailman"*  
7580 South Federal Highway  
Hypoluxo, Florida 33462-6034

July 21, 2016

**MAYOR**

**Kenneth M. Schultz**

**VICE MAYOR**

**Michael C. Brown**

**COUNCIL**

**William J. Smith**

**Richard J. Roney**

**Brad R. Doyle**

**Christine Nagy**

**TOWN CLERK**

**Barbara L. Searls**

Telephone  
(561) 582-0155

Fax  
(561) 582-0703

E-Mail Address:  
[hypoluxo@hypoluxo.org](mailto:hypoluxo@hypoluxo.org)

Web Site  
<http://www.hypoluxo.org>

Ms. Petrina Herring, Administrator  
Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
2331 Phillips Road  
Tallahassee, FL 32308

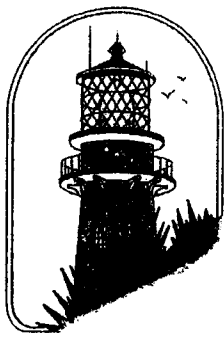
Dear Ms. Herring:

In compliance with the State of Florida *Rule 11D-9, F.A.C.*, the *Town of Hypoluxo* approves the distribution of \$333,395.00 of Federal Fiscal Year 2016 (FY2016) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

SUBGRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	County-wide Adult Re-entry Services	\$ 233,395
Palm Beach County	Law Enforcement Exchange	100,000
<b>TOTAL</b>		<b>\$ 333,395</b>

Sincerely,

Kenneth M. Schultz, Mayor



# TOWN OF JUPITER

July 11, 2016

**Town Council**  
(561) 741-2214

**TODD WODRASKA**  
MAYOR  
toddw@jupiter.fl.us

**ILAN KAUFER**  
VICE-MAYOR  
ilank@jupiter.fl.us

**RON DELANEY**  
COUNCILOR  
rond@jupiter.fl.us

**JIM KURETSKI**  
COUNCILOR  
jimk@jupiter.fl.us

**WAYNE R. POSNER**  
COUNCILOR  
waynep@jupiter.fl.us

Town Manager  
**ANDREW LUKASIK**  
andy@jupiter.fl.us  
(561) 741-2214

Assistant Town Manager  
**LORI BONINO**  
lorib@jupiter.fl.us  
(561) 741-2214

Ms. Petrina Herring, Administrator  
Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Herring:

In compliance with the State of Florida *Rule 11D-9, F.A.C.*, the Town of Jupiter approves the distribution of **\$333,395.00** of Federal Fiscal Year 2016 (FY2016) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	County-wide Adult Re-entry Services	233,395
Palm Beach County	Law Enforcement Exchange	100,000
	<b>TOTAL</b>	<b>\$333,395</b>

Sincerely,

**Todd Wodraska**  
Mayor



Dr. Daniel J. Comerford III  
Mayor



Town of  
Jupiter Inlet Colony  
1 Colony Road  
Jupiter, FL 33469  
(561) 746-3787  
jupiterinletcolony.org

RECEIVED

July 12, 2016

JUL 14 2016

Ms. Petrina Herring, Administrator  
Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
2331 Phillips Road  
Tallahassee, FL 32308

Palm Beach County  
Public Safety Administration

Dear Ms. Herring:

In compliance with the State of Florida *Rule 11D-9, F.A.C.*, the Town of Jupiter Inlet Colony approves the distribution of \$333,395 of Federal Fiscal Year 2016 (FY2016) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

SUBGRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	County-wide Re-entry Services	233,395
Palm Beach County	Law Enforcement Exchange	100,000
<b>TOTAL</b>		<b>\$333,395</b>

Yours truly,

A handwritten signature in cursive script that reads "Daniel J. Comerford III".

Dr. Daniel J. Comerford, III  
Mayor



# Town of Lake Clarke Shores

*Palm Beach County's Premier Lakeside Community Since 1957*

July 11, 2016

**Robert M. W. Shalhoub**  
Mayor

**Thomas C. Mayes, Jr.**  
Vice Mayor

**Valentin Rodriguez, Jr.**  
President Pro-Tem

**Malcolm K. Lewis**  
Council Member

**Gregory Freebold**  
Council Member

**Daniel P. Clark, P.E.**  
Town Administrator

**Mary Pinkerman**  
Town Clerk

**William Smith, III**  
Chief of Police

**Ms. Petrina Herring, Administrator**  
Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
2331 Phillips Road  
Tallahassee, FL 32308

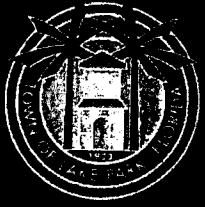
Dear Ms. Herring:

In compliance with the State of Florida *Rule 11D-9, F.A.C.*, *The Town of Lake Clarke Shores* approves the distribution of \$333,395.00 of Federal Fiscal Year 2016 (FY2016) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

SUBGRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	County-wide Re-entry Services	233,395
Palm Beach County	Law Enforcement Exchange	100,000
<b>TOTAL</b>		<b>\$333,395</b>

Sincerely,

**Robert M. W. Shalhoub, Mayor**  
Town of Lake Clarke Shores  
561-964-1515  
[rshalhoub@lakeclarke.org](mailto:rshalhoub@lakeclarke.org)



Office of the Mayor  
James DuBois

July 20, 2016

Ms. Petrina Herring, Administrator  
Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Herring,

In compliance with the State of Florida Rule 11D-9, F.A.C., the Town of Lake Park approves the distribution of \$333,395.00 of Federal Fiscal Year 2016 (FY 2016) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

<b>SUBGRANTEE</b>	<b>PROJECT TITLE</b>	<b>FEDERAL FUNDS RECOMMENDED</b>
Palm Beach County	County-wide Adult Re-entry Services	\$233,395.00
Palm Beach County	Law Enforcement Exchange	\$100,000.00
<b>TOTAL</b>		<b>\$333,395.00</b>

Sincerely,

James DuBois, Mayor  
Town of Lake Park

535 Park Avenue  
Lake Park, FL 33403  
Phone: (561) 881-3300  
Fax: (561) 881-3314

[www.lakeparkflorida.gov](http://www.lakeparkflorida.gov)



OFFICE OF THE MAYOR

7 North Dixie Highway  
Lake Worth, FL 33460  
561.586.1720

July 12, 2016

RECEIVED

Ms. Petrina Herring, Administrator  
Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
2331 Phillips Road  
Tallahassee, FL 32308

JUL 18 2016

City of Lake Worth  
Central Business Office

Dear Ms. Herring:

In compliance with the State of Florida *Rule 11D-9, F.A.C.*, the City of Lake Worth approves the distribution of \$295,183 of Federal Fiscal Year 2016 (FY2016) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

SUBGRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	County-wide Adult Re-entry Services	233,395
Palm Beach County	Law Enforcement Exchange	100,000
<b>TOTAL</b>		<b>\$333,395</b>

Should you have any questions, please do not hesitate to contact me. Thank you for your consideration of this request.

Sincerely,

Pam Trjolo  
Mayor  
City of Lake Worth



500 Greynolds Circle  
 Lantana, FL 33462-4544  
 (561) 540-5000  
 Fax (561) 540-5009  
 www.lantana.org

**Mayor**  
 David J. Stewart

**Councilmembers**  
 Philip J. Aridas  
 Malcolm Balfour  
 Tom Deringer  
 Lynn J. Moorhouse, D.D.S.

**Town Manager**  
 Deborah S. Manzo

RECEIVED

JUL 14 2016

Palm Beach County  
 Criminal Justice Commission

July 11, 2016

Ms. Petrina Herring, Administrator  
 Florida Department of Law Enforcement  
 Office of Criminal Justice Grants  
 2331 Phillips Road  
 Tallahassee, FL 32308

Dear Ms. Herring:

In compliance with the State of Florida *Rule 11D-9, F.A.C.*, the Town of Lantana approves the distribution of **\$333,395.00** of Federal Fiscal Year 2016 (FY2016) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

SUBGRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	County-wide Adult Re-entry Services	233,395
Palm Beach County	Law Enforcement Exchange	100,000
<b>TOTAL</b>		<b>\$333,395</b>

Sincerely,

Mayor David J. Stewart  
 Town of Lantana

*"To Preserve Lantana's hometown atmosphere through responsible government and quality service."*



# TOWN OF MANALAPAN

600 South Ocean Boulevard, Manalapan, Florida 33462-3398

Telephone (561) 585-9477 Fax (561) 585-9498

Email: townhall@manalapan.org www.manalapan.org

July 11, 2016

Ms. Petrina Herring, Administrator  
Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Herring:

In compliance with the State of Florida *Rule 11D-9, F.A.C.*, the *Town of Manalapan* approves the distribution of **\$333,395.00** of Federal Fiscal Year 2016 (FY2016) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

SUBGRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	County-wide Re-entry Services	233,395
Palm Beach County	Law Enforcement Exchange	100,000
<b>TOTAL</b>		<b>\$333,395</b>

Sincerely,

David S. Cheifetz  
Mayor, Town of Manalapan



# Town of Mangonia Park

1755 EAST TIFFANY DRIVE MANGONIA PARK, FLORIDA 33407  
(561) 848-1235 FAX (561) 848-6940  
www.Townofmangoniapark.com

July 19, 2016

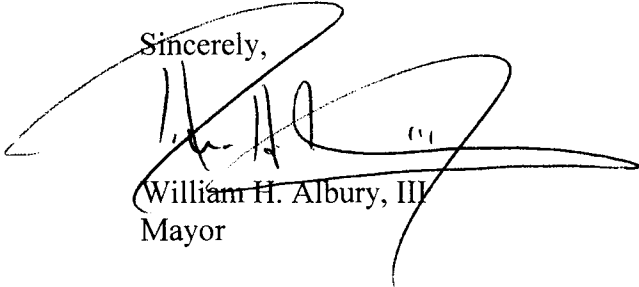
Ms. Petrina Herring, Administrator  
Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Herring:

In compliance with the State of Florida *Rule 11D-9, F.A.C.*, the Town of Mangonia Park approves the distribution of \$333,395.00 of Federal Fiscal Year 2016 (FY2016) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

SUBGRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	County-wide Adult Re-entry Services	233,395
Palm Beach County	Law Enforcement Exchange	100,000
<b>TOTAL</b>		<b>\$333,395</b>

Sincerely,



William H. Albury, III  
Mayor



THE VILLAGE OF

# North Palm Beach

501 U.S. HIGHWAY 1 • NORTH PALM BEACH, FLORIDA 33408 • 561-841-3355 • FAX 561-881-7469

**VILLAGE COUNCIL**

David B. Norris, Mayor  
Doug Bush, Vice Mayor  
Darryl C. Aubrey, Sc.D., President Pro Tem  
Robert A. Gebbia, Councilmember  
Mark Mullinix, Councilmember

**VILLAGE MANAGER**

Jim Kelly

**VILLAGE CLERK**

Melissa Teal, MMC

July 14, 2016

Ms. Patricia Herring, Administrator  
Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Herring:

In compliance with the State of Florida *Rule 11D-9, F.A.C.*, the Village of North Palm Beach approves the distribution of \$333,395.00 of Federal Fiscal Year 2016 (FY2016) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

SUBGRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	County-wide Re-entry Services	233,395
Palm Beach County	Law Enforcement Exchange	100,000
<b>TOTAL</b>		<b>\$333,395</b>

Sincerely,

David B. Norris  
Mayor

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JUL 14 2016

Patricia Herring  
Administrator





# Village of Palm Springs

"a great place to call home"

226 Cypress Lane • Palm Springs, Florida 33461-1699  
561.965.4010 • Fax 561.965.0899

July 20, 2016

Ms. Petrina Herring, Administrator  
Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
2331 Phillips Road  
Tallahassee, FL 32308

Dear Ms. Herring:

In compliance with the State of Florida *Rule 11D-9, F.A.C.*, the Village of Palm Springs approves the distribution of **\$333,395.00** of Federal Fiscal Year 2016 (FY2016) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

SUBGRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	County-wide Adult Re-entry Services	233,395
Palm Beach County	Law Enforcement Exchange	100,000
<b>TOTAL</b>		<b>\$333,395</b>

Sincerely,

  
Bev Smith  
Mayor

[www.villageofpalmsprings.org](http://www.villageofpalmsprings.org)



WEST PALM BEACH

Mayor's Office

Jeri Muoio, Ph.D.  
Mayor

July 11, 2016

Ms. Petrina Herring, Program Administrator  
Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
2331 Phillips Road  
Tallahassee, Florida 32308

Dear Ms. Herring:

In compliance with the State of Florida Rule 11D-9, F.A.C., the City of West Palm Beach approves the distribution of **\$333,395** of Federal Fiscal Year 2016 (FY2016) Edward Byrne Memorial Justice Assistance Grant (JAG) for the following projects within Palm Beach County:

SUBGRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County	County-wide Adult Re-Entry Services	\$233,395
Palm Beach County	Law Enforcement Exchange	\$100,000
<b>TOTAL</b>		<b>\$333,395</b>

Sincerely,

Jeri Muoio  
Mayor  
City of West Palm Beach

RECEIVED

JUL 1 2016

Palm Beach County  
601 Clematis Street, West Palm Beach, FL 33402

401 CLEMATIS STREET  
P.O. BOX 3366  
WEST PALM BEACH, FL 33402  
561.822.1400