



**BOARD OF COUNTY COMMISSIONERS**

**DATE:** September 23, 2014

**AGENDA ITEM NO.** 22

**Consent Agenda**

**Regular Agenda**

**Public Hearing**

**County Administrator's Signature:**

**Subject:**

Distribution of Edward Byrne Memorial Justice Assistance Grant Funds for Pinellas County.

**Department:**

Safety and Emergency Services

**Staff Member Responsible:**

Bruce J. Moeller, Executive Director

**Recommended Action:**

I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS (BOARD) APPROVE THE RECOMMENDATION OF THE SUBSTANCE ABUSE ADVISORY BOARD FOR THE DISTRIBUTION OF \$292,985 IN EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT FUNDS FOR FISCAL YEAR (FY) 2015 AND AUTHORIZE THE COUNTY ADMINISTRATOR TO EXECUTE ALL SUBSEQUENT AGREEMENTS AND DOCUMENTS RELATED TO THIS FUNDING.

**Summary Explanation/Background:**

In accordance with provisions of Chapter 11D-9, Florida Administrative Code, the Florida Department of Law Enforcement (FDLE) has set aside \$292,985 in Edward Byrne Memorial Justice Assistance Grant (JAG) funds for use by all units of government within Pinellas County including municipalities, law enforcement, and Pinellas County government for FY 2015. On July 25, 2014, the Pinellas County Substance Abuse Advisory Board (SAAB) recommended that this amount be distributed among nine (9) applicants. A detailed breakdown is attached.

**Fiscal Impact/Cost/Revenue Summary:**

The total amount of JAG funds awarded to Pinellas County from FDLE for FY 2015 is \$292,985. Of the nine SAAB-recommended agencies to be awarded, Indian Shores Police Department will receive \$10,000 in reimbursements directly from FDLE. The remaining eight SAAB recommended grant awards (Sexual Predator-Offender Tracking, Planning Grant, Jail Diversion Expansion, Community Placement Intake Service, Mustard Seed Inn, Firearm Safety, Child Abuse Prevention, and Spirited Girls) will be administered with the \$282,985 remaining in JAG funds. FDLE will reimburse Pinellas County as reimbursement claims are submitted. There is no match requirement and these recurring funds are included in the revenue and expense budgets for FY 2015.

**Exhibits/Attachments Attached:**

Contract Review Transmittal Slip  
Edward Byrne Memorial JAG Recommendation Breakdown for FY 2015  
SAAB Meeting Minutes from July 25, 2014  
Certificate of Participation, dated July 15, 2014  
Award Letters from the FDLE to Pinellas County for FY 2015, dated July 10, 2014 and July 16, 2014

## NON-PURCHASING CONTRACT REVIEW TRANSMITTAL SLIP

<b>PROJECT:</b> 2014-2015 FDLE JAG Allocations (applications)	282,985
<b>CONTRACT NO.:</b> N/A	<b>ESTIMATED EXPENDITURE / REVENUE:</b> \$ 292,985

In accordance with Contract Administration and its Review Process, the attached documents are submitted for your review and comment. Please complete this Non-Purchasing Contract Review Transmittal Slip below with your assessment, and **forward to the next Review Authority on the list, skipping any authority marked "N/A."** Indicate suggested changes by noting those in "Comments" column, or by revising, in RED, the appropriate section(s) of the document(s) to reflect the exact wording of the desired change(s).

**OTHER SPECIFICS RELATING TO THE CONTRACT:**

Grant Applications for the 2014-2015 Edward Byrne Memorial JAG Program funds that the Substance Abuse Advisory Board recommended for funding. Enclosed with package are 1 original copy of each grant application (8 separate grant applications), 3 original signature pages for each application (24 signature pages), and 1 original Standard Conditions section (all applications have the same Standard Conditions). Each signature page requires Mr. Woodard's signature before being forwarded to the State.

Everything needs to be through contract review, signed by Mr. Woodard, and hard copies returned to FDLE by August 22, 2014.

FYI: this becomes an agenda item after Mr. Woodard signs the applications.

REVIEW SEQUENCE	DATE	INITIAL/ SIGNATURE	COMMENTS (IF ANY)	COMMENTS REVIEWED & ADDRESSED OR INCORPORATED
<b>Originator:</b> Mike Cooksey Justice & Consumer Svc.	8/11/14			
<b>Risk Mgmt:</b> Virginia Holscher CMTs 8-12-14	8/12/14	GW	Grant funding Public Entity to Public Entity	
<b>Finance:</b> Cassandra Williams	8/14/14	CBW	Amount \$/b \$282,985 per E. Fasnacht. She will change memo.	OK-MC
<b>OMB:</b> Bill Berger	8, 14/14	SL FAB	- Add the sentence provided for Fiscal Impact (included in FY15 Proposed budget)	OK MC
<b>Legal:</b> Carl Brody	8/15/14		Grant OK	
<b>Executive Director:</b> Bruce Moeller, Safety and Emergency Services	8/15/14			

Please return to Justice & Consumer Services by Wednesday, August 20, 2014.  
All inquiries should be made to Emily Fasnacht ext. 37437.

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT  
RECOMMENDATION SHEET

FISCAL YEAR 2014-2015  
AVAILABLE FUNDS: \$292,985

<u>AGENCY/ORGANIZATION</u>	<u>PROJECT TITLE</u>	<u>AWARD</u>
<u>Pinellas County</u>		
Sheriff's Office	SPOT	\$89,574
Justice & Consumer Services	Planning Grant	\$29,299
Suncoast Center	Jail Diversion Expansion	\$40,000
Family Resources	CPIS	\$33,000
More Health	Firearm Safety	\$25,000
Westcare	Mustard Seed Inn	\$36,000
Alpha House	Child Abuse Prevention	\$20,112
PACE	Spirited Girls	\$10,000
<u>Individual Units of Government</u>		
Indian Shores PD	Tasers	\$10,000
<b>Total</b>		<b>\$292,985</b>

**Substance Abuse Advisory Board  
Meeting Minutes  
Criminal Justice Center, Jury Assembly Room  
July 25, 2014**

**In Attendance:**

Kathie Gibson – State Attorney’s Office	Leona Crumbley – Florida Department of Corrections
Mike Cooksey – Pinellas County Government	Chief Jeff Undestad – Largo Police Department
Debra Prewitt – Juvenile Welfare Board	Jill Gould – Department of Juvenile Justice
Lisa Savo – Pinellas County School Board	Carl Brody – County Attorney’s Office
Capt. Kevin Riley – Pinellas Park Police Department	Dianne Clark – Operation PAR
Andrea Whidden – Pinellas County Health Department	Tasha Wilkerson – Suncoast Center
Christina Castellana – PCSO	Janet Skinner – Clearwater Police Department
Lynda Wagner – Suncoast Center	Mike Trussell – Family Resources
Carlene Lemaster – MORE Health	Tammy Hillier – Boys & Girls Clubs
Kelly Dakoski – Juvenile Drug Court	Nick Bridenback — Adult Drug Court
Deborah Berry – Justice & Consumer Services	Denise Gibbons – AMI Kids
Lt. Joshua Stone – Gulfport Police Department	Martin Bimler – Directions for Living
Jana Balicki - Westcare	Susan Fraley – PCSO
Brandi Barnett – Tampa Crossroads	Elizabeth Shaw – Gulf Coast Jewish Family & Community Services
Tom Wedekind – PEMHS	Carol Everson – St. Petersburg Police Department
Adrienne Conwell – DJJ	Scott Summers - PCSO
Jeff Rawson – Indian Shores Police Department	Jeri Flanagan – Boley Centers
Emily Fasnacht – Justice & Consumer Services	Carla Mattern – PACE

**I. Welcome & Introductions:** Chief Jeff Undestad called the meeting to order at 1:15 p.m. The Board members introduced themselves.

**II. FY 2013 – 2014 Trust Fund – Performance Reports**

- |   |               |
|---|---------------|
| 1. PAR – Medical Equipment                          | Dianne Clark  |
| 2. Tampa Crossroads – Pearl Laundry Room            | No Presenter  |
| 3. Westcare – Community Involvement Center          | Jana Balicki  |
| 4. PEMHS – Replacement Seating                      | Tom Wedekind  |
| 5. Suncoast Center – Awning & Handicap Renovations  | Lynda Wagner  |
| 6. Family Resources – Painting Interior & Exterior  | Mike Trussell |
| 7. PACE – Great Room Project                        | Carla Mattern |
| 8. Directions for Living – Laptops & Signature Pads | Martin Bimler |

**III. FY 2013 – 2014 JAG – Second and Third Quarter Reports**

- |   |                    |
|---|--------------------|
| 1. Suncoast - Jail Diversion Expansion                    | Lynda Wagner       |
| 2. Family Resources – Community Placement Intake Service  | Mike Trussell      |
| 3. Pinellas County Adult Drug Court – Treatment Expansion | Nick Bridenback    |
| 4. MORE Health – Firearm Safety and Injury Protection     | Carlene Lemaster   |
| 5. Boys and Girls Clubs – Street SMART                    | Samantha Oliveira  |
| 6. PCSO SPOT Unit   | Det. Scott Summers |
| 7. Clearwater Police Department                           | Janet Skinner      |
| 8. St. Petersburg Police Department                       | Carol Everson      |

**IV. Old Business:**

1. **Adult Drug Court Quarterly Update** – Nick Bridenback
2. **Juvenile Drug Court Update** - Kelly Dakoski

**V. New Business:**

1. **FY 2014-2014 Alcohol and Drug Abuse Trust Fund Recommendations –**

Chief Undestad read the Alcohol and Drug Abuse Trust Fund recommendations. The funding recommendations on behalf of the Grant Review Committee for the Alcohol and Drug Abuse Trust Fund are as follows:

1. PEMHS – Equipment and Training	\$5,733
2. ASAP – Conference	\$940
3. GCJFCS – Roof Replacement	\$5,733
4. AMI Kids – Sober not Somber	\$5,733
5. Family Resources – Mattresses & Covers	\$6,192
6. Solutions – Computer Equipment/Software	\$5,720
7. Westcare – Kitchen Equipment	\$7,483
8. Boley Centers – Flooring Replacement	\$5,733
9. Directions for Living – Furniture	\$5,733
10. PERC – Tablet & Projectors	\$4,000

Total requests: \$75,370.50 (11 Applications)

Amount available: \$53,000

Kathie Gibson made a motion for approval. Debra Prewitt seconded. All were in favor.

**FY 2013-2014 Edward Byrne Memorial Justice Assistance Grant (JAG) Recommendations**

Chief Undestad then read the Edward Byrne Memorial Justice Assistance Grant recommendations. The funding recommendations on behalf of the Grant Review Committee for the Edward Byrne Memorial Justice Assistance Grants are as follows:

1. Pinellas County Sheriff's Office – SPOT	\$89,574
2. Pinellas County Justice and Consumer Services – Planning	\$29,299
3. Suncoast Center, Inc. – Jail Diversion	\$40,000
4. Family Resources, Inc. - CPIS	\$33,000
5. Westcare – Mustard Seed Inn	\$36,000
6. MORE Health, Inc. – Firearm Safety	\$25,000
7. Alpha House – Child Abuse Prevention	\$20,122
8. PACE – Spirited Girls	\$10,000

Total requests: \$891,521.85 (17 Applications)

Amount available: \$292,985

Kathie Gibson made a motion for approval. Jill Gould seconded. All were in favor.

**VI. Roundtable:**

**VII. Adjournment:** The meeting was adjourned at 1:44 p.m.

Meeting minutes respectfully submitted by Emily Fasnacht, Pinellas County Justice and Consumer Services

# CERTIFICATE OF PARTICIPATION

## Edward Byrne Memorial Justice Assistance Grant (JAG) Program

Date: 7/15/14

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

Dear Ms. Herring:

This is to inform you that the Board of County Commissioners Accepts  Declines  the invitation to serve as the coordinating unit of government in the Florida Department of Law Enforcement's Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

For purposes of coordinating the preparation of our application(s) for grant funds with the Office of Criminal Justice Grants, we have designated the following person:

Name: Mike Cooksey  
Title: Bureau Director  
E-mail: mcooksey@pinellascounty.org  
Agency: Pinellas County Department of Justice and Consumer services  
Address: 631 Chestnut St.  
City: Clearwater Zip: 33756  
Telephone: 727-464-6200 County: Pinellas

Sincerely,

*Karen Seel*

Chair, Board of County Commissioners

Rule Reference 11D-9.006 OCJG-024 (Rev. June 2012)



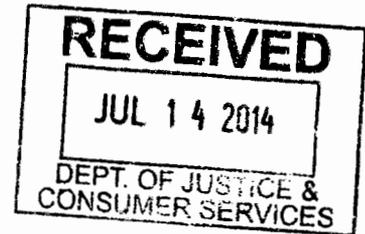
Florida Department of  
Law Enforcement

Gerald M. Bailey  
*Commissioner*

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

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

July 10, 2014



The Honorable Karen Seel  
Chairperson, Pinellas County  
Board of Commissioners  
315 Court Street  
Clearwater, FL 33756

Re: Federal Fiscal Year (FFY) 2014 Edward Byrne Memorial Justice Assistance Grant (JAG)  
Program – JAG Countywide – State Solicitation

Dear Chairperson Seel:

The Florida Department of Law Enforcement (FDLE) anticipates an award from the United States Department of Justice for FFY 2014 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 \$292,985 funds for use by all units of government within Pinellas 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 several areas of national focus and its priorities to help maximize the effectiveness of the Byrne/JAG funding.

The Application Instructions provide an overview of requirements for submitting the JAG-Countywide request for funding through FDLE's on-line grant management system (SIMON). JAG-Countywide documents are also located online at <http://www.fdle.state.fl.us/content/Grants/JAGC2015.aspx>

As a condition of participation in this program, the units of government in each county must reach a consensus concerning the expenditure of these funds. This consensus must include the projects to be implemented as well as the agency responsible for such implementation. Developing such consensus will require someone to exercise leadership and assume a coordinating role in the development of applications for these funds.

The Honorable Karen Seel  
July 10, 2014  
Page Two

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.

The enclosed Certificate of Participation form requests the identification of an individual coordinator. We will send this individual further information regarding the application process in FDLE's online grant management system.

The information provided for this year's award process is similar to those provided in previous years, but contain substantial revision based on new state and federal requirements for subawards involving federal grant funds. Please review all information and ensure the designated County Coordinator forwards all relevant program and application information to applicable JAG Project Directors within your county.

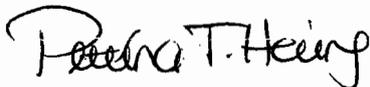
Please complete the enclosed Certificate of Participation and return it as soon as possible to:

Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
Attention: Petrina Herring, Administrator  
2331 Phillips Road  
Tallahassee, Florida 32308

FDLE does not discriminate, and prohibits subgrant recipients from discriminating, on the basis of race, color, religion, national origin, sex, disability, or age in the delivery of services or benefits or in employment.

We look forward to working with you. Please contact me at (850) 617-1250 with any questions or for further assistance regarding the JAG Program.

Sincerely,



Petrina T. Herring  
Administrator

PTH/mk

Enclosure

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

# FFY 2014 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 the application designates 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?

## Performance

- Does the application include only one federal purpose area?
- Does the application contain the required Performance Measure A; Parts 1, 2 and 3?
- Does the information in Performance Measure A, Part 1 accurately describe the goals/objectives discussed in the Scope of Work?

# FFY 2014 JAG-C Project Timeline

## Application Timeline

<b>July 03, 2014</b>	Florida received anticipated state JAG appropriation from U.S. Department of Justice
<b>July 11, 2014</b>	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 assign a County Coordinator and respond in writing to FDLE.
<b>July 24, 2014</b>	BOCC deadline to respond to Office of Criminal Justice Grants (OCJG) with Certification of Participation and designation of County Coordinator.
<b>Ongoing</b>	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.
<b>August 1, 2014</b>	Deadline for County Coordinators to submit required 51% letters to OCJG advising of applications that will be submitted from agencies within their respective counties.
<b>August 15, 2014</b>	Deadline for all applications to be submitted in SIMON.
<b>August 22, 2014</b>	Deadline for hard copies of applications with original signatures and any additional certifications/forms to be received by OCJG.
<b>October 1, 2014</b>	Start date for most JAG-C funded projects

## Important Post-Award Dates

for projects with October 1, 2014 start date and quarterly reimbursement

NOTE: for subrecipients requesting monthly reimbursement, monthly performance reports are required

<b>Within 30 days of award</b>	Deadline to submit completed Certificate of Acceptance to OCJG.
<b>December 1, 2014</b>	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.
<b>December 29, 2014</b>	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.
<b>December 31, 2014</b>	End of 1 <sup>st</sup> Quarter
<b>January 15, 2015</b>	1 <sup>st</sup> Quarterly Performance Report due in SIMON
<b>March 31, 2015</b>	End of 2 <sup>nd</sup> Quarter
<b>April 15, 2015</b>	2 <sup>nd</sup> Quarterly Performance Report due in SIMON
<b>June 30, 2015</b>	End of 3 <sup>rd</sup> Quarter
<b>July 15, 2015</b>	3 <sup>rd</sup> Quarterly Performance Report due in SIMON
<b>September 30, 2015</b>	End of final quarter
<b>October 15, 2015</b>	Final Performance Report due in SIMON Financial Closeout due in SIMON



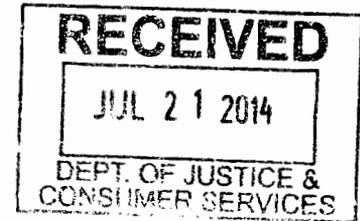
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Rick Scott, *Governor*  
Pam Bondi, *Attorney General*  
Jeff Atwater, *Chief Financial Officer*  
Adam Putnam, *Commissioner of Agriculture*

July 16, 2014



Director Mike Cooksey  
Bureau Director  
Pinellas County Department of Justice and Consumer Sciences  
631 Chestnut Street  
Clearwater, Florida 33756-5336

Dear Mr. Cooksey:

The Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants (OCJG) received a Certificate of Participation from Pinellas County. The form indicates you have been selected as the county coordinator for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

Allocations for the JAG funds must be used for one of the seven federal purpose areas. Applicants should carefully read and follow the instructions when completing the application. Also, letters from at least 51 percent of the local units of government representing at least 51 percent of the county population must be submitted with the hard copies of the application for funding.

Please refer to <http://www.fdle.state.fl.us/content/Grants/JAGC2015.aspx> for instructions regarding the application process along with purpose areas and a sample 51 percent letter. Applications that do not comply with the instructions or do not include all required information will be returned for inclusion of the missing information or will have a special condition withholding funds placed on the grant at the time of award. **Please distribute the above information to your applicants as soon as possible.** As soon as you have determined what projects will be funded in your county, please provide us with a list of the proposed projects including the agency, project title, and dollar amount. Please e-mail the list to [criminaljustice@fdle.state.fl.us](mailto:criminaljustice@fdle.state.fl.us).

Recipients must apply on-line using FDLE's grant management system, Subgrant Information Management On-Line (SIMON). SIMON can be accessed at <http://simon.fdle.state.fl.us>. Application completion will require an announcement code which is a security feature allowing access to the application. The announcement code is **JAGC1415**. Application completion will not be possible without this announcement code.

To assist you in completing this application a user manual and a video guide are available on-line. In addition, all applicants are invited to participate in an online training on the application process that will be conducted July 23, 2014, at 2:30 p.m. Eastern Time. Additional information about the training will be provided by e-mail.

Director Mike Cooksey  
July 16, 2014  
Page Two

The deadline for the online submission of all JAG applications is **August 15, 2014, at 5:00 p.m.** at which time the announcement code will be deactivated. In addition to the electronic submission, recipients must print the completed application and required certifications and submit two hard copies (with original signatures) by **August 22, 2014** to:

Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
Attention: Petrina T. Herring, Administrator  
2331 Phillips Road  
Tallahassee, Florida 32308

Our office is available Monday through Friday, 8:00 a.m. – 5:00 p.m. EDT at (850) 617-1250 to assist with any questions. For issues relating to SIMON, please call this number and request to speak with the SIMON Help Desk.

Sincerely,



Annamarie Whatley  
Planning Manager

/AW