

# Application for Funding Assistance

Florida Department of Law Enforcement  
Justice Assistance Grant - County-wide

## Section 1: Administration

### Subgrant Recipient

**Organization Name:** Pinellas County Board of Commissioners

**County:** Pinellas

### Chief Official

**Name:** Charlie Justice

**Title:** Chairman

**Address:** 315 Court Street  
#501

**City:** Clearwater

**State:** FL **Zip:** 33756-5165

**Phone:** 727-464-3022 **Ext:**

**Fax:**

**Email:** cjustice@pinellascounty.org

### Chief Financial Officer

**Name:** Ken Burke

**Title:** Clerk of the Court

**Address:** 315 Court Street

**City:** Clearwater

**State:** FL **Zip:** 33756

**Phone:** 727-464-3341 **Ext:**

**Fax:** 727-464-3341

**Email:** kburke@pinellascounty.org

# Application for Funding Assistance

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## Section 1: Administration

### Implementing Agency

**Organization Name:** Pinellas County Human Services

**County:** Pinellas

### Chief Official

**Name:** Lourdes Benedict

**Title:** Director

**Address:** 440 Court Street  
2nd Floor

**City:** Clearwater

**State:** FL **Zip:** 33756-5165

**Phone:** 727-464-8417 **Ext:**

**Fax:**

**Email:** lbenedict@pinellascounty.org

### Project Director

**Name:** Sara Gordils

**Title:** Justice Programs Analyst

**Address:** 440 Court Street  
Second Floor

**City:** Clearwater

**State:** FL **Zip:** 33756-5139

**Phone:** 727-464-7437 **Ext:**

**Fax:**

**Email:** sgordils@pinellascounty.org

# Application for Funding Assistance

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## Section 2: Project Overview

### General Project Information

**Project Title:** PLANNING GRANT FOR PINELLAS COUNTY

**Subgrant Recipient:** Pinellas County Board of Commissioners

**Implementing Agency:** Pinellas County Human Services

**Project Start Date:** 10/1/2016      **End Date:** 9/30/2017

### Problem Identification

In 1989, Pinellas County established the Substance Abuse Advisory Board (SAAB) as the advisory board for the Edward Byrne Memorial Grant Program, now the Edward Byrne Memorial Justice Assistance Grant (JAG Program). Chaired by the State Attorney of the Sixth Judicial Circuit, Bernie McCabe, the SAAB assembled professionals in justice, law enforcement, education, and treatment systems. The Justice Programs Analyst responsible for JAG projects is also the coordinator for the SAAB.

Pinellas County Human Services is responsible for the coordination of the JAG Program for all units of government in Pinellas County and coordination of the SAAB. In order to successfully provide for continuity and progress, a full-time Justice Programs Analyst position was established. This position provides a much-needed resource for JAG procedures by coordinating with the Florida Department of Law Enforcement (FDLE), the County, and local agencies funded through the JAG process.

The Justice Programs Analyst is responsible for processing and administering all of the Pinellas County JAG programs. This included but was not limited to completing and reviewing financial reports, performance reports, monitoring visits, and coordinating the SAAB meetings.

### Project Summary (Scope of Work)

The JAG Program has continued to fund valuable community programs within Pinellas County. The County has a detailed application process that includes all of the requirements from FDLE, in addition to the local SAAB and County requirements. The Justice Programs Analyst serves as a vital point of contact for local fiscal and programmatic policies and procedures, and contract administration.

In FY 2016-2017, the Justice Programs Analyst will be essential to the JAG process and will act as the County's point of contact for all JAG Program coordination issues. The position is a full time professional position supervised by the Justice Coordination Operations Manager within the Pinellas County Human Services Department.

The position includes managing subgrant funds, monitoring project activities, identifying successful approaches/ programs, communicating SAAB recommendations for future programs, supporting the SAAB, ensuring that local governments within Pinellas County are in agreement on projects receiving subgrant funds, and being responsible for the day to day requests and concerns of the subgrant funding recipients.

Grant funds will be used to pay partial salaries and benefits for the Justice Programs Analyst position, which will work 75% of their time (of a 40 hour work a week) on the grant funded projects, performing duties as outlined in the Scope of Work above.

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The grant will reimburse up to 40.76% of the total annual cost for the position to conduct authorized activities. The Justice Programs Analyst's minimum performance will be established in the local agency employment agreement and/or position description, and accounted for through evaluations and direct oversight and guidance by the supervisor.

Documentation to support costs and activities will consist of timesheets, payroll records, paystubs, and/or agency records systems. All documentation to support use and expenditure of grant funds, including establishment/sustainment of a net personnel increase, will be available for review during grant monitoring.

The deliverable for this agreement is the quarterly performance of tasks and activities described in the scope of work in accordance with local agency employment agreement and/or position description. Pinellas County will request reimbursement of allowable costs on a quarterly basis.

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## Section 2: Project Overview

### Section Questions:

Question: What percentage of the total cost of this project is being funded by sources other than this award?

Answer: 60

Question: What is the name of the jurisdiction(s) your agency provides service to. (e.g., City of Miami, Orange County, State of Florida)

Answer: Pinellas County

Question: What is the address of the location being used to provide services for this project?

Answer: 440 Court Street, Second Floor  
Clearwater, FL 33756

Question: Describe your agency. (e.g., non-profit, community based, government)

Answer: government

Question: Have you verified that the subgrantee has an active and current registration in SAM.gov?

Answer: Yes

Question: 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.

Answer: n/a

Question: Does the subgrantee receive a single grant in the amount of \$750,000 or more from the U.S. Department of Justice?

Answer: No

Question: Does the implementing agency receive a single grant in the amount of \$750,000 or more from the U.S. Department of Justice?

Answer: No

Question: 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?

Answer: No

Question: If you answered yes above, does the public have access to information about the compensation of the executives in your organization (the subgrantee) 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.

Answer: No

Question: What is the combined population of the jurisdiction(s) your agency provides services to (according to the 2010 census)?

Answer: 916542

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## Section 3: Performance

### General Performance Info:

**Performance Reporting Frequency:** Quarterly

**Federal Purpose Area:** 11 - Assessment and Evaluation

**State Purpose Area:** 1G - General Questions

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### Objectives and Measures

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**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:** Yes

**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

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## Section 3: Performance

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: unsure

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: unsure

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: Host Community Meeting: Substance Abuse Advisory Board (JAG advisory board bi-annual); attend community meetings, Pinellas County also maintains social media, and a variety of newsletters.

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: None of the Above

Measure: General 11

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

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## Section 3: Performance

Goal: Maintain performance and financial reporting for Pinellas County JAG projects.

Coordinate reports and meetings for the Substance Abuse Advisory Board (SAAB) the advisory board to the Pinellas County Board of County Commissioners for JAG.

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: Maintaining communication with agencies executing projects to assure compliance with all applicable terms and regulations

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

Measure: General 15

What major activities are planned for each of your goals listed in question 12?

Goal: Two- Bi-annual SAAB Meetings to keep Board and Community informed on status and achievements of JAG Projects. Maintain contact with programs and conduct on-site program visits when necessary to observe projects in action.

**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?



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## Section 3: Performance

Goal: 1

Measure: Personnel 3

How many new positions will be created with JAG funds during the grant period?

Goal: 0

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

### Objectives and Measures

**Objective:** A General - Assessment and Evaluation questions for recipients of an award \$25,000 or more.

Measure: A01

If you will operate an assessment and evaluation program 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: 59.24% of the Justice Programs Analyst's salary and benefits will be paid by Pinellas County.

Measure: A02

Please provide a brief description of the program, practice, or policy being assessed or evaluated.

Goal: Justice Programs Analyst: administers JAG Projects for Pinellas County and evaluates programs as required by FDLE

Measure: A03

Please provide a brief description of your assessment/evaluation objectives (e.g., research question, outcome measures, goals).

Goal: Pinellas County will evaluate JAG Programs through FDLE's quarterly performance measures and financial reporting.

Measure: A04

Will you be conducting any Evaluability Assessment during the grant period? An Evaluability Assessment describes the objectives, logic, and activities of a program to determine the ability to conduct an evaluation.

Goal: no

Measure: A05

Will you be conducting any Needs Assessment during the grant period? A Needs Assessment evaluates the need for a program, policy, or practice by examining local conditions.

Goal: n/a

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## Section 3: Performance

Measure: A06

Will you be conducting any Process (formative) Evaluation during the grant period? A Process Evaluation evaluates the implementation or service delivery of a program, policy, or practice.

Goal: n/a

Measure: A07

Will you be conducting any Outcome (impact) Evaluation during the grant period? An Outcome Evaluation evaluates the outcomes or impacts of a program, policy, or procedure.

Goal: yes. Each JAG program reports the impact/services provided to the community.

Measure: A08

Will you be conducting any Efficiency Evaluation during the grant period? An Efficiency Evaluation evaluates the costs/benefits of a program, policy, or practice to determine if the outcomes justify the cost.

Goal: no

Measure: A09

Will you be conducting any other evaluations not otherwise described above during the grant period? If yes, please describe.

Goal: Pinellas County continues to look for ways to better their JAG application and reporting processes.

Measure: A10

Who is performing the assessment/evaluation? Choose all that apply from the following list: External research partner, Internal researcher, Other (please describe).

Goal: Justice Programs Analyst will evaluate the individual JAG programs, assuring projects are in compliance with FDLE and County terms and regulations.

Measure: A11

Are you aware that you will be required to report the results of your evaluation?

Goal: Yes.

Measure: A12

Are you aware that you will be required to complete the assessment and evaluation questionnaire and submit it to your grant manager alongside each performance report.

Goal: Yes.

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## Section 4: Financial

### General Financial Info:

**Note: All financial remittances will be sent to the Chief Financial Officer of the Subgrantee Organization.**

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000800

### Budget:

| Budget Category             | Federal            | Match         | Total              |
|-----------------------------|--------------------|---------------|--------------------|
| Salaries and Benefits       | \$28,926.00        | \$0.00        | \$28,926.00        |
| Contractual Services        | \$0.00             | \$0.00        | \$0.00             |
| Expenses                    | \$0.00             | \$0.00        | \$0.00             |
| Operating Capital<br>Outlay | \$0.00             | \$0.00        | \$0.00             |
| Indirect Costs              | \$0.00             | \$0.00        | \$0.00             |
| <b>-- Totals --</b>         | <b>\$28,926.00</b> | <b>\$0.00</b> | <b>\$28,926.00</b> |
| <b>Percentage</b>           | <b>100.0</b>       | <b>0.0</b>    | <b>100.0</b>       |

### Project Generated Income:

Will the project earn project generated income (PGI) ? No

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## Section 4: Financial (cont.)

### Budget Narrative:

Salaries and Benefits:

The total in this budget reflects the Justice Program Analyst's salary for twelve (12) months of \$46,924.80 and benefits of \$24,034.65 for a total of \$70,959.45.

FY 16 Justice Programs Analyst Salary and Benefits:

\$46,924.80 - Annual Salary  
\$24,034.65 - County Paid Benefits

Breakdown of Benefits:

\$16,243.20 - Annual Health Insur. Cost (\$624.74 bi-weekly)  
\$594.00 - Annual Dental Insur. Cost (\$22.85 bi-weekly)  
\$78.96 - Annual Life Insur. (\$3.04 bi-weekly)  
\$3,528.74 - Annual Pension Contribution (\$135.72 bi-weekly)  
\$2,909.34 - Annual Social Security Cost (111.90 bi-weekly)  
\$680.41 - Medicare Annual Cost (26.17 bi-weekly)

\$70,959.45 - TOTAL ANNUAL SALARY & BENEFITS

Approximately 40.76% of Salary and Benefits to be funded by this grant (\$28,926).  
Approximately 59.24% of Salary and Benefits to be covered by Pinellas County (\$42,033.45).

The Justice Programs Analyst will work 75% of time on this project.

The grant will be charged at 75% of salaries and benefits until all funds budgeted for the Justice Programs Analyst position are expended. The agency will continue to fund the position through the end of the grant period.

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## Section 4: Financial

### Section Questions:

Question: 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?

Answer: No

Question: 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)

Answer: n/a

Question: If indirect cost is included, explain the indirect cost plan. Provide documentation of approval.

Answer: n/a

Question: 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.

Answer: n/a

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## Section 5: Standard Conditions

**Insert Standard Conditions Page here.**

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## Section 6: Signatures

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duty authorized officers on the date, month and year set out below.

**Corrections on this page, including Strikeovers,  
whiteout, etc. are not acceptable.**

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

Signature: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Subgrant Recipient  
Authorizing Official of Governmental Unit  
(Commission Chairman, Mayor, or Designated Representative)**

Typed Name of Subgrant Recipient: \_\_\_\_\_

Signature: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Implementing Agency  
Official, Administrator or Designated Representative**

Typed Name of Implementing Agency: \_\_\_\_\_

Signature: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

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## Section 7: Certifications and Authorizations

**Insert Certifications and Authorizations here.**