



2021-JAGC-Guidance/Care Center

Prepared by Monroe County Board of Commissioners
for Florida Department of Law Enforcement JAG21 - Countywide

Submitted by Oksana Christow

Submitted on 10/27/2022 4:27 PM Eastern Standard Time

Opportunity Details

Opportunity Information

Title

JAG21 - Countywide

Description

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

Awarding Agency Name

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

Agency Contact Name

Agency Contact Phone

850-617-1250

Agency Contact Email

criminaljustice@fdle.state.fl.us

Fund Activity Categories

Category Explanation

Departments

Subjects

Opportunity Manager

Krista Sanders

Opportunity Posted Date

7/18/2022

Opportunity Archive Date

Announcement Type

Initial Announcement

Funding Opportunity Number

Agency Opportunity Number

Assistance Listings Number

16.738

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/e250c72e-d859-4196-a860-8e8cbd085d88>

Is Published

Yes

Funding Information

Total Program Funding



\$6,595,246.00

Funding Sources

Federal Or Federal Pass Through

Funding Source Description

This funding is available under Florida's FY2021 Justice Assistance Grant award (15PBJA-21-GG-00241-MUMU). Additional information regarding this funding opportunity can be found on the FY2021 JAG - Countywide (JAGC) funding page: <http://www.fdle.state.fl.us/Grants/Documents/Funding-Opportunities/JAGC/FY2021.aspx>

Award Information

Award Period

10/01/2021 - 09/30/2024

Award Type

Non Competitive

Capital Grant

No

Indirect Costs Allowed

Yes

Restrictions on Indirect Costs

Yes

Matching Requirement

No

Submission Information

Submission Window

07/18/2022 12:00 AM - 11/02/2022 11:59 PM

Submission Timeline Type

One Time

Allow Multiple Applications

Yes

Technical Assistance Session

Technical Assistance Session

No

Eligibility Information

Eligibility Type

Private

Eligible Applicants

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



Additional Eligibility Information

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

Additional Information

Additional Information URL

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

Additional Information URL Description

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



Project Information

Application Information

Application Name

2021-JAGC-Guidance/Care Center

Award Requested

\$45,197.00

Total Award Budget

\$45,197.00

Primary Contact Information

Name

Oksana Christow

Email Address

christow-oksana@monroecounty-fl.gov

Address

1100 Simonton Street, Suite 2-213
Key West, Florida 33040

Phone Number

(305) 292-4470

Project Description

JAG Program - Project Overview

Eligible Recipient for JAG Funds

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

For the purposes of this opportunity, please provide the name of the eligible recipient below:

Eligible Recipient Name:

Monroe County

In which county is the Eligible Recipient located?

Monroe

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

QKLSCT2LM7M9

What is the Eligible Recipient's FEID or FLAIR account number?

596000749

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

- Monthly
 Quarterly

Project Timeline

Desired Start Date of the Project

10/1/2022

Desired End Date of the Project

9/30/2023

Key Activities Timeline

	Estimated Completion Date	Description of Key Activity
QTR 1		
QTR 2		
QTR 3		
QTR 4		
QTR 5 (if applicable)		
QTR 6 (if applicable)		
QTR 7 (if applicable)		
QTR 8 (if applicable)		

JAG Program - Project Summary

Problem Identification (PID)

Instructions: The Problem Identification is a key element of any grant application. Responses in this section should describe the problem(s) to be addressed or solved with the funding in a clear, concise manner. Applicants may wish to consider and include relevant data (quantitative or qualitative) to support the issue identified. Applicants are strongly encouraged to use evidence-based practices in solving their identified problems. To search for evidence-based programs and practices, search <https://crimesolutions.ojp.gov/>.

PID1: Describe all hazards, risks, or concerns the funding will address.

Monroe County continues to have the unfortunate distinction of being designated as a high intensity drug trafficking area and, as such, is a leading illicit drug importation area. This has increased the availability of illicit drugs in Monroe County resulting in drug abuse rates higher than both the state and national averages. Specifically, regarding the female population of Monroe County which is the population of focus for this grant request, the latest data compiled by the Florida Department of Law Enforcement (2021) notated a total of 2255 arrests, of which, 34% were specifically drug or alcohol related; this number does not include the number of women intoxicated at the time of the arrest for non-drug-related charges. For many drugs involved women, the obsession surrounding use and attainment of illicit and legal drugs of abuse often lead to legal involvement, criminal conduct, neglect of family and self, and ultimately incarceration. According to Monroe County Sheriff's Office Detention records, over 200 women were arrested on drug possession or sale charges between April 20, 2021, and August 26, 2022. This number solely accounts for drug sales or possession charges; this does not include DUI or other drug related charges

PID2: Describe why this project is a priority for the agency, county, and/or state.

Recognizing the significant need for appropriate treatment among greater numbers of incarcerated women whose level of drug involvement is such that they would not benefit from available outpatient treatment, the Guidance/Care Center along with the Monroe County Sheriff's Office created the Jail Incarceration Drug Treatment Program located within the Monroe County Detention Center in 1992. It remains today as one of the few such programs operated within a county jail in Florida and the only opportunity for women to receive intensive drug abuse treatment within Monroe County.

PID3: Describe any existing resources or actions being used to address the problem(s). If it is a new problem, please identify how you plan to address the issue.

This program has been able to attain and maintain a very low recidivism rate, well under 10%, for women participants in the last 8 years. The program utilizes trauma informed care and evidenced-based practices to pay special attention to the unique needs of women with substance use disorders many of which have co-occurring mental health needs. JIP works closely with county judges, attorneys, and the administration and staff of the Monroe County Detention Center as well as city and county authorities. Women who complete treatment are often granted early release from incarceration to return to their families and begin rebuilding their lives and the lives of their loved ones thereby saving the county the expense of their continued detainment. Skills attained within the context of treatment increases the chances of sustained recovery, healthier family and other personal relationships, healthier children, and safer communities.

Review the program area definitions attached below:

JAG Program Area definitions.pdf

PID4: Select the appropriate program area for this project.

- 01 - Law Enforcement
- 02 - Crime Lab/Forensics
- 03 - Crime Prevention
- 04 - Prosecution
- 05 - Public Defense
- 06 - Courts
- 07 - Corrections
- 08 - Community Corrections
- 09 - Reentry Services
- 10 - Behavioral Health
- 11 - Assessment/Evaluation
- 12 - Crime Victim/Witness

PID5: Describe how the project aligns with the selected program area.

The Women's Jail Incarceration (JIP) Treatment Program plans to work with the criminal justice system to ensure appropriate referrals into the program to aid in recovery and treatment rather than recidivism and jail time.

Federal/State Priorities

Federal priorities are identified in the program solicitation, and Florida's JAG strategic plan can be accessed below:

[JAG Strategic Plan](#)

PID6: Does the project align with a federal priority, or a priority identified in Florida's JAG strategic plan?

- Yes
- No

If yes, state which priority and briefly explain how this project addresses the identified priority.

The Women's JIP program is a collaborative effort between the behavioral health provider, Guidance/Care Center and the Monroe County Sheriff's office. By providing substance abuse treatment services in the jail facility the service delivery is enhanced by ensuring services are not delayed during incarceration. This also improves public safety by reducing recidivism, addressing the root causes of drug use and preparing for re-entry into the community. Collaboration, improved service delivery and public safety are all priorities in the FDLE strategic plan.

PID7: Is the proposed project a continuation from the previous year?

- Yes
- No

PID8: Describe the previous grant's funding source (including program, award number, and project period).

Program: Women's Jail Incarceration Drug Abuse Treatment Program;

Tiered Subgrant Number: 2021-JAGC-MONR-2-3B-149

Federal Award Number: 2020-MU-BX-0006

Tiered Grant Period: From: 10/01/2021 To: 09/30/2022

PID9: Describe the progress and activities completed under the previous award.

The Substance abuse services for female inmates were provided in the Monroe County Detention Center. Those services include assessment and treatment planning, individual in group counseling services which include addiction and co-occurring education, relapse and recidivism prevention planning, employment and financial skills, and trauma informed services, transition/discharge preparation and continued recovery planning. The women's JIP program continued to use the Strategies for Self-Improvement and Change (SSC) curriculum as well as Relapse Prevention, Seeking Safety, and Moral Reconciliation Therapy.

Additionally, program staff at the Guidance Care Center developed series of presentations which was successfully delivered to the women's housing unit in the Monroe County Detention Center. The presentations reviewed critical data regarding recidivism rates, overdose rates, and other pertinent data. Furthermore, the presentations covered the changes in eligibility requirements, along with an explanation and breakdown of what the program offers. After the presentations were completed, program staff were beginning to see an increase in referrals and potential volunteers.

PID10: Describe any issues, barriers, and/or delays under the previous award.

Due to the COVID-19 pandemic / postpandemic employment crisis, many stakeholder agencies were limited on staff. Due to a lack of staff among stakeholders, the program was experiencing a significant decrease in the number of sentenced individuals.

Program staff were slotted for a presentation scheduled for September 26, 2022. Unfortunately, the Monroe County Detention Center was placed on mandatory facility wide lockdown status, canceling the presentation, to prepare for the arrival of Hurricane Ian. Program staff have requested dates for a future presentation.

Scope of Work (SOW)

Instructions: The Scope of Work provides important details on the tasks and activities to be completed under the grant award. Applicants are strongly encouraged to review the [OCJG Grant Writing Guide](#) for more information related to the Scope of Work and project deliverables.

NOTE: Information in this section will be used by OCJG's assigned grant manager to write the contract deliverables to satisfy state contracting requirements identified in [Section 215.971, Florida Statutes](#). It is important to provide clear responses to the questions below.

SOW1: Describe all major tasks and activities to be performed under the award.

The Guidance/Care Center (G/CC) will contract with Monroe County and will provide the substance misuse and mental health treatment services to female inmates in the Monroe County Detention Center. Treatment services include (1) biopsychosocial assessment, (2) individual therapy, (3) group therapy and (4) case management.

- (1) ***Biopsychosocial Assessment: Monroe County through the contracted treatment provider, will interview all program participants for the purposes of data collection of educational, employment, criminal medical, family, substance abuse and mental health histories to assist in the determination of the inmates' appropriateness for the program and to update treatment plans.***

The assessment provides a comprehensive picture of client needs and identifies substance misuse and mental health issues. It helps identify those female inmates that need services. It also assists in collaboratively developing a person-centered Wellness Plan that addresses the specific needs and priorities of the client.

If identified as having a possible mental health issue, the client receives a referral to the contracted Medical and Psychiatric provider in the detention center. Program staff will monitor treatment of mental illness as a vital part of recovery from substance abuse.

- (2) ***Individual Therapy/Counseling: Monroe County through the contracted treatment provider will provide counseling to all program participants to review progress and develop treatment plans and work on treatment plan goals and objectives.***

Individual therapy provides an arena for clients to discuss personal and traumatic issues that may be too personal to discuss in a group setting. It also allows the treatment to be more focused on the specific needs, issues, and priorities of the client. This, coupled with the group therapy experience, increases the client's ability to cope with daily frustrations and challenges and to get closure on the past.

- (3) ***Group Therapy: Monroe County through the contracted treatment provider will provide group therapy to all program participants weekly. Group counseling among program participants will be conducted to include the introduction of "Self-help groups" and their attendance to establish an ongoing support network.***

Group Therapy provides an arena for clients to learn and practice new skills such as decision-making, problem-solving, anger management, and stress reduction. These skills help the client learn more adaptive coping skills to handle daily frustrations, challenges and stressors. Group therapy also provides peer support. Clients see that others face similar challenges, and they are not alone. They also learn from peers' experiences.

- (4) ***Case Management: Monroe County through the contracted treatment provider will provide the coordination of adjunctive services, discharge planning, communication with collateral contacts, linkage with other treatment resources to all program participants.***

Case Management is an essential service. The assessment may identify basic needs the client must address prior to release (e.g., housing, employment, medication management). Case management ensures the needs are met and necessary linkages made prior to release. This reduces the stress of re-entry into the community and provides the clients the ability to focus on the recovery needs post release.

WJIP treatment services will use five evidence-based practices.

- (1) Substance Abuse and Criminal Conduct: Strategies for Self-Change – a Cognitive Behavioral Therapy based curriculum. Throughout the treatment episode participants use a client workbook that belongs to them.
- (2) Moral Reconciliation Therapy, a systematic treatment strategy that seeks to decrease recidivism among criminal offenders by increasing moral reasoning.
- (3) Seeking Safety – a trauma-informed, trauma specific, and gender-responsive treatment model that integrates treatment of PTSD and subclinical trauma into treatment of substance use disorders. Seeking Safety offers 25 treatment topics. Four combination topics are Introduction to Treatment/Case Management, Safety, The Life Choices Game (Review), and Termination. These relational models support the development of healthy relationships with self, significant others, and the community at large to reduce the risk of relapse and recidivism.
- (4) The Living in Balance treatment model is a wrap-around approach to improving life function in the context of recovery. This model incorporates Motivational Interviewing to facilitate movement through the stages of change and helps participants develop real life tools to cope with relapse triggers.
- (5) Anger Management is a CBT based SAMHSA 12 session treatment model.

Benefits for successfully completing the program and activities: Development of healthy relationships with self, significant others, and the community at large to reduce the risk of relapse and recidivism, facilitate movement through stages of change and helps to the women to develop real life tools to cope with relapse triggers, thus reducing the risk of relapse.

SOW2: Describe the expected outcome as a result of the tasks/activities identified in SOW1.

As mentioned in the “Problem Identification”, drug-involvement often leads to obsession surrounding use and attainment of illicit and legal drugs of abuse often lead to legal involvement, criminal conduct, neglect of family and self, and ultimately incarceration. For women who complete the full array of treatment services offered G/CC expects the following outcomes: (1) Increased coping skills while in the detention center and post release. (2) Reduced use of substances. (3) Reduced mental health symptoms while in the detention center and post release. (4) Reduced criminal activity and recidivism post release.

G/CC will measure and document accomplishments in the following manner. Successful completion will be defined as the number of days required to complete program, maintenance of program through system of accountability - free of new charges and disciplinary reports leading to solitary confinement, completion of daily assignments, Phase 1 and 2 "homework" assignments requirements in order to successfully graduate from the program and clients will remain substance free throughout the duration of program documented by monthly random drug test. 80% follow-up with aftercare services.

SOW3: Describe who will benefit from the tasks, activities, and outcomes identified above.

The Women’s JIP program is the only program of its kind in the County and is needed in order to provide drug-involved women with the tools to development of healthy relationships with self, significant others, and the community at large to reduce the risk of relapse and recidivism, facilitate movement through stages of change and helps to the women to develop real life tools to cope with relapse triggers, thus reducing the risk of relapse.

SOW4: Describe the entity (or entities) responsible for completing activities under this project.

Staffing for the program is 1 full time equivalent counselor to provide all core program services to no less than 30 women for the one-year grant period. Administrative support to conduct regular case staffing, provide services, collect and report data, and monitor program outcomes.

SOW5: Describe and/or provide the location of where project activities will be performed.

Monroe County Detention Center located at 5501 College Road, Key West, FL 33040

SOW6: Describe how the performance and completion of EACH identified task/activity will be verified.

Staff for this program will Collaborate with the State Attorney's Office, Office of Public Defender and Criminal Justice system to increase referrals to the Jail Incarceration Treatment Program, offer presentations inside the women's dorm to screen for volunteers to the program to capture clients/inmates that may not know about the program or be referred otherwise. Offer substance abuse treatment services 5 days per week including 5 evidenced based curriculum, Anger Management group. All clients will be assessed by a Licensed Mental Health Counselor or MCAP and seen for individual therapy at minimum once per month or more as needed. Clients will present weekly on their progress and complete activities and projects to demonstrate their knowledge and understanding of principles learned in groups. Successfully link 100% of clients with an 80% follow-up to aftercare and continued substance abuse outpatient treatment upon discharge/release. Link Medication Assisted Recovery to Opiate Use/Abuse diagnosed clients.

JIP program goals include:

1. Serve a minimum 30 women per fiscal year with an 80% successful completion rate.
2. Educate participants about substance abuse and the relationship to criminal thinking and behavior through increasing services to include 5 evidence based curriculum with group and individual therapy.
3. Assist participants in developing and practicing use of healthy coping skills during the duration of 6-month treatment program.
4. Maintain under 10% recidivism due to substance use related crimes.
5. Increase aftercare follow-up for individual and group therapy.

SOW7: Describe what source documentation will be maintained and provided to OCJG for payment requests for EACH activity identified above.

The budget reflects costs directly associated with the provision of substance abuse treatment, mental health and educational services to inmates of Monroe County jail. The unit cost rates were derived by using the requested hourly rates from the FY 2022-2023 state funding contract for Substance Abuse and Mental Health services and dividing by 4 to arrive at the quarter hour rates. A contract with the treatment provider will be developed to be utilized during the established grant period.

Psychosocial Assessment: Monroe County through a contracted treatment provider will interview all program participants for the purposes of data collection of educational, employment, criminal, medical, family, substance abuse and mental health histories to assist in the determination of the inmates' appropriateness for the program and to update treatment plans.

Unit of Service: Client direct service quarter hour; Unit Rate \$22.63

Units Requested: 43 quarter hours to be paid for by this grant. Total Cost \$973.09

Individual Counseling: Monroe County through its contracted treatment provider will provide counseling to all program participants to review progress and develop treatment plans and work on treatment plan goals and objectives.

Unit of Service: Client direct service quarter hour; Unit Rate \$27.61

Units Requested: 305 quarter hours to be paid for by this grant. Total Cost \$8,421.05.

Group Therapy: Monroe County through its contracted treatment provider will provide group therapy to all program participants weekly. Group counseling among program participants will be conducted to include the introduction of "Self-help groups" and their attendance to establish an ongoing support network.

Unit of Service: Client direct service quarter hour; Unit Rate \$6.90

Units Requested: 1,839 quarter hours to be paid for by this grant. Total Cost \$12,689.10.



Case Management: Monroe County through its contracted treatment provider will provide the coordination of adjunctive services, discharge planning, communication with collateral contacts, linkage with other treatment resources to all program participants.

Unit of Service: Client direct service quarter hour; Unit Rate \$24.88

Units Requested 929 quarter hours to be paid for by this grant. Total Cost \$23,113.52.

For each service in SOW1 – Assessment, Individual Counseling, Group Therapy and Case Management – a service event report is pulled from the electronic health record and submitted with each invoice.

Monthly invoices are provided to Monroe County by the treatment provider summarizing

activities for which they seek payment. These are reviewed by Monroe County staff for approval of payment.

TOTAL PROGRAM COST \$45,197 (rounded)

JAG Program - Certifications & Forms

Required Forms/Certifications for All Applicants

Lobbying, Debarment, and Drug Free Workplace

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

Upload the completed certification below.

02-OCJG-Lobbying-Debarment-and-Drug-Free-Certification_GCC.pdf

Subrecipient Management Questionnaire

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

Upload the completed SMQ form below.

Subaward Management Questionnaire - Monroe County.pdf

Upload additional attachments to accompany your completed SMQ.

Equal Employment Opportunity (EEO)

Civil Rights Training (*NEW*)

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

Have you completed the Civil Rights Training for Grantees modules?

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

Upload copy of Civil Rights Training for Grantees certificates.

Civil Rights Training Certificate_Christow.pdf, Certificate of Completion - Module 2 Christow.pdf, Certificate of Completion - Module 1 Dunleavy_Guidance Care Center.pdf, Certificate of Completion - Module 2 Dunleavy.pdf

EEO Certification (EEOC)

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

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

Upload completed EEO Certification below.

EEOC 2022_Monroe County.pdf, EEOC 2022 GCC.pdf

EEO Plan (EEOP)

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

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

Does your organization have 50 employees or more?

- Yes
- No

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

- Yes
- No

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

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

Upload your EEO Plan below.

EEO Plan 2019 - 2021_Monroe County.pdf

EEOP Approval

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

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

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

- Yes
- No

No approval letter required.

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

Project Specific Certifications

Ballistic Vest Certification

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

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

- Yes
- No

Body Worn Camera Certification

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

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

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

- Yes
 No

Confidential Funds Certification

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

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

- Yes
 No

Suitability to Work With Minors

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

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

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

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

- Yes
 No

Telecommunications and Video Surveillance Services and/or Equipment

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

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

- Yes
 No

Task Force Activities

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

each member on the roster must be provided to OCJG.

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

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

- Yes
 No

NEPA

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

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

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

- Yes
 No

JAG Pre-Approvals

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

1. Vehicles, vessels, and aircraft (excluding police cruisers, police boats, and police helicopters). **Note:** Pick-up trucks require BJA approval;
2. Luxury items;
3. Real estate;
4. Construction projects (other than correctional institutions); and/or
5. UAS/UAV/US systems and equipment.

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

JAG Program - Grant Contact Information

Recipient Grant Manager Contact Information

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

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

GM Name (First Last)

Oksana Christow

GM Title

Grant Coordinator

GM Address 1

Monroe County

GM Address 2

1100 Simonton Street, Suite 2-213

GM City

Key West

GM State

FL

GM Zip Code+4 (XXXXXX-XXXX)

33040

GM Phone Number (XXX-XXX-XXXX)

3052924474

GM Email Address

christow-oksana@monroecounty-fl.gov

Chief Official Contact Information

This individual is the agency head for the eligible recipient.

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

CO Name (First Last)

Tina Boan

CO Title

Sr. Director Budget & Finance

CO Address 1

Monroe County

CO Address 2

1100 Simonton Street 2-213



CO City

Key West

CO State

FL

CO Zip Code+4 (XXXXXX-XXXX)

33040

CO Phone Number (XXX-XXX-XXXX)

3052924472

CO Email Address

Boan-Tina@MonroeCounty-FL.Gov

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

- Yes
 No

Chief Financial Officer (CFO) Contact Information

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

CFO Name (First Last)

Pam Radloff

CFO Title

Finance Director

CFO Address 1

Clerk of the Circuit Court & Comptroller

CFO Address 2

500 Whitehead Street

CFO City

Key West

CFO State

FL

CFO Zip Code+4 (XXXXXX-XXXX)

33040

CFO Phone Number (XXX-XXX-XXXX)

305-292-3560

CFO Email Address

pradloff@monroe-clerk.com

Additional Grant Contact

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

- Yes
 No

JAG Program - Spending Plan

Personnel

This category includes paying costs for salaries and overtime. This section should not include any fringe benefits.

Will you be using funds to support personnel costs?

- Yes
 No

Fringe Benefits

This category includes costs associated with paying the fringe benefits associated with salaries and overtime costs above. This may include: FICA, Medicare, Retirement, Health Insurance, Life Insurance, Worker's Comp, etc.

Travel

This category includes costs associated with travel. NOTE: Registration fees do not go in the Travel Category; they should be reflected in the "Other Cost" category.

Will you be using grant funds to support travel costs?

- Yes
 No

Equipment

This category includes costs for non-consumable items in excess of the organization's capital outlay threshold, or in the absence of an established threshold \$5,000, that has a useful life of more than one year. This may include equipment that does not meet the preceding criteria but is inventoried by the recipient organization.

Will you be using grant funds to purchase equipment?

- Yes
 No

Supplies

This category includes costs for small, consumable project supplies. These typically are below the organization's capital outlay threshold, have a useful life of less than a year, and/or are not inventoried on a regular schedule.

Will you be using grant funds to purchase supplies?

- Yes
 No

Contractual Services

This category includes third-party agreements with a vendor, provider, consultant, etc. to assist in accomplishing the goals and objectives of the project.

There are two types of contractual relationships recognized under federal awards. For a visual flowchart of the two types and what is required for each, please see our "[Understanding Contractual Services under Federal Awards](#)" resource.

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

- Yes
 No

Relationship Determinations:

Applicants proposing to use grant funds to support third-party agreements must complete a [Subrecipient vs. Contractor Determination Checklist](#) for EACH third-party vendor/provider, etc. This checklist outlines the

compliance requirements applicable to any third-party agreement.

Upload completed "Subrecipient vs. Contractor Determination Checklists" below. (Combine multiple files into one document for upload)

2021-JAGC-Guidance-Care Center Sub v. Contractor Determination.pdf

Third-Party Contracts (Contractual Services)

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

- Yes
 No

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

- Yes
 No

If yes, how much funding is being allocated to the Third-Party SUBAWARDS budget category?

\$45,197.00

Briefly describe the purpose and importance of the third-party subawards in relation to the project.

Guidance/Care Center is licensed through the Florida Department of Children & Families to provide Substance Abuse services at the Monroe County Detention Center. The following components on the license are:

Addictions Receiving Facility
Aftercare
Case Management
General Intervention
Inpatient Detoxification
Intensive Outpatient Treatment
Outpatient Detoxification
Outpatient Treatment
Prevention Services Indicated
Prevention Services Selective
Prevention Services Universal Direct
Treatment Alternatives for Safer Communities

The Guidance Care Center is also accredited through Council of Accreditation of Rehabilitation Facilities (CARF) through August 2025. The three-year Accreditation applies to 5 components of the Women's Jail Incarceration Treatment Program.

Recognizing the significant need for appropriate treatment among greater numbers of incarcerated women whose level of drug involvement is such that they would not benefit from available outpatient treatment, the Guidance/Care Center along with the Monroe County Sheriff's Office created the Jail Incarceration Drug Treatment Program located within the Monroe County Detention Center in 1992. It remains today as one of the few such programs operated within a county jail in Florida and the only opportunity for women to receive intensive drug abuse treatment within Monroe County.

Subrecipient Determinations:

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

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

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

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

submitted to OCJG for monitoring purposes.

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

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

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

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

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

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

Other Costs

This category includes costs that do not fall into any other category. These items may include things such as rental agreements, utilities, subscriptions, training registrations, etc.

Will you be using grant funds to support other costs?

- Yes
- No

Indirect Costs

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

Will you be using grant funds to support indirect costs?

- Yes
- No

JAG Program - Program Income and Budget Review

Program Income (PGI)

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

Will any proposed grant activities generate Program Income?

- Yes
 No

Budget/Procurement Review

Sole Source

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

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

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

Are any items in the budget being procured noncompetitively?

- Yes
 No

State-Term or Alternate Source Contracts

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

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

- Yes
 No

Are any items in the budget being procured from any other Alternate Source Contract?

- Yes
 No

Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
G. Third-Party Subawards (Contractual Services)		
Case Management	\$23,113.52	\$23,113.52
Group Therapy	\$12,689.34	\$12,689.34
Individual Counseling	\$8,421.05	\$8,421.05
Psychosocial Assessment	\$973.09	\$973.09
Subtotal	\$45,197.00	\$45,197.00
<hr/>		
Total Proposed Cost	\$45,197.00	\$45,197.00

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	\$45,197.00	\$45,197.00
Subtotal	\$45,197.00	\$45,197.00
<hr/>		
Total Proposed Revenue	\$45,197.00	\$45,197.00

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

G. Third-Party Subawards (Contractual Services)

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

Psychosocial Assessment

Psychosocial Assessment - \$22.63/quarter hour x 43 quarter hours = \$973.09

Individual Counseling

Individual Counseling Session - \$27.61/quarter hour x 305 quarter hours = \$8,421.05

Group Therapy



Group Therapy Session \$6.90/quarter hour x 1,839.1 quarter hours = \$12,689.79 - rounded to \$12,689.34

Case Management

Case Management Session \$24.88/quarter hour x 929 quarter hours = \$23,113.52