

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

Meeting Date: 04/15/2008 [X] Consent [ ] Regular  
[ ] Ordinance [ ] Public Hearing

Department:  
Submitted By: PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION  
Submitted For: PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION

EXECUTIVE BRIEF

**MOTION AND TITLE:** Staff recommends motion to approve: a Memorandum of Understanding (MOU) with the State of Florida Department of Children and Families (DCF) to accept funds received through the Criminal Justice Commissions' application for the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant Planning Program. This MOU will provide for contractual services for project management, training, printing materials, and travel expenses for site visits to counties implementing similar programs. Additionally, the MOU is in the amount of \$100,000 and matching in-kind funds in the amount of \$100,000. These funds are to be matched with in-kind services of staff from the Criminal Justice Commission and a Mental Health Case Manager (which is funded with county funds) from Court Administration. The purpose is to develop a comprehensive strategic plan for diverting adults and juveniles with mental illness and substance abuse disorders from the criminal justice system.

**SUMMARY:** This MOU is in accordance with the Board of County Commissioner's approval on September 25, 2007 (Resolution 2007-1639) to submit an application to DCF and the delegated authority, the CJC Executive Director, to execute all necessary documents as required by DCF. The Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant provides funding to counties with which they can plan, implement, or expand initiatives that increase public safety, avert increased spending on criminal justice, and improve the accessibility and effectiveness of treatment services for adults and juveniles who have mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders and who are in, or at risk of entering , the criminal or juvenile justice system. Countywide (DW)

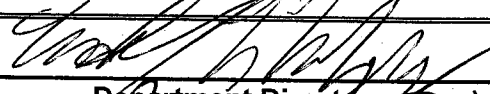
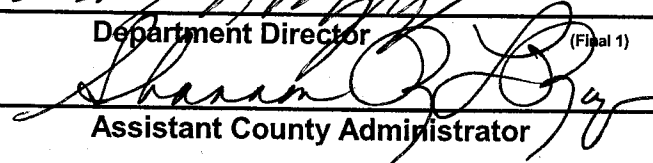
**BACKGROUND & JUSTIFICATION:** The Florida Department of Children and Families, administers the Criminal Justice, Mental Health and Substance Abuse (CJMHS) Reinvestment Program. The CJMHS Reinvestment Program is a new matching grant program that encourages partnerships among state, local and private organizations to collectively address the need for treatment of individuals in Florida's county jails and state prisons. By supporting prevention, intervention and diversion, local programs will reduce the rate at which persons with substance abuse and/or mental health disorders re-offend resulting in the better use of taxpayer dollars.

The grants are a collaborative effort between state and local governments and advocacy organizations including the Florida Substance Abuse and Mental Health Corporation Board, Florida Peer Network, Florida Partners in Crisis, Florida Association of Counties, the Department of Corrections, the Department of Juvenile Justice, the Department of Elder Affairs, the State Courts Administrator and the Department of Children and Families.

Palm Beach County has been allocated \$100,000 for expenditure during the next twelve months. The Board authorized the CJC to submit the grant application to the DCF on September 25, 2007.

**ATTACHMENTS:**

- 1. Memorandum of Understanding (two original copies for execution)

Recommended By:  4-3-08  
Department Director (Final 1) DATE  
Approved By:  4-11-08  
Assistant County Administrator DATE

**II. FISCAL IMPACT ANALYSIS**

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

FISCAL YEAR	2008	2009	2010	2011	2012
CAPITAL EXPENDITURES	_____	_____	_____	_____	_____
OPERATING COSTS	\$ <u>200,000</u>	_____	_____	_____	_____
EXTERNAL REVENUES	< <u>100,000</u> >	_____	_____	_____	_____
PROGRAM INCOME (County)	_____	_____	_____	_____	_____
IN-KIND MATCH (County)	< <u>100,000</u> >	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<u>0.00</u>	_____	_____	_____	_____
# OF ADDITIONAL FTE POSITIONS	_____	_____	_____	_____	_____
IS ITEM IN CURRENT BUDGET?	YES <input type="checkbox"/>		NO <input checked="" type="checkbox"/>		
BUDGET ACCOUNT NO.:	FUND _____	DEPT _____	UNIT _____		

**B. RECOMMENDED SOURCES OF FUNDS/SUMMARY OF FISCAL IMPACT:**

**C. DEPARTMENTAL FISCAL REVIEW:** \_\_\_\_\_

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Administration Comments:**

The grant is not included in the FY 2008 budget; however, the \$100,000 match is included. CJC will come back to the board to amend the budget for the grant when contract is awarded.

Atwillhite 4.9.08  
 OFMB CN 4/3/08

Jim J. Jacoby 4/10/08  
 Contract Administration

[Signature] 4-10-08  
 Assistant County Attorney

This item complies with current County policies.

**C. Other Departmental Review:**

\_\_\_\_\_



**State of Florida  
Department of Children and Families**

**Charlie Crist**  
*Governor*

**Robert A. Butterworth**  
*Secretary*

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March 3, 2008

Michael Rodriguez  
301 North Olive Avenue, Suite 1001,  
West Palm Beach, FL 33401


Dear Mr. Rodriguez:

Enclosed please find two (2) copies of the Memorandum of Understanding for the Palm Beach County Planning Grant awarded under the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant program for 2008.

These documents are ready for signature by your county Board of County Commissioners. Please ensure they are signed by the authorized representative of the Board of County Commissioners and returned to me from the Department's representative's signature. Please ensure both copies bear original signatures. Please ensure that the identification information requested on page 7 is clearly legible. Please provide the Board of County Commissioners FEID # and the month and year for county's next fiscal year close out.

If you have any questions or need any assistance in processing the MOU, please feel free to contact me at 850-443-3497 or Carrie Ikerd at 850-410-3036.

Sincerely Yours,



Jimmers Micallef  
Grant Manager

Approved 02/27/08

MOU# \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING  
for  
PLANNING GRANT**

**CRIMINAL JUSTICE, MENTAL HEALTH AND  
SUBSTANCE ABUSE REINVESTMENT GRANT  
MEMORANDUM OF UNDERSTANDING**

**Palm Beach County Board of County Commissioners  
and  
State of Florida  
Department of Children and Families**

**WHEREAS** the Department of Children and Families (hereinafter Department) with the cooperation of the Florida Substance Abuse and Mental Health Corporation along with the Grant Review Committee has been tasked by section 394.656, F.S. to create the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant (CJMHSR Grant), which provides funding to counties with which they can plan, implement, or expand initiatives that increase public safety, avert increased spending on criminal justice, and improve the accessibility and effectiveness of treatment services for adults and juveniles who have mental illness, substance abuse disorder or co-occurring mental health and substance abuse disorders and who are in, or at risk of entering, the criminal or juvenile justice systems; and

**WHEREAS** the Department has received a grant application from Palm Beach County in the 15th Judicial Circuit (hereinafter Grantee), and

**WHEREAS** it appears to the Department that there is a need to provide the services described in that application,

**NOW, THEREFORE, the Department hereby awards the sum of \$100,000 to Grantee under the following terms and conditions:**

1. The application filed with the Department by the Grantee dated 10/25/07 and attached to this agreement as Attachment I is hereby incorporated within this agreement as is fully set out at length here. The solicitation document upon which that application is based is also hereby incorporated within this agreement as Attachment II.

2. Grantee hereby agrees to perform the tasks and to provide the services described in that application as described in Attachment I with the following exceptions and/or special conditions:

**a.** To conduct travel in accordance with the Department's travel guidelines. Subsection 287.058(1)(b), F.S., requires that bills for any travel expense shall be submitted in accordance with s. 112.061, F.S., governing payments by the state for traveling expenses. The Department's travel policy, CFOP 40-1 (Official Travel of DCF Employees and Non-Employees), provides further explanation, clarification and instruction regarding the reimbursement of traveling expenses necessarily incurred during the performance of official state business. These travel costs must be budgeted at a maximum of .445 per mile. Per Diem/meals are not allowable for Class C travel (single day trips).

**b.** To receive written approval from the Department prior to purchasing any Information Technology Resource (ITR) with grant funds. The Grantee agrees to secure prior written approval by means of an Information Resources Request (IRR) form before the purchase of any ITR. The Grantee agrees to comply with the Department's ITR policy, CFOP 50-9, Policy on Information Resource Requests. The County will not be reimbursed for any ITR purchases made prior to obtaining the written approval of the Department's Grant Manager.

**3.** Grantee agrees that it will award sub-grants as described in its application and that it will do all things which it asserted that it will do in that application including, but not limited to, supervising and coordinating expenditures made by sub-grantees. Grantee further agrees to assure that funds are expended for the purposes intended and that a full accounting for these grants funds is made.

**4.** Where there is a conflict between the grant application incorporated herein by reference and this Memorandum of Understanding, the CJMHSA Grant Memorandum of Understanding shall prevail.

**5.** In accordance with sections 11.062 and 216.347, F.S., no funds provided by this grant may be expended for the purpose of lobbying the Legislature, the judicial branch, or a state agency.

**6.** This CJMHSA Grant Memorandum of Understanding is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the applicable State of Florida laws. Each party shall perform its obligations herein in accordance with the terms and conditions of this Memorandum of Understanding. It is hereby agreed by the parties that in the event that litigation by either party to this Memorandum of Understanding becomes necessary that venue shall be proper in Leon County, Florida.

**7.** Grantee agrees to maintain complete, accurate and adequate records, including financial records, relating to funds received pursuant to this CJMHSA Grant Memorandum of Understanding and of all expenditures made by Grantee and its sub-grantees with grant funds. The Grantee will require audit and record keeping requirements in all sub-grants and assignments. All records shall be in sufficient detail to permit a proper pre audit and a post audit of all expenditures.

8. Grantee agrees to provide a financial and compliance audit to the Department as specified in this CJMHSA Grant Memorandum of Understanding and in the Financial and Compliance Attachment (Attachment III) and to ensure that all related party transactions are disclosed to the auditor.
9. Grantee agrees to retain all financial records, supporting documents, statistical records and any other documents, whether kept by electronic storage media or otherwise, pertinent to this CJMHSA Grant Memorandum of Understanding for a period of not less than six (6) years after the starting date of this CJMHSA Grant Memorandum of Understanding, or if audit findings have not been resolved at the end of the six (6) year period, the records shall be retained until resolution of the audit findings. State auditors and any persons duly authorized by the Department shall have full access to, and shall have the right to examine any of the said materials at any time during regular business hours.
10. Grantee agrees to provide data and other information requested by the CJMHSA Grant Technical Assistance Center (TAC) at the Louis de la Parte Florida Mental Health Institute of the University of South Florida to enable the Center to perform statutory duties established in the authorizing legislation. The Grantee agrees to submit semi-annual program reports on or before May 1 and November 1, annually to the Florida Department of Children and Families and the Florida Substance Abuse and Mental Health Corporation. The Grantee agrees to submit an annual fiscal report, signed by the County Administrator, on or before November 1, annually to the Florida Department of Children and Families and the Florida Substance Abuse and Mental Health Corporation. The Department and the Florida Substance Abuse and Mental Health Corporation will provide the Grantee with reporting templates for all data, program reports and fiscal reports.
11. Grantee agrees to be liable, to the extent provided by law, for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the Grantee, and its agents, sub-grantees and employees, during performance pursuant to this CJMHSA Grant Memorandum of Understanding.
12. Grantee agrees to establish an informal dispute resolution process with which to resolve any disputes between the Grantee and any sub-grantees or recipients. Disputes between the Grantee and any partners will be resolved in accordance with those procedures.
13. The grantee and partners shall, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by Palm Beach County and the State of Florida, Department of Children and Families and the Substance Abuse and Mental Health Corporation." If the sponsorship reference is in written material, the words "State of Florida, Department of Children and Families" shall appear in the same size letters or type as the name of the organization.
14. Grantee shall not use or disclose any information concerning a recipient of services under this CJMHSA Grant Memorandum of Understanding for any purpose prohibited by state law or regulations (except with the written consent of a person legally authorized to give that consent or when authorized by law).

**15.** The Grantee shall permit Department personnel or representatives to monitor the services that are the subject of this CJMHSA Grant Memorandum of Understanding.

**16.** Grantee agrees to allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Grantee in conjunction with this CJMHSA Grant Memorandum of Understanding.

**17.** The State of Florida performance and obligation to pay under this CJMHSA Grant Memorandum of Understanding is contingent upon an annual appropriation by the Legislature. The release of these funds shall be subject to the availability of the funds and release of funds by the Department.

**18.** Any notice that is required under this CJMHSA Grant Memorandum of Understanding shall be in writing and sent by hand delivery, U.S. Postal Service Certified mail, return receipt requested, or any expedited delivery service that provides verification of delivery. Said notice shall be sent to the representative of the Grantee responsible for administration at the designated address contained in this CJMHSA Grant Memorandum of Understanding.

**19.** This CJMHSA Grant Memorandum of Understanding shall be effective on the date on which the CJMHSA Grant Memorandum of Understanding has been signed by both parties. It shall end at midnight, local time in Tallahassee, Florida, on June 30, 2008, or one year from the effective date, whichever is later.

**20.** The Department may terminate this Memorandum of Understanding with cause, without cause, or in the event funds are not available for payment under this CJMHSA Grant. The Department may terminate this CJMHSA Grant Memorandum of Understanding upon no less than twenty-four (24) hours notice in writing to the Grantee. Said notice shall be delivered by hand delivery, U.S. Postal Service, or any expedited delivery service that provides verification of delivery. The Department shall be the final authority as to the availability and adequacy of state funds. In the event of termination of this CJMHSA Grant Memorandum of Understanding, the Grantee will be compensated for any work satisfactorily completed prior to the termination of the Memorandum of Understanding.

**21.** Grantee agrees to return to the Department any overpayments or funds disallowed pursuant to the terms and conditions of this CJMHSA Grant Memorandum of Understanding that were disbursed to the Grantee by the Department. In the event that the Grantee or its independent auditor discovers that an overpayment has been made, the Grantee shall repay said overpayment immediately without prior notification from the Department. In the event that the Department first discovers an overpayment has been made, the grant manager, on behalf of the Department, will notify the Grantee by letter of such findings. Should repayment not be made forthwith, the Grantee will be charged at the lawful rate of interest on the outstanding balance after Department notification or Grantee discovery.

**22. Construction, Renovation, or Purchase of Real Property Using State Funds:**

In accordance with Section 402.73(3) Florida Statutes (2005), if this grant includes funds for the purchase of or improvement to real property the provision of grant funds are contingent upon the grantee granting to the state a security interest in the property at least to the amount of the state funds provided for at least five (5) years from the date of purchase or the completion of the improvements or as further required by law. As a condition of receipt of state funding for this purpose, the grantee agrees that, if it disposes of the property before the Department's interest is vacated, the grantee will refund the proportionate share of the state's initial investment, as adjusted by depreciation.

**23.** The only method by which this Memorandum of Understanding can be modified is by a formal, written agreement signed by the Department. Any modification of provisions of this CJMHSA Grant Memorandum of Understanding shall be approved in writing by the Department and the Florida Substance Abuse and Mental Health Corporation. Written approval of any such modifications shall be attached to the original of this CJMHSA Grant Memorandum of Understanding and a copy shall be sent to the Florida Department of Children and Families and the Florida Substance Abuse and Mental Health Corporation

**24. Official Name of Payee and Representatives:**

- a) Official name of payee and address where payment is to be sent:

**Palm Beach County Board of County Commissioners  
Attn: Robert Weisman, County Administrator  
301 North Olive Avenue  
West Palm Beach, FL 33401**

- b) The name, address, telephone number, and email address of the grant manager for the Grantee under this CJMHSA Grant Memorandum of Understanding is:

**Michael Rodriguez  
301 North Olive Avenue, Suite 1001,  
West Palm Beach, FL 33401  
(561) 355-1514  
[mlrodrig@pbcgov.com](mailto:mlrodrig@pbcgov.com)**

- c) The name, address, telephone number, and email address of the procurement manager for the Corporation under this CJMHSA Grant Memorandum of Understanding is:

Ellen Piekalkiewicz, Executive Director,  
Florida Substance Abuse and Mental Health Corporation  
1317 Winewood Boulevard, Building 1 Suite 206  
Tallahassee, Florida 32399-0700  
Local: (850) 410-1576; SunCom: 210-1576  
[ellen\\_piekalkiewicz@dcf.state.fl.us](mailto:ellen_piekalkiewicz@dcf.state.fl.us)



Approved 02/27/08

MOU# \_\_\_\_\_

- d) The name, address, telephone number, and email address of the Grant Manager for Department of Children and Families under this CJMHSA Grant Memorandum of Understanding is:

**Jimmers Micallef**  
**Department of Children and Families**  
**Substance Abuse and Mental Health Program Office**  
**Contract Management Unit**  
**1317 Winewood Boulevard**  
**Building 6, Room 259**  
**Tallahassee, Florida 32399-0700**  
**Local: (850) 413-6159; SunCom: 293-6159**  
**jimmers\_micallef@dcf.state.fl.us**

25. This CJMHSA Grant Memorandum of Understanding and its attachments and any exhibits referenced in said attachments, together with any documents incorporated by reference, contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this CJMHSA Grant Memorandum of Understanding shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of this CJMHSA Grant Memorandum of Understanding is legally determined unlawful or unenforceable, the remainder of the CJMHSA Grant Memorandum of Understanding shall remain in full force and effect and such term or provision shall be stricken.

26. The Grantee agrees to comply with section 394.657, F.S. relating to the establishment of County planning councils or committees. The Grantee must provide the list of members of this council in accordance with the Criminal Justice Mental Health and Substance Abuse Reinvestment Grant Planning Council (Attachment IV). The completed list of the planning council members must be submitted to the Grant Manager for the Department of Children and Families within sixty (60) days from the date of execution of this Memorandum of Understanding.

Approved 02/27/08

MOU# \_\_\_\_\_

IN WITNESS THEREOF the parties hereto have executed this 98 page CJMHPA Grant Memorandum of Understanding, including Attachments I, II, III and IV, by their undersigned officials as duly authorized.

**GRANTEE:** Palm Beach County, Florida, By Its Board of County Commissioners

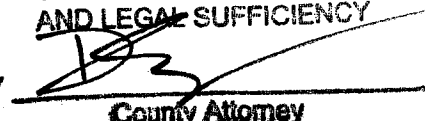
Signed By: \_\_\_\_\_

Name: \_\_\_\_\_

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

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Sharon R. Bock, Clerk & Comptroller BY



County Attorney

By: \_\_\_\_\_

Deputy Clerk

Grantee Federal EID#: \_\_\_\_\_

Grantee Fiscal Year Ending Date: \_\_\_\_/\_\_\_\_

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STATE OF FLORIDA - DEPARTMENT OF CHILDREN AND FAMILIES

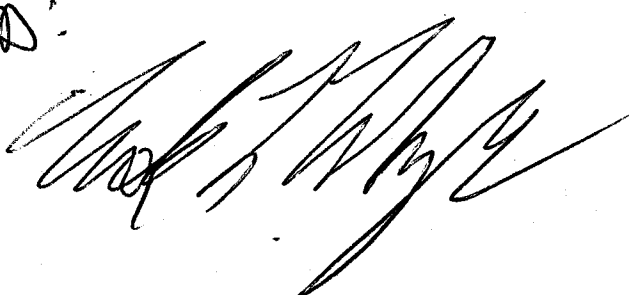
Signed By: \_\_\_\_\_

Name: William H. Janes

Title: Assistant Secretary for Substance Abuse and Mental Health

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

Approved:

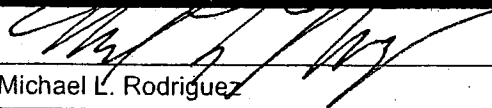


Approved 02/27/08

MOU# \_\_\_\_\_







**Attachment I**



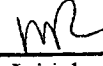

**Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant  
Cover Page**

PROPOSAL INFORMATION					
Project Type:		<input checked="" type="checkbox"/> Planning Grant <input type="checkbox"/> Implementation/Expansion Grant			
County or Counties:		PALM BEACH			
GRANT POINT OF CONTACT					
Contact Name:		Michael L. Rodriguez, Executive Director			
Department:		Palm Beach County Criminal Justice Commission			
Address Line 1:		301 N. Olive Avenue			
Address Line 2:		Suite 1001			
City:	West Palm Beach	State:	Florida	Zip:	33401
Email:	Mlrodrig@pbcgov.com				
Phone:	(561) 355-2314	Fax:	(561) 355-4941		
ADDITIONAL CONTACTS					
Contact Name (if any):		Jenise Gibson, Senior Criminal Justice Analyst			
Organization:		Palm Beach County Criminal Justice Commission			
Address Line 1:		301 N. Olive Avenue			
Address Line 2:		Suite 1001			
City:	West Palm Beach	State:	Florida	Zip:	33401
Email:	Jgibson1@pbcgov.com				
Phone:	(561) 355-1503	Fax:	(561) 355-4941		
FUNDING REQUEST AND MATCHING FUNDS					
1. Total Amount of Grant Funds Requested:					\$100,000
2. Total Matching Funds (Provided by applicant and project partners):					\$100,000
3. Total Project Cost (Add amounts in 1 and 2):					\$200,000
CERTIFYING OFFICIAL					
Certifying Official's Signature					
Certifying Official's Name (printed):		Michael L. Rodriguez			
Title:		Executive Director, Criminal Justice Commission			
Date:		10/25/07			

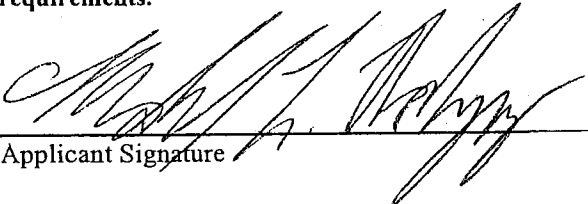
**Appendix G**

**STATEMENT OF MANDATORY ASSURANCES**

1. <b>Infrastructure:</b> The applicant shall possess equipment and Internet access necessary to participate fully in this solicitation.	 <hr/> Initial
2. <b>Site Visits:</b> The applicant will cooperate fully with the Corporation in coordinating site visits, if desired by the Corporation.	 <hr/> Initial
3. <b>Non-discrimination:</b> The applicant agrees that no person will, on the basis of race, color, national origin, creed or religion be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination pursuant to the Act governing these funds or any project, program, activity or sub-grant supported by the requirements of, (a) Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended which prohibits discrimination the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended which prohibits discrimination in employment or any program or activity that receives or benefits from federal financial assistance on the basis of handicaps; (d) Age Discrimination Act 1975, as amended which prohibits discrimination on the basis of age, (e) Equal Employment Opportunity Program (EEO) must meets the requirements of 28 CFR 42.301.	 <hr/> Initial
4. <b>Lobbying:</b> The applicant is prohibited by Title 31, USC, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," from using Federal funds for lobbying the Executive or Legislative Branches of the federal government in connection with a specific grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal funds if grants and/or cooperative agreements exceed \$100,000 in total costs (45 CFR Part 93).	 <hr/> Initial
5. <b>Drug-Free Workplace Requirements:</b> The applicant agrees that it will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76.	 <hr/> Initial
6. <b>Smoke-Free Workplace Requirements:</b> Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library projects to children under the age of 18, if the projects are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's projects provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.	 <hr/> Initial

7. <u>Compliance and Performance</u> : The applicant understands that grant funds in Years 2 and 3 for Implementation/Expansion Grants are contingent upon compliance with the requirements of this grant program and demonstration of performance towards meeting the grant goals and objectives, as well as availability of funds.	 <hr/> Initial
8. <u>Certification of Non-supplanting</u> : The applicant certifies that funds awarded under this solicitation will not be used for programs currently being paid for by other funds or programs where the funding has been committed.	 <hr/> Initial
9. <u>Submission of Data</u> : The applicant agrees to provide data and other information requested by the Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center at the Florida Mental Health Institute to enable the Center to perform the statutory duties established in the authorizing legislation.	 <hr/> Initial
10. <u>Submission of Reports</u> : The applicant agrees to submit semi-annual progress reports and an annual fiscal report, signed by the County Administrator, to the Florida Substance Abuse and Mental Health Corporation.	 <hr/> Initial

By signing and submitting this agreement, the Applicant certifies that it will comply with all the above requirements.


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Applicant Signature

10-23-07  


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Date

## Project Narrative

The purpose of this project is to plan for the implementation and expansion of initiatives that will improve the accessibility and effectiveness of treatment services for adults and juveniles who suffer from mental illnesses and/or substance abuse and who are at risk of entering or re-entering the criminal or juvenile justice system.

### 1. Statement of the Problem

The intent of the Community Mental Health Centers Construction Act of 1963 was to discharge individuals with mental illness from state mental institutions into least restrictive community-based care through federally-funded Community Mental Health Centers. However, funding never materialized and as a result, jails and prisons have become de facto psychiatric facilities, typically housing and treating more people with severe mental health disorders than their jurisdiction's state mental hospital.<sup>1</sup> In the absence of adequate community-based services, individuals with mental health disorders often behave in ways that engage them with the criminal justice system. Unfortunately for these individuals, jail and prison may present the only opportunity to receive some form of mental health and/or substance abuse treatment. The problem however, is that correctional facilities were neither designed nor equipped to handle the tremendous influx of this special needs population. Although there have been numerous federal reform measures to divert individuals with serious mental health disorders and co-occurring substance abuse disorders from jail to community-based treatment programs,<sup>2</sup> the challenge to state and local leaders continues to be coordinating scarce resources through a fragmented social service delivery system without compromising public safety.

Substance abuse is by far the predominant cause of premature and preventable illness, disability and death in our society. The National Institute of Mental Health reports that nearly 17 percent of the U.S. population 18 years old and over will fulfill criteria for alcohol or drug or other substance abuse during their lifetimes. The influence of alcohol is a contributing factor in many crimes and non-criminal calls for service encountered by police and sheriff's departments. According to *A Survey of Criminal Justice Practitioners and Their View on Florida's Mental Health and Substance Abuse Treatment and Delivery Systems* conducted by University of Central Florida's Department of Criminal Justice and Legal Studies, College of Health and Public Affairs, 87% of respondents felt that Florida's mental health and substance abuse delivery systems are not adequately funded; 72% felt that access to substance abuse and mental health services is related to public safety; 79% felt that Florida's mental health and substance abuse delivery systems are in crisis; 76% agree that there are many children in Florida's juvenile justice system with serious emotional disturbances that went untreated; and 88% agree that access to services helps to avoid unnecessary and costly hospitalization and incarceration.

#### Local Impact

In a study commissioned by the Palm Beach County Community Alliance<sup>3</sup>, major findings revealed:

- 100,723 individuals reported serious mental illness in 2006
- 144,000 individuals aged 18-64 reported chronic depression for 2 or more years; prevalence of reporting is higher among low-income and uninsured individuals; prolonged depression is more often reported in women than men

<sup>1</sup> Steadman & Monahan, 1984; Walsh & Holt, 1999

<sup>2</sup> Naples & Steadman, 2003

<sup>3</sup> Investigating in the Health of Palm Beach County's Citizens, Strategies For Strengthening the Safety Net For Individuals With Mental and Substance Use Conditions (February 2007)

## **Project Narrative**

- Approximately 6% of Palm Beach adults report having trouble accessing mental health services in the past year due to cost; among low-income individuals, more than 22% reported trouble accessing mental health services due to cost
- 19,836 individuals out of 96,634 respondents called the local 211 Information/Referral Hotline for mental health counseling
- 992 Baker Act cases were initiated in Palm Beach County in 2006
- Over 2,000 individuals in Palm Beach County received substance abuse services through the Department of Children & Families in 2006-07

Palm Beach County shares national and state concerns regarding criminalization of persons with mental health disorders and dual substance abuse disorders, and recognizes the critical need to implement viable options to incarceration for this vulnerable population. Each day, the County houses over 500 people with some form of mental health problem in its jails, the vast majority of whom will be quickly discharged back into the community without adequate services to prevent re-incarceration. Furthermore, over 2,400 individuals are incarcerated on any given day due to substance abuse problems. While the average length of stay for inmates in the general population is 33 days, those with mental health problems average 60 days in a setting not designed to meet their chronic needs.

The Palm Beach Sheriff's Office (PBSO) operates one of the largest correctional systems in the nation, with an average daily population (ADP) of nearly 3,000 inmates in its three adult detention facilities. This population is forecast to grow to 3,530 inmates by the year 2015. Health statistics from the County jails suggest that approximately 17% of the ADP is receiving some form of mental health services, and 3.3% (of the 17%) are taking psychotropic medication for some type of mental health disorder. Two percent of the ADP is housed in one of three mental health units (approximately 60 patients/inmates). Although these patients/inmates may have a secondary diagnosis involving substance abuse, mental illness is their primary diagnosis. Consistent with national figures, it is estimated that approximately 80% of inmates housed in our County jails also have a substance abuse disorder.

Locally, the State Department of Children and Families, Substance Abuse and Mental Health Services (DCF/SAMH) is the designated mental health authority, and provides the majority of funding for community mental health services. While the population in Palm Beach County has grown by 47.8% since 1990, DCF/SAMH's allocated budget has not kept pace. According to preliminary data from the 15<sup>th</sup> Judicial Circuit Public Defender's Office, from January to June 2007 alone there were 41 competency status reports, 51 hearings and 70 court orders or court findings on individuals found incompetent to proceed or not guilty by reason of insanity in Palm Beach County. Recognizing the need, DCF/SAMH has increased the level of forensic services for persons adjudicated under F.S. Chapter 916 (i.e., incompetent to proceed or not guilty by reason of insanity). The number of transfers from Palm Beach County jails to a state forensic hospital has remained consistent in the last 5 years; the average wait for those determined eligible for transfer decreased from 59.8 days in 2006 to 7.39 in 2007 due to the opening of new beds. The consistency in the past five years of the number of transfers substantiates that we can expect to have similar amounts of transfers in the upcoming years.

### ***Screening and Assessments – Adult Population***

Screening and assessments for mental health and substance abuse disorders take place throughout incarceration by the County jail's Mental Health Treatment Team. During the intake/booking process, a questionnaire is completed by the receiving corrections deputy sheriff, and further screening is completed

## Project Narrative

by the receiving healthcare professional (e.g., Intake Nurse). During the orientation process (approximately 8 to 72 hours from booking), healthcare personnel conduct more comprehensive medical and mental health assessments. Contracted staff from the Drug Abuse Foundation (DAF) conduct initial screenings by utilizing a psycho-social, self-reporting assessment tool to determine a diagnostic impression of primary substance abuse or dependency for referral to an appropriate treatment modality. Additionally, the Community Mental Health Center utilizes office space in the intake/booking area to conduct the Mental Health Diversion Program, which aims to divert individuals charged with non violent misdemeanors who meet established criteria from incarceration.

Inmates identified as having a mental health disorder are housed in one of three units specifically dedicated to stabilizing and treating high-risk inmates at the Main Detention Center. These units are staffed 24/7 with nursing personnel and corrections deputies and inmates/patients are provided with medication management, group and individual counseling, and case management/discharge-planning services. These medical services are provided by psychiatrists, psychologists, mental health nurses, advanced registered nurse practitioners, and social workers through PBSO's contracted medical provider.

PBSO also provides services to individuals identified with substance abuse problems through the jail's Substance Abuse Awareness Program (SAAP), which is based on the least restricted treatment modality. Approximately 3,000 substance abuse evaluations are conducted annually by DAF personnel. An estimated 90% are court-ordered, while the remaining 10% are generated by referrals from the jail's Mental Health Treatment Team. Assessments are completed with recommendations to the Courts for treatment modalities that include: 1) non-custodial programs such as outpatient drug/alcohol education, outpatient treatment and education and in-patient intensive treatment provided by a community treatment provider (60 days); and 2) in-custody programs such as short-term residential treatment (30-60 days) and long-term residential treatment program (minimum of 6 months) housed at the Stockade Facility's Drug Farm Program. Self-help programs such as Alcoholic Anonymous and Narcotics Anonymous are also available to incarcerated inmates.

### *Screening and Assessments – Juvenile Population*

According to data from the Department of Juvenile Justice in fiscal year 2006-07, juveniles detained in the County's Juvenile Detention Center or in their residential treatment facilities were diagnosed with the following mental health and substance abuse problems:

Category	Detail	Percent of total known population within this category
History of referrals for drug or alcohol assessment	266 Diagnosed as drug or alcohol abuser	18%
	22 Diagnosed as dependent or addicted	1%
Youth is currently using alcohol or drugs	466 Youth currently using drugs or alcohol	31%
History of mental health problems	63 Mental health medication and treatment prescribed	4%
History of depression-anxiety	391 Occasional depression-anxiety	26%
	90 Consistent depression-anxiety	6%
Current mental health problem status	160 Current mental health problems	11%



## **Project Narrative**

All youth who are delivered to the Department of Juvenile Justice (DJJ) in Palm Beach County are screened for substance abuse and mental health needs using the Massachusetts Youth Screening Instrument (MAYSI-2), Second Version or the DJJ Positive Achievement Change Tool (PACT) and the DJJ Suicide Risk Screening Instrument (SRSI).<sup>4</sup> Screening begins during the initial intake process when a law enforcement officer delivers a juvenile who has been taken into custody to the Juvenile Assessment Center (JAC) or Juvenile Probation Unit. The juvenile probation officer or intake worker administering the MAYSI-2 or PACT must determine whether a referral for further assessment must be made. Furthermore, a referral for further assessment or immediate attention must be made regardless of the MAYSI-2 or PACT findings when the juvenile probation officer or intake worker obtains information from parents, staff members or other informed persons regarding behavioral observations that indicate the youth has a mental health or substance abuse problem or is a possible suicide risk.

If the MAYSI-2, PACT Mental Health and Substance Abuse Screening Report and Referral form, or other information regarding the youth's behavior or history indicates the need for further mental health or substance abuse assessment, the youth is referred for a comprehensive assessment. This referral is sent to the Juvenile Evaluation Team (JET), which is a program funded by the Department of Children & Families. This is a single point of assessment and access for substance abuse and mental health services for children entering the Juvenile Justice System in Palm Beach County. The JET Program is a gate keeping and single access point for the Juvenile Justice Oversight Team (JJOT). The JJOT is a service collaborative made up of substance abuse and mental health providers serving the Juvenile Justice population and receiving referrals from the JET Team. Members of JJOT also include funders and other stake holders such as Florida Department of Children & Families, Juvenile Justice, Palm Beach County School District, Palm Beach County Juvenile Detention Center, and other representatives from the Palm Beach County Criminal Justice System. The JJOT works as an oversight team coordinating services to high risk children in the Juvenile Justice System. The JJOT meets on a monthly basis reviewing performance data, staffing/trouble shooting problems, and developing operating procedures for the system of care serving this population. A case management team was created by the JJOT to work with Juvenile Justice probation officers and case workers to ensure that children receive the services identified from the assessment and to track their results.

### ***Demographic and Population Trends***

Palm Beach County is located along the southeastern coast of Florida, and is the largest in geography and second fastest growing county in the state. Encompassing 2,578 square miles (including Lake Okeechobee) and 37 municipalities and unincorporated areas, it is home to 1,274,013 residents, or 7% of Florida's total population. Since 1990, the population has increased by 47.8%, the second greatest increase of any county in Florida. Current projections forecast that the number of residents will continue to increase and reach a level of 1.38 million people over the next five years (American Community Survey, 2006).

The cost of living in Palm Beach County is the second highest in the State of Florida. Service industries such as tourism, agriculture and construction provide the majority of all employment, with the per-capita personal income averaging \$30,497 (American Community Survey, 2006). Census data shows that 10.9% of individuals have incomes below the poverty level.

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<sup>4</sup> Florida Department of Juvenile Justice Mental Health and Substance Abuse Services Manual, August 2006

## Project Narrative

Over the last decade, the region's population has become increasingly diverse, with significant growth among minority racial and ethnic groups. Approximately 73% of the total population of the County is White; approximately 16.7% is Hispanic; and approximately 16% is Black. Twenty-one percent of the people living in Palm Beach County in 2006 were foreign-born. Approximately 26% of residents speak a language other than English at home. Of these, 54% speak Spanish and 46% speak another language. Females comprise 51.3% of the population. The County also boasts strong diversity within its young community: 21.8% of the population is between the ages of 15-29; 63.2% of youth are White, 24.3% of youth are Black, and 16.1% of youth are Hispanic (American Community Survey, 2006).

### *Targeted Population & At-Risk Contributing Factors*

Palm Beach County recognizes that mental health disorders affect people from all ethnic, racial, and socio-economic groups in equal percentages. However, because individuals from racial and ethnic minority groups are considered at-risk of entering the criminal justice system and are to some degree overrepresented in the jail system, the need to assess and prioritize services that are culturally and linguistically competent will be integral to this project. The issue of health disparity in our county compounds an already compromised population. Those with health risk factors often access health services only within their economic means. The poor do not have the same health services as the wealthy.

Numerous inmates are released from jail with no place to live, and they are often prohibited from accessing public housing due to their criminal records. Transitional housing options are limited, leaving many homeless. A Point-in-Time Count conducted by the County Division of Human Services in January 2007 identified 1,665 homeless individuals living in Palm Beach County. Subpopulations identified in this count included 86 individuals with diagnosed mental illness, 833 substance abusers, and 454 with dual mental illness and substance abuse issues. 392 of these individuals are categorized as 'chronically homeless,' of which approximately 75% remain unsheltered. Homeless individuals will be considered a target population, as they are at risk of entering, or re-entering the system due to a lack of housing, stable employment, and transportation.

Individuals, both adult and juvenile, identified as having a mental health disorder and/or co-occurring substance abuse disorder through the screening and assessment process at the Main Detention Center, the Juvenile Assessment Center (JAC), and the Juvenile Detention Center, are a target population. Many of these individuals do not possess adequate employment skills upon release from jail. There are numerous problems with maintaining government benefits, obtaining housing, gaining employment and securing medical care, which contributes to the cycle of re-arrest. Also, mentally ill inmates prescribed psychotropic medications are released from jail with only seven days of medication. Limited access to additional medications and medication management for those without resources can quickly cause individuals to regress and may result in behaviors further increasing the risk of re-arrest.

In 2005, there were a total of 638 drug-related deaths in Palm Beach County.<sup>5</sup> The Sheriff's Office examined 215 overdose deaths, 85% of which were poly-drug events. According to a search of the DCF SISAR database, only seven of the deceased had a history of drug treatment. Women with substance abuse and other mental health problems are a special needs population that is often overlooked. A lack of parenting skills, failure to follow-up on scheduled pediatric appointments and required immunizations, as well as other contributing factors (co-occurring issues of mental illness, homelessness, poverty, etc.) may render mothers who are primary caregivers and also substance abusers unable to meet the needs of their

## Project Narrative

children.<sup>5</sup> Women report significant barriers accessing treatment for substance abuse issues. In particular, they have problems with transportation, outreach, and childcare.<sup>6</sup> As a result, many female substance abusers who feel unable to take care of their children may informally place them with other caretakers, or put them at risk for foster care placement.<sup>7</sup>

Individuals in our target population often have depressive disorders. In a report by the Palm Beach County Health Department, *Comprehensive Collection of Community Health Indicators*, in any given one-year period, 9.5 percent of the population suffer from a depressive illness. Women experience depression about twice as often as men. The overall rate of hospitalizations due to depression increased from 252 in 2000 to 315 in 2003. In the same report, the rate of hospitalizations due to psychosis increased from 279 in 2000 to 393 in 2003. The number of hospitalizations due to alcohol abuse increased from 29.3 in 2000 to 33.6 in 2003.<sup>8</sup>

## 2. Project Design and Implementation

The impact of mental illness and substance abuse on our criminal justice system is a high priority for Palm Beach County's leaders and stakeholders. The Palm Beach County Board of County Commissioners recently approved a \$267 million jail expansion project, a partial response to jail overcrowding and crowded court calendars. The County has been proactively seeking solutions to this problem through existing mental health taskforces, coalitions and committees, and ongoing system assessments have consistently highlighted the need to focus on persons who have been incarcerated as a result of actions or behaviors resulting from mental illness, substance abuse, and/or co-occurring disorders. In an effort to effectuate meaningful changes, Palm Beach County is requesting grant funds to develop a strategic plan that will work towards long-term systemic change so that the number of persons with mental health disorders and/or dual substance abuse disorders in the criminal justice system is significantly reduced. Through our strategic planning process, the County will be able to assess and identify systemic gaps and determine the optimal uses of resources so that services can be delivered efficiently and seamlessly through our collaborative network of treatment and social service providers. Some examples of programs or sub-systems currently in place in the county is our Civil Drug Court, Mental Health Jail Diversion program, Crisis Intervention Teams, Forensic Mental Health Specialist, and our Community Justice Service Centers. Recognizing the efforts that are in place in Palm Beach County, we realize there is a substantial infrastructure for us to work with, however, at the same time we recognize that there has been a failure to link and integrate our systems. One of the goals of our planning efforts will be to bridge traditional service delivery gaps by arranging a mechanism to link the offender from the criminal justice system to the mental health system, without compromising public safety.

### *Palm Beach County's Comprehensive Strategic Planning Process*

To demonstrate readiness, the Palm Beach County Board of County Commissioners established a Criminal Justice, Mental Health and Substance Abuse Planning Council (hereafter referred to as 'the Council') comprised of representatives set forth in CS/CS/HB 1477, [Chapter NO. 2007-200, Laws of Florida]. The Council, created by resolution on September 25, 2007, was organizationally placed under

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<sup>5</sup> Tracy & Farkas, 1994

<sup>6</sup> Friedman et al., 2001; Marsha and Miller, 1985

<sup>7</sup> Goldberg et al., 1996

<sup>8</sup> Palm Beach County Health Department, 2006

## Project Narrative

the Palm Beach County's Criminal Justice Commission (CJC) and will be responsible for providing overall leadership for planning, policy-setting, and advocacy for the community related to this subject. The Council is chaired by a County Commissioner and held its first meeting on October 10, 2007, during which members discussed creating several subcommittees to include representatives of the criminal justice system and other existing mental health task forces, councils, and advocacy groups in the community.

### Planning Activities

Planning activities will include, at a minimum:

1. The creation of several subcommittees encompassing courts, corrections, law enforcement, social services, treatment, housing and other relevant issues aligned with the intercept points of the Sequential Intercept Model. Subcommittee members will be responsible for gathering relevant information and data on their specific issue areas; conduct a thorough needs and gap assessment, and review their respective agency's established goals/objectives/strategies that can be used as a foundation for the strategic plan. Each subcommittee will then develop a report summarizing the major findings to be provided to the Council for review, input and direction.
2. The creation of a Resource Subcommittee which will be tasked to thoroughly assess all the resources, funding, and opportunities available in Palm Beach County. The end product will be a resource development plan which will identify all relevant resources that can be maximized, leveraged and redirected in the community for long-term sustainability.
3. A mini-summit of all subcommittees will be convened to conduct a SWOT analysis to determine the strengths, weaknesses, opportunities and threats that surround incarcerated persons with mental illness and/or substance abuse disorders.
4. Extensive research on models and best practices will be conducted. The Project Director will seek the assistance of the CJMHS Technical Assistance Center for research collections.
5. The creation of a Working Group comprised of the Project Director, CJC Senior Analyst and selected subcommittee members to be responsible for analyzing the data derived from the SWOT analysis to develop trends, common goals, objectives, corresponding strategies and specific action steps with timelines and projected costs.
6. Team members from the Council and subcommittees will partake in training and educational seminars.
7. The development of a comprehensive strategic plan by the Working Group members in consultation with the Council and subcommittee members, which will outline the mission, vision, goals and objectives, values, performance measures, and a conceptual model for addressing best practices diversion options for persons with mental health, substance abuse or co-occurring disorders.
8. A performance evaluation will be conducted to measure the effectiveness of the planning process.
9. The Board of County Commissioners will convene a workshop as to the best way to initiate systemic change for the identification and treatment of adults and juveniles who have a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorder and who are in, or at risk of entering the criminal and/or juvenile justice systems.
10. The project team will develop an implementation plan.

Members of the Council will be responsible for: 1) engaging and garnering support from key stakeholders and subject matter experts; 2) providing advocacy and support, and 3) approving the strategic plan. The plan, once adopted by the Council, will be the foundation of the community's efforts for advocacy and

## Project Narrative

resource development, including, but not limited to, expansion of state and local funding, developing a legislative agenda, and formalizing specific action steps for development of sound policy and practices. Most importantly, it will provide the venue for a single voice of representation as it relates to this issue and what is needed by the community to better address the needs of some of our most vulnerable citizens.

### 3. Capability and Experience

Through a resolution by the Palm Beach County Board of County Commissioners, the Council was strategically housed under the Palm Beach County Criminal Justice Commission (CJC) who will act as the fiscal agent for this grant. The CJC was created by county ordinance in 1988 and is comprised of 21 public sector members representing local, state and federal criminal justice and governmental agencies, and 12 private sector business leaders nominated by the Economic Council of Palm Beach County. The vision of the CJC is to cultivate and enrich local criminal justice practice, policy, and program development, with a mission to serve as a catalyst to bring together criminal justice and related agencies in partnerships. The CJC has a remarkable history of building strong partnerships to improve the criminal justice system in the County.

The CJC has a remarkable track record for initiating and sustaining new criminal justice initiatives such as the first community court in the State of Florida, a drug court for first-time adult drug felony offenders, five Weed and Seed sites in high-crime areas, and two community justice service centers, which provide an array of social services and treatment referrals to our target population. Most recently, the CJC was able to secure funding from the County and local cities to implement an evidence-based youth prevention strategic plan which encompasses courts, corrections, law enforcement, and prevention. The plan calls for the creation of five youth empowerment centers to serve at risk youth who are not caught up in crime and the criminal justice system. It also calls for creating adult Justice Service Centers to provide resources to those individuals who have already been in contact with the criminal justice system.

#### *Key Staff/Roles*

- The CJC Executive Director will be the project's overall administrator. The Director has been employed at the CJC for over seven years and has over twenty years experience in the criminal justice field.
- A CJC Senior Criminal Justice Analyst will be responsible for coordinating meetings; preparing agendas and minutes; conducting necessary research, and preparing the final strategic plan in consultation with the Project Director, the Council and subcommittee members. The CJC Senior Analyst has been employed with the CJC for four years and has extensive experience in criminal justice research, planning and coordinating activities for the CJC's Corrections Task Force.
- The CJC Research and Planning Manager will supervise and provide direction for the overall planning activities in addition to assisting with the development of the strategic plan. The Research and Planning Manager has fifteen years of experience in research, program evaluation, strategic planning and developing the CJC's annual report.
- A Project Director will be hired through grant funds to lead the planning process. The Project Director will be responsible for coordinating activities of the subcommittees; mapping the service provider system; conducting a thorough assessment of services and programs countywide including a gap analysis; facilitating the mini-summit for the SWOT analysis; preparing status reports to the Council, and developing the final strategic plan. This individual will be an experienced assessor with knowledge of the community and local resources. The Project Director will work collaboratively with the Planning Council and the CJC Senior Analyst.

## **Project Narrative**

- An Evaluator will be contracted through grant funds to conduct a performance evaluation of the planning process and derive methodologies for collecting and sharing data among partners and reporting data to the Criminal Justice, Mental Health and Substance Abuse Technical Assistance Center.
- A Mental Health Case Manager from the Court Administrator's Office will be provided part-time to assist in data collection and mapping the flow of individuals with mental illness issues.

### ***Collaborative Partners/Stakeholders***

The Palm Beach County strategic planning process will be a collaborative effort between all key stakeholders in the County's mental health, substance abuse and criminal justice communities in addition to consumers, families, and faith-based organizations. The role of the criminal justice practitioners will be to identify the criminal justice system flaws and make recommendations for increasing the effectiveness of the County justice system. The Service Providers will collaborate by providing key information on a case-by-case basis to assist in developing a mapped flow of individuals throughout the system of care, the community and the criminal justice system when applicable. Consumer and Consumer Family member roles are pertinent to the success of the planning process, as they will provide information on real life experiences to the Council, participating as voting members and serving as active participants in the design of the strategic plan. A complete list of Council Members is enclosed as attachment #1. The CJC has also identified additional agencies to be included on the Council such as the County Department of Health, the Chief Judge, School District, Transportation and Housing agencies.

The following community partners will be contacted to be involved in the system improvement process: United Way of Palm Beach County; Quantum Foundation; Children's Services Council; National Alliance on Mental Illness; Area Agency on Aging; County Division of Youth Services; County Department of Community Services; County Division of Human Services; County Health Department; Center for Family Services; Drug Abuse Treatment Association; Elizabeth Faulk Foundation/Center for Group Counseling; Gratitude House; Jeff Industries; Mental Health Association; Parent-Child Center; South County Mental Health Center, and the Wayside House.

### ***Available Resources***

Physical office space will be provided for the Project Director and Evaluator at the CJC Office and/or at the Court Administration Office. Furniture and equipment will also be provided by the CJC, including computers/website, office supplies, copiers, printers, phones and fax machines.

## **4. Evaluation and Sustainability**

The CJC will contract with an experienced evaluator to conduct both a process and an outcome evaluation of our proposed strategic planning process. Patton's (2002) approach of developing process/outcome matrix will be used for the evaluations, along with his approach of utilization focused evaluation (Patton, 1997). The matrix will be further refined during the planning months of the project.

### ***Process Evaluation***

Information will be gathered from interviews of key stakeholders and observations of meetings, the court and other relevant interactions and documents. In addition to focusing on the gathering of information based on the matrix, stakeholders will be asked to rate the importance of the issues in the matrix (high, moderate, low) and to estimate their general feelings towards these outcomes (favorable, neutral/unknown, negative). These interviews, meetings, and documents will include questions specific

## **Project Narrative**

to the diversion process about engagement of stakeholders and the community, the informal social ties between individuals and groups, and trust among groups and stakeholders. This approach will also be applied to the needs assessment process.

### ***Data Collection***

Information will be gathered from interviews, attendance at meetings, and documents about the content of the meeting as well as a) how much participants talk or otherwise communicate, b) how much they trust each other, c) how much they “see eye-to-eye” (Center for Innovation in Management, 2005) and d) action plans with met or un-met outcomes. Additional areas of focus for this collection include consumer satisfaction and model fidelity.

The creation of a database to collect and enter data for the evaluation will simplify the management and analysis of data, allowing for the entry of interactions of multiple stakeholders as they relate to the matrix. This will aid in efficient address data storage, security, and fidelity (quality checking) issues, as well as the analysis. The ease of using a central database is also important to consistent recording of these detailed data. Reports of progress on data collection and preliminary findings will be produced in bi-annual reports, which will be made available to all stakeholders, to be used as a feedback loop in which stakeholders can address issues that may need improvement and learn about components of the planning process that are working well. Evaluation staff will discuss these reports with key stakeholders to elicit their thoughts on what the information means for improvement of the planning effort. The evaluator will also consult with the Mental Health, and Substance Abuse Technical Assistance Center at the University of Florida on how fidelity measures have been developed for other projects funded through grants. The end result will be the development of fidelity measures that will be complete by the end of the planning phase.

### ***Sustainability Plan***

The Palm Beach County Board of County Commissioners has identified the diversion of persons with mental health and substance abuse disorders as a top County priority. By doing so, the Commission has set in motion a full-scale effort to create systemic change targeted at diversion efforts. This process will be inclusive of all the key stakeholders needed to effectuate this change. Thus, a memorandum of understanding will be secured from each stakeholder and community partner involved in the process, to demonstrate long-term commitment to project sustainment. During the planning process, a resource development plan will also be developed to identify all the resources and funding opportunities that can be leveraged and redirected to optimize limited resources for maximum effect. In the end, a recommendation will be made to the Commission on identifying dedicated funding streams for implementation of the strategic plan.

Palm Beach County is committed to continually educate, advocate, and advance our efforts to achieve a comprehensive service delivery system for the mentally ill and substance abuse population. Maintaining a strong network of community partnerships is critical for the sustainability of a comprehensive service delivery system, which will optimize the availability of scarce resources. To that end, the Council will continue to be an active body beyond the end of the planning process, to serve as the voice and advocate for vulnerable members of society.

**Budget/Budget Narrative**

Funding Category	Grant Funds Requested	Matching Funds and Other In-Kind Contributions	
		Funding	Source of Funds
Salaries:	-	\$98,562	Palm Beach County Board of County Commissioners, CJC
Fringe Benefits:	-		
Administration:	-		
Equipment:	\$1,200.00		
Travel:	\$619.26		
Contractual:	\$88,125.00		
Supplies:	-	\$700.00	Palm Beach County Board of County Commissioners, CJC
Rent/Utilities:	-		
Other Expenses:	\$10,055.74	\$738.00	Palm Beach County Board of County Commissioners, CJC
Totals:	\$100,000.00	\$100,000.00	
<b>Total Project Cost:</b>	<b>\$200,000.00</b>	<b>= Grants Funds Requested + Matching Share</b>	
<b>Match Percentage:</b>	<b>100%</b>	<b>= Match / Total Project Cost</b>	

**Salaries and Fringe Benefits:**

A percentage of the salaries of three County positions will be provided as match:

Criminal Justice Commission – Senior Criminal Justice Analyst  
 \$81,766 @ 60% = \$49,060  
 Percentage rate Fringe Benefits = 25.2%

Criminal Justice Commission – Research and Planning Manager  
 \$88,644 @ 22% = \$19,502  
 Percentage rate Fringe Benefits = 24.4%

Court Administration Office – Mental Health Case Manager  
 \$60,000 @ 50% = \$30,000  
 Percentage rate Fringe Benefits = 28.6%

**Administration:**

n/a

**Equipment:**

A laptop computer will be purchased for use by the Project Team for compiling the data collections, needs assessment and strategic planning. The portability of the laptop will be useful for working at sites around the County. The estimated cost of the laptop and Microsoft Office software is \$1,200.00.



**Budget/Budget Narrative**

**Travel:**

Council members and staff will be encouraged to attend conferences, seminars and business meetings to build and strengthen their knowledge, skills and abilities in the areas of mental health and substance abuse. Site visits to four Florida counties with mental health and/or substance abuse programs will be arranged.

<i>Purpose of Travel</i>	<i>Location</i>	<i>Item</i>	<i>Computation</i>	<i>Cost</i>
Staff and Council Members site visit	Dade County	Mileage	144 miles @\$.485 per mile round trip	\$69.84
		Per Diem/ Meals	4 people x \$17 day	\$68.00
Staff and Council Members site visit	Broward County		94 miles @\$.485 per mile round trip	\$45.59
		Per Diem/ Meals	4 people x \$17 day	\$68.00
Staff and Council Members site visit	St. Lucie County		134 @\$.485 per mile round trip	\$64.99
		Per Diem/ Meals	4 people x \$17 day	\$68.00
Staff and Council Members site visit	Orange County		344 @\$.485 per mile round trip	\$166.84
		Per Diem/ Meals	4 people x \$17 day	\$68.00
<b>Total Travel</b>				<b>\$619.26</b>

**Contractual:**

A Project Director will be contracted to lead the activities of the Planning Council during the assessment and strategic planning phases. During the first 5 months, the Project Director will perform the needs/gap assessment and mapping aspects for the project. During the remaining 7 months, the Project Director will coordinate the strategic plan activities and will perform the duties of completing the plan for the Council. Throughout the project, a consultant will be used to collect data, perform extensive research, evaluation and analysis.

<i>Name of Consultant</i>	<i>Service Provided</i>	<i>Computation</i>	<i>Cost</i>
TBD	Comprehensive Community Needs Assessment, Gap Analysis, Flow Mapping, and GIS Mapping with Report including all travel expenses	\$75 per hour x approximately 300 hours	\$22,500.00
TBD	Comprehensive Strategic Planning Organization and Planning Council Development with Report including all travel expenses	\$75 per hour x approximately 400 hours	\$30,000.00
TBD	Data collection, research, evaluation and analysis including all travel expenses	\$75 per hour x approximately 475 hours	\$35,625.00
<b>Total Contractual</b>			<b>\$88,125.00</b>

## **Budget/Budget Narrative**

### ***Supplies:***

The Criminal Justice Commission will provide approximately \$700.00 in supplies such as paper and meeting folders as in-kind match.

### ***Rent/Utilities:***

n/a

### ***Other Expenses:***

\$6,700 has been allocated for education and training expenses, including the fee of a national expert to facilitate classes for Council members and County staff, and for training session and conference registration fees that may be identified during the planning year.

\$4,129.74 has been allocated for the design and printing of materials and reports related to data collection, needs assessment and evaluations, and for the final printing of the strategic plan. The Criminal Justice Commission will provide \$738.00 to offset printing cost as in-kind match.

**Appendix F**

**COMMITMENT OF MATCH/DONATION FORMS**

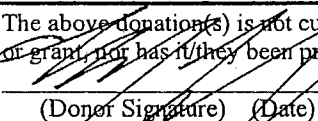
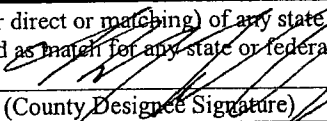
TO:(name of County)	<u>Palm Beach</u>
FROM: Donor Name	<u>Palm Beach County Criminal Justice Commission</u>
ADDRESS:	<u>301 North Olive Ave., Suite 1001</u> <u>West Palm Beach, FL 33401</u>

The following \_\_\_ space, \_\_\_ equipment, \_\_\_ goods/supplies, and/or  services, is/are donated to the County

\_\_\_ permanently (title passes to the County)  
 temporarily, for the period of twelve months (title is retained by the donor)

**Description and Basis for Valuation (See next page)**

	<u>Value</u>	<u>Corporation USE</u>
(1) <u>In-kind services of Research &amp; Planning Manager (22%) and Senior Criminal Justice Analyst (60%)</u>	\$ <u>68,562</u>	_____
(2) <u>Printing services</u>	\$ <u>738</u>	_____
(3) <u>Paper, folders, compact discs, use of audio recorder</u>	\$ <u>700</u>	_____
(4) _____	\$ _____	_____
	<b>TOTAL VALUE</b>	<b><u>\$70,000</u></b>

The above donation(s) is not currently included as a cost (either direct or matching) of any state or federal contract of grant, nor has it (they) been previously purchased from or used as match for any state or federal contract.			
	<u>10/25/07</u>		<u>10/25/07</u>
(Donor Signature)	(Date)	(County Designee Signature)	(Date)

The grant Review Committee will review the valuation of the donated item(s) and has, in the space provided, indicated the valuation amount acceptable to the department for use in meeting a match requirement for the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant program. Donated items are subject to disallowance should they be found to be a current or previous cost or matching item of a state or federal grant or contract.

**Appendix F**

**COMMITMENT OF MATCH/DONATION FORMS**

TO: (name of County) <u>Palm Beach</u>
FROM: Donor Name <u>Court Administration, Barbara Dawicke</u>
ADDRESS: <u>205 North Dixie Highway</u> <u>West Palm Beach, FL 33401</u>

The following \_\_\_ space, \_\_\_ equipment, \_\_\_ goods/supplies, and/or  services, is/are donated to the County

\_\_\_ permanently (title passes to the County)  
 temporarily, for the period twelve months (title is retained by the donor)

**Description and Basis for Valuation (See next page)**

	<u>Value</u>	<u>Corporation USE</u>
(1) <u>In-kind services of Mental Health Case Manager</u> <u>(50%)</u>	\$ 30,000	
(2) _____	\$ _____	
(3) _____	\$ _____	
(4) _____	\$ _____	

TOTAL VALUE \$ 30,000

The above donation(s) is not currently included as a cost (either direct or matching) of any state or federal contract or grant, nor has it/they been previously purchased from or used as match for any state or federal contract			
<u>[Signature]</u>	<u>10-24-07</u>	<u>[Signature]</u>	<u>10/25/07</u>
(Donor Signature)	(Date)	(County Designer Signature)	(Date)

The grant Review Committee will review the valuation of the donated item(s) and has, in the space provided, indicated the valuation amount acceptable to the department for use in meeting a match requirement for the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant program. Donated items are subject to disallowance should they be found to be a current or previous cost or matching item of a state or federal grant or contract.

**MATCH COLLECTION SUMMARY REPORT**

DATE - October 25, 2007

County - Palm Beach

Type of Grant - Planning

Match Requirement Percentage - 100%

Total Match Required for the Grant \$ 100,000

Match Reported this Period:

Cash \$ \_\_\_\_\_

In-Kind \$ 100,000

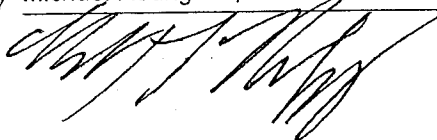
Total \$ 100,000

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared By Jenise Gibson, Senior Criminal Justice Analyst

Approved By Michael Rodriguez, Executive Director



**Project Timeline**

**Upon Notification of Planning Grant Award:**

Month	Project Goal	Related Objective	Key Activities	Milestones/ Expected Completion Date	Responsible Partner
1	Identify Project Director/Consultant  Systematic exploration of the mental health and substance abuse services and programs	Clearly define mission/vision statement and values  Begin Countywide assessment	Planning Council meets and forms subcommittees to work on specific tasks  Involve key stakeholders and other potential sources of subject matter expertise and funding in planning actions  Fully describe the vision statement and values based on collective, fundamental beliefs that drive the initiatives in Palm Beach County  Begin to compile resource data and analysis	By end of 1st month – clearly defined mission statement  Ongoing	Project Director/ CJC Staff/ Council Members
2			Compile resource data – Identify priorities and importance	Ongoing	Project Director/ CJC Staff/ Council Members/ Subcommittees
3			Compile resource data – Identify causes of performance problems and/or opportunities	Ongoing	Project Director/ CJC Staff/ Council Members/ Subcommittees

**Project Timeline**

<b>Month</b>	<b>Project Goal</b>	<b>Related Objective</b>	<b>Key Activities</b>	<b>Milestones/ Expected Completion Date</b>	<b>Responsible Partner</b>
4			Identify possible solutions and growth opportunities  Map services using GIS technology	By end of 4 <sup>th</sup> month	Project Director/ CJC Staff/ Council Members/Subcommittees
5	Develop a comprehensive needs assessment and countywide white paper on CJMHSAs	Complete Countywide assessment	Define scope of problem  Analysis of problem using current data, implication of the data, critical issues for the various constituents, such as law enforcement, courts, and treatment providers.	By beginning of 5 <sup>th</sup> month  By end of 5 <sup>th</sup> month	Project Director/ CJC Staff/ Council Members/ Subcommittees
6	Develop a comprehensive Strategic Plan	Regional partnership strategic planning process	Hold Summer Summit  Provide Council and Subcommittee members with expert consultation and education on specific approaches and their linkage to best known/effective mental health and substance abuse treatment practices, diversion strategies, and support services	By beginning of 7 <sup>th</sup> month	Project Director/ CJC Staff/ Council Members/ Subcommittees

**Project Timeline**

<b>Month</b>	<b>Project Goal</b>	<b>Related Objective</b>	<b>Key Activities</b>	<b>Milestones/ Expected Completion Date</b>	<b>Responsible Partner</b>
7	Define a conceptual model for addressing criminal justice reinvestment for persons with mental health, substance abuse or co-occurring disorders	Write a strategic plan for creating a comprehensive service system for criminal justice-diverted persons with mental health and/or substance use disorders	Workgroup will meet to write the strategic plan	By end of 7 <sup>th</sup> month	Project Director/ CJC Staff/ Council Members/ Subcommittees
8	Identify Strategic Goals and Objectives	Identify progressive actions that move mental health and substance abuse treatment services towards use of evidence-based and best practices	Council and subcommittees develop collective, fundamental goals and objectives through the vision and value statements	By end of 8 <sup>th</sup> month	Project Director/ CJC Staff/ Council Members/ Subcommittees
9	Complete Strategic Plan	A strategic plan is developed that plans for systemic change in order to identify, divert, and treat adults and/or juveniles who have a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders and who are in, or at risk of entering, the criminal justice and/or juvenile justice systems	Council meets to review and finalize strategic plan	By end of 9 <sup>th</sup> month	Project Director/ CJC Staff/ Council Members/ Subcommittees



**Project Timeline**

Month	Project Goal	Related Objective	Key Activities	Milestones/ Expected Completion Date	Responsible Partner
10	Present Strategic Plan to Board of County Commissioners	The Board of County Commissioners approves the proposed Strategic Plan	Appointed spokesperson (by the Council) and Project Director clearly explain the elements of the strategic plan and make formal recommendation to the Board on how the reinvestment grant program will best be implemented within the communities in Palm Beach County	During 10 <sup>th</sup> month	Project Director/ CJC Staff/ Council Members
11	Prepare Implementation plans	<p>Identify resources to support and sustain the comprehensive service system during and beyond the state funding period</p> <p>Obtain memoranda of understanding or other documents demonstrating agreement among agencies to provide and coordinate services</p>	<p>Obtain Request for Application from Florida Substance Abuse and Mental Health Corporation and review instructions and eligibility requirements</p> <p>Prepare justification for use of proposed services/practices for the target population along with any adaptations or modifications necessary to meet the unique needs of the target population or otherwise increase the likelihood of achieving positive outcomes</p>	By end of 11 <sup>th</sup> month	Project Director/ CJC Staff/ Council Members

**Project Timeline**

Month	Project Goal	Related Objective	Key Activities	Milestones/ Expected Completion Date	Responsible Partner
12	Submit State Implementation grant application	Application is submitted timely and represents a clearly cohesive strategic plan specific to Palm Beach County that include models and services that are proven effective	Council members review final implementation plan and grant application and make any adjustments before finalizing	During 12 <sup>th</sup> month or when due dates occur	Project Director/ CJC Staff/ Council Members

## Letters of Commitment

Letters of Commitment from the following agencies/individuals are enclosed:

Ric L. Bradshaw  
Sheriff, Palm Beach County Sheriff's Office

Cathy Claud  
Substance Abuse Service Director, Substance Abuse and Mental Health Program Office  
Circuit Fifteen Department of Children and Families

Linda De Piano, Ph.D.  
Chief Executive Officer, Oakwood Center of the Palm Beaches, Inc.

Gaetana Ebbole  
Chief Executive Officer, Children's Services Council of Palm Beach County

Anthony Flowers  
Palm Beach Regional Juvenile Detention Center Superintendent  
Florida Department of Juvenile Justice

Paul Gionfriddo  
President, Quantum Foundation

Carey Haughwout  
Public Defender, 15<sup>th</sup> Judicial Circuit

Feirmon E. Johnson  
Chief Probation Officer, Circuit 15  
Florida Department of Juvenile Justice

Harry A. Johnston  
Chairman, Palm Beach County Criminal Justice Commission

Jeff Koons  
Vice Chair  
Palm Beach Board of County Commissioners, District 2

Barry Krischer  
State Attorney

Kathleen J. Kroll  
Chief Judge, 15<sup>th</sup> Judicial Circuit

## **Letters of Commitment**

John P. McDermott  
Member, Palm Beach County Criminal Justice, Mental Health and Substance Abuse  
Planning Council

Chief Jay C. Pickens  
President, Palm Beach County Association of Chiefs of Police, Inc.

Edward L. Rich  
Director, Palm Beach County Department of Community Services

Diana Stanley  
Executive Director, The Lord's Place

Alton Taylor, M.Ed.  
Executive Director & CEO, Drug Abuse Foundation of Palm Beach County, Inc.

Charlie Trotta  
Manager, Palm Beach County Pretrial Services Program

Dan Ward  
Member, Palm Beach County Criminal Justice, Mental Health and Substance Abuse  
Planning Council



October 17, 2007

Mr. Michael L. Rodriguez  
Executive Director  
Criminal Justice Commission  
301 North Olive Avenue, Suite 1001  
West Palm Beach, Florida 33401

Dear Mr. Rodriguez,

The Palm Beach Sheriff's Office (PBSO) is very pleased to offer this letter of support and commitment for your planning grant proposal, to the Florida Substance Abuse and Mental Health Services Corporation. PBSO acknowledges the Palm Beach County Criminal Justice Commission as the lead fiscal agency on this project as well as it being a collaborative partnership among all participating criminal justice agencies, community treatment providers, social service agencies, faith-based organizations, consumers and their families.

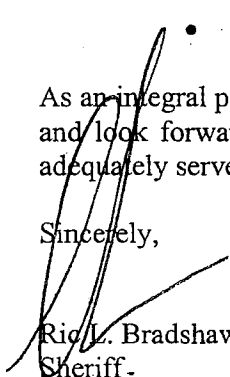
The Palm Beach Sheriff's Office has been a strong proponent of jail diversion alternatives for mentally ill and substance abuse offenders. As a partner in the planning process, PBSO is committed to assessing and identifying the gaps and needs that exist within the criminal justice system, to determine the most appropriate options for diversion, and supporting evidence-based models that will ensure that these clients are receiving the most appropriate level of care and supervision necessary to reduce the potential for relapse and subsequent placement in jail.

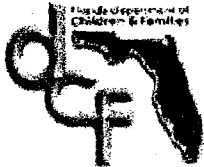
Key to our efforts for systemic change and the creation of a comprehensive service delivery system is our commitment as the Palm Beach Sheriff's Office to provide:

- Statistical Data on our Jail Population
- Research on Evidence-Based Jail Diversion Models
- Staff Participation in the Strategic Planning Process

As an integral partner in the criminal justice system, we recognize the importance of this critical initiative and look forward to working as a team to provide the best remedies for an optimal system that will adequately serve this vulnerable population, without compromising public safety.

Sincerely,

  
Ric L. Bradshaw  
Sheriff-



State of Florida  
Department of Children and Families

Charlie Crist  
Governor

Robert A. Butterworth  
Secretary

Alan Abramowitz  
Acting Circuit Administrator

October 12, 2007

Jenise Gibson  
Senior Criminal Justice Analyst  
Palm Beach County Criminal Justice Commission  
Palm Beach County Governmental Center  
301 North Olive Avenue  
West Palm Beach, FL 33401

Dear Ms. Gibson:

The Circuit Fifteen Department of Children and Families Substance Abuse and Mental Health Program Office is pleased to support the Palm Beach County Criminal Justice Commission in its application for the Criminal Justice, Mental Health, and Substance Abuse Reinvestment Grant Program. As a partner to this endeavor, the Circuit Fifteen Department of Children and Families Substance Abuse and Mental Health Program Office commits the following resources to the success of this endeavor:

- o Representation on the Criminal Justice, Mental Health, and Substance Abuse Planning Council.
- o Representation at meetings to improve the accessibility and effectiveness of treatment services for adults and adolescents who have a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorder and who are in, or at risk if entering, the criminal justice or juvenile justice system.
- o Aggregate data pertaining to the admission, service provision and discharge of individuals involved in state supported substance abuse and mental health services.
- o Access to community based substance abuse and mental health services purchased by the Department, based on available resources.
- o Serve as a host site for Commission workshops or meetings.

We look forward to continued collaboration with the Palm Beach County Criminal Justice Commission in this important effort.

Sincerely,

Cathy Claud  
Substance Abuse Service Director  
Substance Abuse and Mental Health Program Office  
Circuit Fifteen Department of Children and Families

Substance Abuse & Mental Health Program Office District 9  
111 South Sapodilla Avenue, West Palm Beach, Florida 33401 (561) 650-6860, Fax (561) 650-6859

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency



# OAKWOOD CENTER

*of the Palm Beaches, Inc.*

1041 45<sup>th</sup> Street • West Palm Beach, FL 33407-2415 • (561) 383-8000 • Fax: (561) 514-1995  
406 S.E. Martin Luther King Jr. Blvd. • Belle Glade, FL 33430 • (561) 993-8080 • Fax: (561) 992-7783

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Linda De Piano, Ph.D.  
*Chief Executive Officer*

October 12, 2007

Michael Rodriguez, Executive Director  
Palm Beach County Criminal Justice Commission  
301 N. Olive Avenue, Suite 1001  
West Palm Beach, Florida 33401

Dear Mr. Rodriguez:

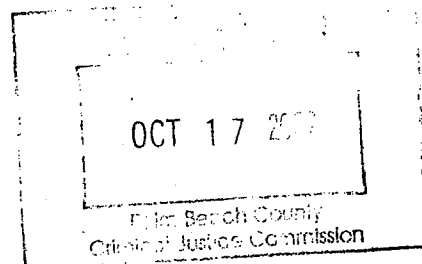
This letter is written to confirm the commitment of Oakwood Center of the Palm Beaches, Inc. regarding the strategic planning efforts of the County related to Criminal Justice, Mental Health and Substance Abuse. As the CEO of Oakwood Center, a Community Mental Health Center, I am committed to participate as a Criminal Justice, Mental Health and Substance Abuse Planning Council Member. Also, I am interested in being involved in the strategic planning process. My organization will work with the designers of the data collection process to ensure Oakwood Center's ability to actively participate in supplying necessary aggregate data.

Additionally, Oakwood commits to working with the community to make changes in strategies that will be successful in diverting mentally ill people from the criminal justice system into the mental health system. This may involve working collaboratively to secure adequate funding to assure the success of those strategies.

Should you need any additional information, do not hesitate to call me at (561) 383-5711.

Sincerely,

Linda De Piano, Ph.D.  
Chief Executive Officer





2300 High Ridge Road  
Boynton Beach, FL 33426

Mr. Michael L. Rodriguez  
Executive Director  
Palm Beach Criminal Justice Commission  
301 North Olive Avenue  
10<sup>th</sup> Floor  
West Palm Beach, FL 33401

561 740 7000  
800 331.1462  
561.835 1956

October 26, 2007

Dear Mr. Rodriguez,

The Children's Services Council of Palm Beach County (CSC) understand that adults and juveniles with mental illness and/or substance addictions need access to treatment, in order to reduce the rate of their entry and reentry into the criminal justice system.

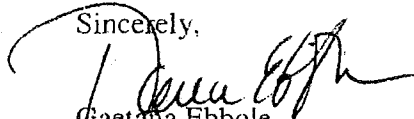
CSC's focus on primary prevention and early intervention (working with pregnant women, and with children birth to five) recognizes the significance of having adults who are unable to take care of their children, or to financially support their families, due to incarceration. We recognize the continuum of care that is needed in every community, in order for our citizens to have the best possible opportunities to succeed; we realize that such a continuum requires ongoing communication and partnerships among all the organizations supporting our community. CSC realizes that our direct work in prenatal care and with our young children requires us to be strong advocates, to ensure that the youth and adults in our community have access to the needed mental health and substance abuse treatment.

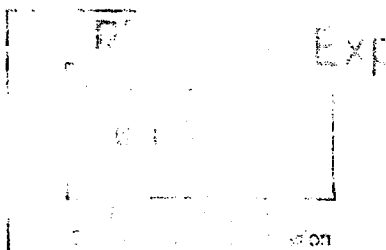
The work and research we have engaged in around the care takers of young children indicates increasing concern over mental health and substance abuse issues, particularly in the area of depression. As such, we are pleased to support the effort to seek the Planning Grant, as provided by the Criminal Justice Mental Health and Substance Abuse Reinvestment Act, and are able to commit to the following:

- Two members of the Planning Council (myself and/or Nate Nichols)
- Access to CSC's research in early childhood and evidence based programs;
- Collaboration, when possible and appropriate, with our service delivery system in early childhood.

We are very excited to participate in this process, and we know that Palm Beach County is poised to put together and successfully implement a comprehensive strategic plan to ensure that people with mental illness and/or substance abuse have access in a timely manner to effective and affordable treatment.

Sincerely,

  
Gaetana Ebbola  
Chief Executive Officer



Expect **Success**





## FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Charlie Crist, Governor

Walter A. McNeil, Secretary

October 22, 2007

Michael L. Rodriguez, CJC Executive Director  
Palm Beach County Governmental Center Suite 1001  
West Palm Beach, Florida 33401

Dear Mr. Rodriguez:

This letter is a support letter on behalf of the Palm Beach Regional Juvenile Detention Center, Department of Juvenile Justice for Palm Beach County application for the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant.

The purpose of this grant is to assist in planning for much needed service providers in mental health and substance abuse for the juvenile detainees of Palm Beach County. The need for these services are greatly needed in Palm Beach County and any data that is available to aid in determining these types of services and staff participation will be made available upon request.

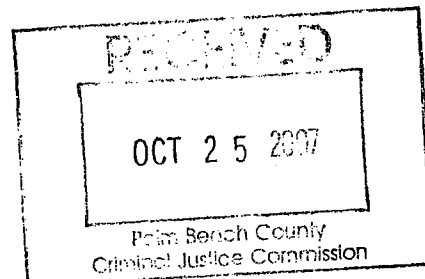
The goals of the grant are in conjunction with the mission of the Department of Juvenile Justice in order to provide the juvenile detainees and their families with services for the unity and integrity of the family.

This letter is to inform you of our support and please feel free to contact me with any questions or concerns you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Anthony Flowers".

Anthony Flowers  
PBRJDC Superintendent  
Department of Juvenile Justice



1100 45<sup>th</sup> Street, Bldg. A • West Palm Beach, Florida 33407 • (561) 881-5020  
<http://www.djj.state.fl.us>

*The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention and treatment services that strengthen families and turn around the lives of troubled youth.*

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*President*

October 23, 2007

Mr. Michael L. Rodriguez  
Executive Director  
Criminal Justice Commission  
301 North Olive  
West Palm Beach, FL 33401

Dear Mr. Rodriguez,

I am writing this letter in support of your planning grant proposal to the Florida Substance Abuse and Mental Health Services Corporation. Your efforts are needed in Palm Beach County, as we seek additional ways of linking mental health services being provided to largely indigent populations being served by the health care delivery system, the mental health delivery system, the county jails, and others.

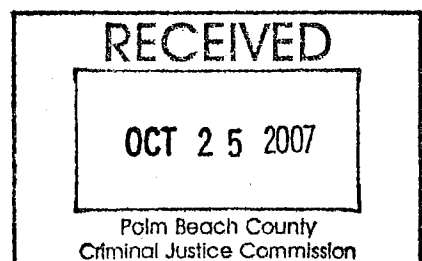
Nearly two years ago, the Quantum Foundation supported a study of mental health needs in Palm Beach County. Many community providers, families, and people with mental illness were surveyed and interviewed as part of this process. Consistently, they identified the need for service coordination across agencies as critical to the process. We have subsequently supported financially some efforts to accomplish this. More importantly, we began a year ago to meet with other funders to coordinate our efforts around projects with the promise of significant community impact in this area. You were invited to participate in some recent meetings, and we were excited to have you join our group, and to learn more about the effort you are undertaking.

We look forward to working with you throughout the planning process and, though it, finding new opportunities to support needed health and mental health care services throughout the county. There are clearly many better ways of meeting the needs of the population that is drawn into the judicial system largely because of their mental health and substance abuse issues. By meeting these needs effectively, we will be improving public health and safety for everyone.

Sincerely,



Paul Gionfriddo  
President





State of Florida  
Office of the Public Defender

Fifteenth Judicial Circuit of Florida

Carey Haughwout  
Public Defender

421 3rd Street  
West Palm Beach, Florida  
33401-4297

(561) 355-7500  
Direct (561) 355-7651  
Fax (561) 355-7737

October 16, 2007

Mr. Michael L. Rodriguez, Executive Director  
Palm Beach County Criminal Justice Commission  
301 North Olive Avenue, 10<sup>th</sup> Floor  
West Palm Beach, FL 33401

Dear Mike:

The Palm Beach County Public Defender's Office is excited to be a part of the much needed effort to analyze our community's mental health and substance abuse services and how these systems overlap and interact with the Criminal Justice System. We fully support the effort to seek the Planning Grant as provided by the Criminal Justice Mental Health and Substance Abuse Reinvestment Act.


So often our clients suffer from mental illness, substance abuse issues or both. We have worked to minimize their contact with the criminal justice system as a result of these issues but continue to fall short as our system is not equipped to solve these problems. We already see this grant opportunity bringing together the necessary individuals to analyze the gaps in our systems and propose long term, sustainable change.

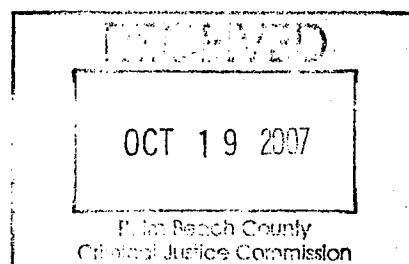
We are pleased to commit the following:

- \* A member of the Planning Council
- \* Access to any data that our office collects that might assist the planning efforts
- \* Assistance in the strategic planning and longterm implementation process

We look forward to being a part of this effort and anticipate positive change for our clients and other poor people in our community.

Sincerely,

  
Carey Haughwout





\*\*

Governor Charlie Crist

## FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Secretary Walter A. McNeil

October 18, 2007

Michael L. Rodriguez, CJC Executive Director  
Palm Beach County Governmental Center Suite 1001  
301 North Olive Avenue  
West Palm Beach, Florida 33401

Dear Mr. Rodriguez:

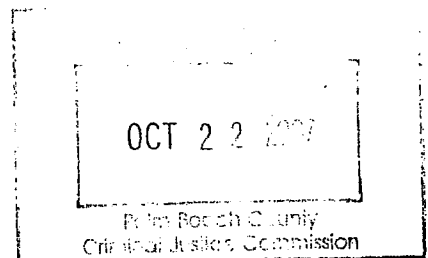
This letter is a support letter on behalf of Circuit 15 Probation and Community Intervention, Department of Juvenile Justice, for Palm Beach County application for the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant. With the purpose of this grant to help in an overall planning for providing much needed services in mental health and substance for the citizen of Palm Beach County to include juveniles, we are please to offer access to all local resources to help in this endeavor. The need for improved services in these two program areas within the county is much needed as way to understand what is available. Whatever data that is available to help in determining the types of services and staff participation will be made available.

The goals of this grant are in concert with the Department of Juvenile Justice, Circuit 15 Office, plans that the problems of the children and their families are provided with an array of services designed to preserve the unity and integrity of the family.

This letters serves as our support and please feel free to contact me at anytime.

Sincerely,

Feirmon E. Johnson  
Chief Probation Officer Circuit 15  
Department of Juvenile Justice





**Criminal Justice Commission**  
1 North Olive Avenue, Suite 1001  
West Palm Beach, FL 33401-4705  
(561) 355-4943  
FAX: (561) 355-4941  
www.pbcgov.com/cjc

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Mary McCarty  
Burt Aaronson  
Jess R. Santamaria

**County Administrator**

Robert Weisman

October 22, 2007

Michael L. Rodriguez  
Executive Director  
Criminal Justice Commission, Suite 1001  
301 N. Olive Avenue  
West Palm Beach, FL 33401

Dear Mr. Rodriguez:

As you already know, on September 24, 2007 members of the Criminal Justice Commission fully supported the establishment of the Mental Health and Substance Abuse Planning Council. The Commission was also in agreement that staff from the Criminal Justice Commission be involved with the grant writing process and development of the strategic plan when the county is awarded the grant.

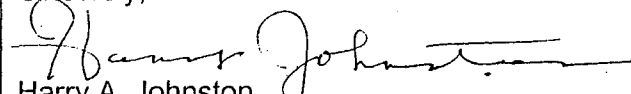
The Criminal Justice Commission's founding ordinance and track record shows that we are very well suited to help the State and county redirect individuals with mental health and substance abuse disorders away from the formal criminal justice system.

In concrete terms, the Commission along with the Court Administration office is committed to providing over \$93,000 in salary in-kind dollars for three existing staff positions part-time to provide support, coordination, and research for the Planning Council. The Commission is also committed to mobilizing its vast number of volunteer experts that have first hand experience in crime prevention, law enforcement, courts, corrections, and social services. It is also important to point out that these volunteers also come from federal, state and local agencies and organizations; which will provide ready access to experts and information from different areas and jurisdictions.

The Criminal Justice Commission is firmly committed to ensuring that individuals with mental health and/or substance abuse disorders are helped by implementing policies and programs that promote prevention and treatment. Diverting this at-risk population away from the formal criminal justice system is an indicator of civil society and paramount to maintaining public health and safety.

Please let us know if there is anything else we can do to assist you and your staff.

Sincerely,

  
Harry A. Johnston  
Chairman, Criminal Justice Commission

cc.: Members, Criminal Justice Commission



**Palm Beach County Board  
of County Commissioners**

301 N. Olive Avenue  
West Palm Beach, FL 33401-4705  
[www.pbcgov.com](http://www.pbcgov.com)

**Palm Beach County  
Board of County  
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Jeff F. Koons, Vice Chair  
Robert J. Kanjian  
Karen T. Marcus  
Mary McCarty  
Burt Aaronson  
Jess R. Santamaria

**County Administrator**  
Robert Weisman

*"An Equal Opportunity  
Affirmative Action Employer"*

October 17, 2007

Mr. Michael L. Rodriguez  
Executive Director  
Criminal Justice Commission  
301 N. Olive, West Palm Beach, FL 33401

Dear Mr. Rodriguez:

As the Vice Chair of the Palm Beach Board of County Commissioners (District 2), I am very much interested and committed to addressing the current plight of individuals suffering from mental health and substance abuse disorders; especially those that end up in our criminal justice system.

I understand this issue is not a simple social problem that funding alone can solve. I also understand that individuals with these conditions are more likely to come into contact with the formal criminal justice system; which can often make matters worse and is often more expensive than prevention and treatment. From another perspective, given my work with the homeless and as a board member of the Children's Services Council, the issue also cuts across other challenges that policymakers face including access to affordable housing (to reduce number of homeless), access to medical care, access to counseling and treatment, and medication in some cases as well as supporting families who care for loved ones suffering from mental illness and/or substance abuse.

I am strongly committed to helping reduce the number of individuals that are drawn into the criminal justice system inadvertently. I am prepared to champion this issue by chairing the Planning Council and to offer my time and expertise. Furthermore, I have already let my good colleagues on the Board of County Commissioners know that more must be done on this front. My conversations with them indicate that they too are committed to fully addressing this issue in the county. I am strongly committed to providing leadership on various fronts, promoting collaboration and cooperation. Lastly, I am confident that my upcoming tenure as Chairman of the Palm Beach Board of County Commissioners will further assist us with this endeavor.

Sincerely,

Jeff Koons  
Vice Chair

Palm Beach Board of County Commissioners, District 2

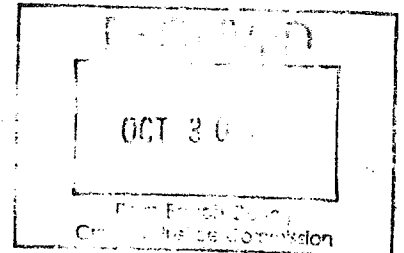
cc: Palm Beach Board of County Commissioners  
Robert Weisman, County Administrator, Palm Beach County



BARRY KRISCHER  
STATE ATTORNEY

OFFICE OF THE  
STATE ATTORNEY

FIFTEENTH JUDICIAL CIRCUIT OF FLORIDA  
IN AND FOR PALM BEACH COUNTY



October 26, 2007

Michael L. Rodriguez, Executive Director  
Palm Beach County Criminal Justice Commission  
301 North Olive Avenue, 10<sup>th</sup> Floor  
West Palm Beach, FL 33401

Re: Mental Health and Substance Abuse Reinvestment Grant

Dear Mike,

The Palm Beach County Office of The State Attorney is ready, willing, and able to participate in a county-wide effort to analyze our community's mental health and substance abuse services and how these systems overlap and interact with the criminal justice system. We fully support the effort to seek the planning grant as provided by the criminal justice mental health and substance abuse reinvestment act.

In doing so, we will commit the following:

1. An Assistant State Attorney as a member of the planning counsel.
2. Assistance in the strategic planning and long-term implementation process.

Thank you for your efforts.

Sincerely,

  
Barry Krischer  
State Attorney

BK/gal



THE CIRCUIT COURT OF THE  
**FIFTEENTH JUDICIAL CIRCUIT**  
OF FLORIDA

CHAMBERS OF  
**KATHLEEN J. KROLL**  
CHIEF JUDGE

COUNTY COURTHOUSE  
WEST PALM BEACH, FLORIDA 33401  
561/355-4378

October 18, 2007

Mr. Michael L. Rodriguez, Executive Director  
Palm Beach County Criminal Justice Commission  
301 North Olive Avenue, 10<sup>th</sup> Floor  
West Palm Beach, FL 33401

Dear Mr. Rodriguez,

The Judiciary and the Administrative Office of the Court in the Fifteenth Judicial Circuit understand that adults and juveniles with mental disorders, substance abuse disorders or co-occurring mental health and substance abuse disorders should not enter and recycle into the criminal justice system at a greater frequency than adults and juveniles in the same community without these disorders. The court realizes the need to establish on-going communication, collaboration and partnerships among all relevant community partners and the need to identify, divert and treat individuals who have substance abuse and/or mental illness who are in or may be at risk of entering the criminal/juvenile justice systems.

In the past year, the Fifteenth Circuit has dedicated the time and energy of court staff and judges to take a closer look at the court's handling of cases wherein individuals were affected by mental health and/or substance abuse disorders. We have started to research the issue and have visited other area courts to observe their court services dealing with mental health and/or substance abuse. We have toured the Palm Beach County jail in order to observe the mental health units and to meet with the provider who is responsible for providing mental health services to inmates. These are efforts that we plan to continue to research and in doing so, we will be happy to share any information gathered with the Planning Committee.

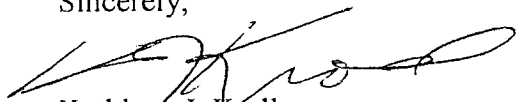
As such, we are very pleased to support the effort to seek the Planning Grant as provided by the Criminal Justice Mental Health and Substance Abuse Reinvestment Act and are able to commit the following:



- Four members of the Planning Council (myself, Chief Judge, Kathleen J. Kroll, Judge Krista Marx, Judge Corey Ciklin and Trial Court Administrator Barbara Dawicke)
- Court Administration Staff to assist with the strategic planning and long term implementation process (Nicole Saunders)
- Fifty percent of our county funded Mental Health Court Case Manager position for one year
- Space and computer equipment for the consultant(s) hired to work on the planning grant
- Access to any court collected data that might assist in the planning efforts
- Time and money to send court staff and judges to educational offerings that deal with the subjects of mental health and/or substance abuse disorders so that they can share the information with the Planning Committee

We are very excited to participate in this process and are optimistic that Palm Beach County has the ability to put together a comprehensive strategic plan to address the needs of their citizens with mental illness and/or substance abuse disorders.

Sincerely,



Kathleen J. Kroll  
Chief Judge, 15<sup>th</sup> Judicial Circuit

John McDermott  
971 Citrus Place  
Wellington, Fl. 33414

October 19, 2007

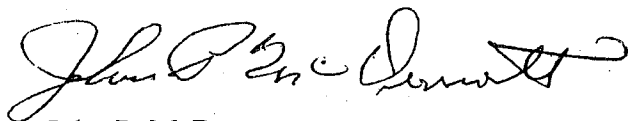
Michael L. Rodriguez  
Executive Director  
Criminal Justice Commission  
301 N. Olive Ave. Suite 1001  
West Palm Beach, Fl. 33401

Dear Sir:

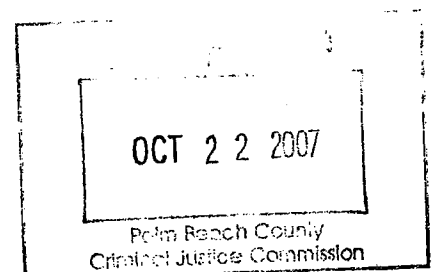
In view of my recent appointment to the Criminal Justice, Mental Health and Substance Abuse Planning Council, I would like to confirm my commitment to support the Council.

It is my intention to attend all Council meetings and support it with my personal experience in working with substance-abused individuals. I hope to contribute to the development and implementation of the expansion grant.

Sincerely yours,



John P. McDermott





## PALM BEACH COUNTY ASSOCIATION OF CHIEFS OF POLICE, INC.

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CHIEF OF POLICE  
PALM SPRINGS

**VICE PRESIDENT**

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NORTH PALM BEACH

**IMMEDIATE**

**PAST PRESIDENT**

JOSEPH L. SCHROEDER  
CHIEF OF POLICE  
DELRAY BEACH

October 22, 2007


Michael L. Rodriguez, Executive Director  
Palm Beach County Criminal Justice Commission  
301 North Olive Avenue, Suite 1001  
West Palm Beach, FL 33401

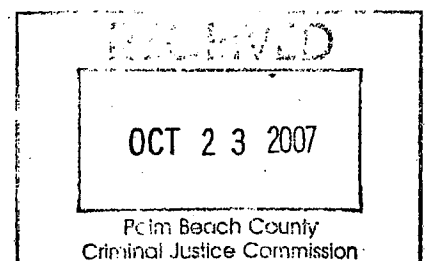
At our regular meeting on October 18, 2007, the Palm Beach County Association of Chiefs of Police heard a presentation regarding the Palm Beach County Criminal Justice, Mental Health, and Substance Abuse Planning Council and their efforts in seeking a one-year planning grant. A motion to support the Council and their efforts was made, seconded, and after a brief discussion a vote was taken. The vote was unanimous, the Palm Beach County Association of Chiefs of Police fully supports the Palm Beach County Criminal Justice, Mental Health, and Substance Abuse Planning Council and their efforts in seeking a one-year planning grant.

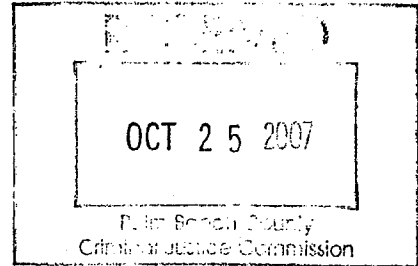
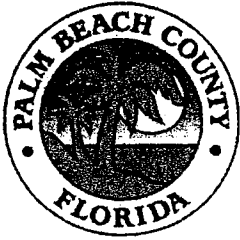
The Police Departments and the Sheriff's Office will work with the Planning Council as needed to assist in the development of a Long Range Strategic Plan on how best to handle individuals with mental illness, substance abuse disorders, or co-occurring mental health and substance abuse disorders. We all desire what is in the best interest of all involved and through working together we are confident an excellent work plan can be developed.

The Palm Beach County Association of Chiefs of Police fully supports the Palm Beach County Criminal Justice, Mental Health, and Substance Abuse Planning Council and their efforts in seeking a one-year planning grant and we ask that you look most favorably on their request.

Sincerely,

  
Chief Jay C. Pickens, President





Department of  
Community Services  
  
810 Datura Street  
West Palm Beach FL 33401  
(561) 355-4700  
FAX: (561) 355-3863  
<http://www.pbcgov.com>

Mr. Michael L. Rodriguez, Executive Director  
Palm Beach County Criminal Justice Commission  
301 N. Olive Ave.  
Suite 1001  
West Palm Beach, FL 33401

October 23, 2007

Dear Mr. Rodriguez,

I am writing to let you know that the Department of Community Services will be completely supportive in your State Grant application for Criminal Justice, Mental Health and Substance Abuse planning. As our department is an invested community partner in the funding of substance abuse and mental health services, we would like to be a part of the strategic planning process.


As the Criminal Justice Commission, in conjunction with its many community partners, evaluates the status of our existing system and directions for future improvements, it is our hope that we will be able to refine our funding resources to be supportive of such potential changes. Our department will commit to assisting in the initial stages of the project when the assessment and gap analyses are performed by providing information on current services and programs in the county and information on how they are funded. During the strategic planning phases, we will assist in providing information on best practices and by sharing research with the Planning Council that our department has completed.

We look forward to working with you. Please contact me or our manager of Planning and Evaluation, Renee Constantino to let us know what the next steps will be.

Sincerely,

A handwritten signature in black ink, appearing to read "Edward L. Rich".

Edward L. Rich, Director  
Department of Community Services

  
**Palm Beach County  
Board of County  
Commissioners**  
  
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Jeff Koons, Vice-Chair  
  
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Robert J. Kanjian  
  
Mary McCarty  
  
Burt Aaronson  
  
Jess R. Santamaria  
  
**County Administrator**  
  
Robert Weisman

"An Equal Opportunity  
Affirmative Action Employer"



Breaking the Cycle of Homelessness

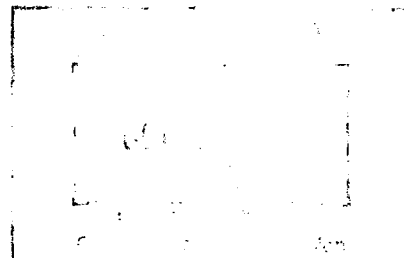
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 Edward L. Johnson  
 Paul L. Johnson

**Executive Director**  
Diana Stanley

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 Case Management Support Center  
 Engagement Center  
 Family Center  
 Family Emergency Program  
 West Palm Beach Family Apartments  
 Multi-County  
 Health Services  
 Supportive Housing Program  
 Homeless Shelter  
 Youth Services

**Mission:**  
The Lord's Place is committed to providing...  
...for the homeless...  
...and...  
...and...

October 23, 2007



Mr. Michael L. Rodriguez, Executive Director  
Palm Beach County Criminal Justice Commission  
301 North Olive Avenue, 10<sup>th</sup> Floor  
West Palm Beach, FL 33401

Dear Mr. Rodriguez:

The Lord's Place is thrilled to be included in the Palm Beach County Criminal Justice Commission's effort to seek funding through the Criminal Justice Mental Health Substance Abuse Reinvestment Act.

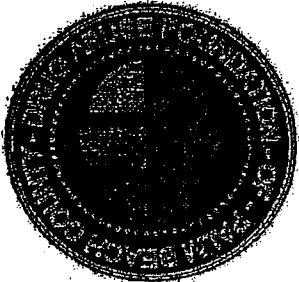
As an advocate for the homeless in our community, I can tell you that Palm Beach County is in an excellent position to begin the planning process and strategically confront the complex issues caused by a combination of incarceration, mental illness and substance abuse. Routinely we see these issues impact our clients either as the cause or result of their homelessness. As you know, the problems are so interlinked; we can't solve one without tackling them all.

With this in mind, I am happy to serve as a member of the Planning Council, to provide assistance in gathering data as these issues pertain to homelessness and to lend support to the evaluation, planning and implementation process.

Thanks for bringing us to the table! We look forward to the planning year ahead and the remarkable changes that will, no doubt, follow.

Sincerely,  
*Diana Stanley*  
Diana Stanley, Executive Director  
The Lord's Place





## **DRUG ABUSE FOUNDATION** *Of Palm Beach County, Inc.*

**Alton Taylor, M.Ed.**  
*Executive Director & CEO*

### **OFFICERS**

October 17, 2007

**Joseph Moore**  
*Board President*

**June Deichert**  
*Board Vice President*

**Tony Allerton**  
*Secretary/Treasurer*

**William J. Wood**  
*Past President*

Mr. Michael L. Rodriguez,  
Executive Director  
Palm Beach County Criminal Justice Commission  
301 N. Olive Ave.  
Suite 1001  
West Palm Beach, FL 33401

Dear Mr. Rodriguez

### **DIRECTORS**

**Lorenzo Brooks**  
**Danial Gewartowski, DDS**  
**Ernest Simon**  
**Clayton Wideman**

The purpose of this letter is to officially notify you of the Drug Abuse Foundation of Palm Beach County, Inc. support of the grant application to the Florida Substance Abuse and Mental Health Corporation of DCF. Additionally, this letter expresses the Foundation's full support of the planning effort for which the grant is being sought.

The Foundation pledges to be an active member of the Planning Council and will assist with research and strategic planning initiatives focused in the area of Community Based and In-Jail Substance Abuse Services.

### **LIFE DIRECTORS**

**Richard Siemens**  
**Leon M. Weekes**

The Foundation has served Palm Beach County for 40 years and currently provides a wide array of prevention and treatment services to a broad sector of the community. Additionally, the Foundation provides an array of specialized services to the individuals and families in the communities of Adult Criminal Justice, Juvenile Justice, Civil Commitment, and Child Welfare.

Respectfully,

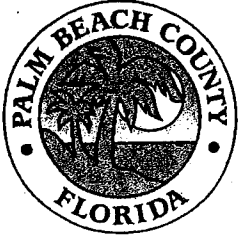
**Drug Abuse Foundation of Palm Beach County, Inc.**

**Alton Taylor, M.Ed.**  
**Executive Director & CEO**



400 South Swinton Ave. Delray Beach, FL 33444  
(561) 278-0600 — (561) 732-0800 Fax: (561) 278-8852  
dalphc@rsh.com

*Celebrating Nearly Four  
Decades Of Community Services*



October 11, 2007

Mr. Michael L. Rodriguez, Executive Director  
Palm Beach County Criminal Justice Commission  
301 N. Olive Ave.  
Suite 1001  
West Palm Beach, FL 33401

Dear Mr. Rodriguez:

This correspondence serves as the Palm Beach County Pretrial Services Program's endorsement of and commitment to your efforts in applying for a Planning Grant with the Florida Substance Abuse and Mental Health Corporation of the Florida Department of Children and Families.

As you are aware, the mission of the Palm Beach County Pretrial Services Program is to provide verified information on a daily basis to the First Appearance Criminal Court Judge so that an informed decision may be made regarding the respective defendant's pretrial release. In performing our mission, this program screens over 25,000 individuals, confined in the Palm Beach County Jail, annually. We conduct almost 15,000 interviews of those screened individuals and present verified socio-economic information to the Court where decisions can be made as to what conditions are required to discourage pretrial misconduct as well as ensure the defendant's reappearance at subsequent court hearings.

Should you be successful in securing this grant, the Pretrial Services Program is in a position to assist in the identification of adult detainees who have a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorder, within twenty-four (24) hours of their arrest, once the set of identifying criteria has been established. Needless to say our involvement at the "door-step" of the Criminal Justice System affords us the opportunity to expedite assistance through this needs identification.

Should you have any questions or comments, feel free to call.

Sincerely,

A handwritten signature in black ink, appearing to read "Charlie Trotta".

Charlie Trotta  
Manager

**Department of Public Safety  
Division of Justice Services  
Pretrial Services Program**

3228 Gun Club Road  
Room S108

West Palm Beach, FL 33406  
(561) 688-4620

FAX: (561) 688-4637  
www.pbcgov.com



**Palm Beach County  
Board of County  
Commissioners**

Addie L. Greene, Chairperson

Jeff Koons, Vice Chair

Karen T. Marcus

Warren H. Newell

Mary McCarty

Burt Aaronson

Jess R. Santamaria

**County Administrator**

Robert Weisman

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Dan Ward  
14375 Horseshoe Trace  
Wellington, Fl. 33414

Oct. 19, 2007

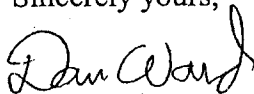
Michael L. Rodriguez  
Executive Director  
Criminal Justice Commission  
301 N. Olive Ave. Suite 1001  
West Palm Beach, Fl. 33401

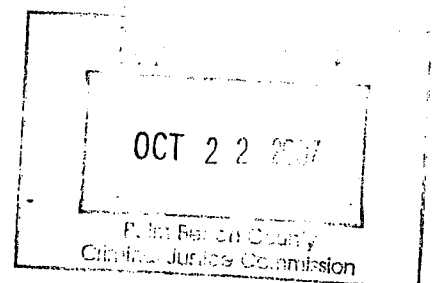
Dear Sir:

In view of my recent appointment to the Criminal Justice, Mental Health and Substance Abuse Planning Council, I would like to confirm my commitment to support the Council in establishing and carrying out its initiatives.

It is my intention to attend all Council meetings and given my personal experience working with substance-abused individuals, I expect to contribute in the development of the strategic plan needed to obtain an Implementation and Expansion Grant.

Sincerely yours,

  
Dan Ward





**Attachment 1**

**The Palm Beach County Criminal Justice, Mental Health and Substance Abuse Planning Council members include:**

Jeff Koons, County Commissioner

Rosalyn Baker, Department of Corrections

Elizabeth Burdette, Primary Consumer of Substance Abuse Services

Judge Cory Ciklin, Criminal Court

Cathy Claud, DCF/SAMH, District Nine Coordinator

Barbara Dawicke, Trial Court Administrator

Linda De Piano, CEO, Oakwood Center of the Palm Beaches

Anthony Flowers, Superintendent, DJJ Detention Center

Colonel Michael Gauger, Sheriff's Office

Alan Johnson, State Attorney's Office

Feirmon Johnson, DJJ Circuit 15 Manager

Jennifer Loyless, Public Defender's Office

Judge Krista Marx, Circuit Court, Criminal Division

John McDermitt, Primary Consumer

Chief Larry Schroeder, Police Chief's Association

Diana Stanley, Executive Director, Lord's Place

Alton Taylor, CEO, Drug Abuse Foundation

Charles Trotta, Manager, Pre-Trial Services Agency

Dan Ward, Family Member of Treatment Services Consumer

Approved 02/27/08

MOU# \_\_\_\_\_

**Attachment II**

**FISCAL YEAR 2007-2008  
Criminal Justice, Mental Health and  
Substance Abuse Reinvestment Grant**

**Request for Applications**

**ISSUED BY**

**FLORIDA SUBSTANCE ABUSE AND MENTAL  
HEALTH CORPORATION**

**Eligibility**

A county or a consortium of counties within Florida may apply for funding under this Request for Applications.

**Deadline**

**All applications are due by 5:00 p.m. on November 1, 2007.**

## TABLE OF CONTENTS

PARAGRAPH	PAGE
<b>I. Introduction</b>	<b>3</b>
A. Statement of Purpose/Overview	3
B. Terminology	3
C. Eligibility	5
D. Types, Amounts, and Duration of Awards	7
E. Allowable/Expected Activities	7
F. Matching Fund Requirements	10
G. Performance Tracking and Outcome Measures	10
<b>II. General Information</b>	<b>12</b>
A. Contact Persons	12
B. Limitations on Contacting the SAMH Corporation	12
C. Schedule of Events and Deadlines	12
D. Written Inquiries	13
E. Obtaining a Copy of the CJ Reinvestment Grant Application	13
F. Directions for Submitting the CJ Reinvestment Grant Application	13
G. Application Formatting Instructions	13
H. Method of Payment	14
I. Statement of Mandatory Assurances	14
J. Submission of Data and Reports	14
<b>III. Application Components</b>	<b>14</b>
A. Cover Letter	14
B. Project Narrative	15
C. Budget	17
D. Project Timeline	18
E. Letters of Commitment	18
<b>IV. Application Review Criteria and Procedures</b>	<b>18</b>
A. Review Methodology	18
B. Review Criteria	18
C. Grant Review Committee	20
D. Selection of Awardees	21
<b>APPENDICES</b>	<b>22</b>
A. Strategic Plan Format	23
B. Guidance for Incorporating Evidence-based/Best Practices	28
C. Matching Funds	28
D. List of Fiscally Constrained Counties	30
E. Budget Instructions	31
F. Commitment of Match Forms	34
G. Statement of Mandatory Assurances	37
H. Checklist of Mandatory Application Criteria	39
Cover Page Form	no #

## I. INTRODUCTION

### A. Statement of Purpose/Overview

In the 2007 legislative session, CS/CS/HB 1477 [Chapter No. 2007-200, L.O.F.] passed and created within the Department of Children and Family Services the Criminal Justice, Mental Health, and Substance Abuse Reinvestment Grant Program (CJMHSARG). The purpose of the program is to provide funding to counties with which they can plan, implement, or expand initiatives that increase public safety, avert increased spending on criminal and juvenile justice, and improve the accessibility and effectiveness of treatment services for adults and juveniles who have a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders and who are in, or at risk of entering, the criminal or juvenile justice systems. It is expected that these grants will demonstrate that investment in diversion strategies and in treatment efforts related to mental illness, substance abuse disorders, or co-occurring mental health and substance abuse disorders will result in a reduced demand on the resources of the judicial, corrections, juvenile detention, and health and social services systems.

A total of \$3.8 million is available for the Planning (1-year) and Implementation/Expansion (3-years) grants that will be funded through this program. Matching funds are required at the rate of 100% of the proposed budget; for fiscally-constrained counties the match rate is 50% of the proposed budget. Participation in a consortium by both fiscally-constrained counties and non-fiscally-constrained counties will not alter the statutorily required percentages of matching funds for each.

All recipients of grants funded under this initiative are required to submit semi-annual reports on progress and performance until all grant funded activities are completed. Further, grantees will be expected to capture and report project data to the Florida Substance Abuse and Mental Health Corporation and the Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center located within the Florida Mental Health Institute, University of South Florida.

### B. Terminology.

The following terms are used in this solicitation:

- a. Applicant. This refers to counties or a consortium of counties within Florida; counties are the only eligible applicants that can respond to this solicitation.
- b. Application. This refers to the applicant's response to this solicitation.
- c. At-Risk of Involvement in the Criminal/Juvenile Justice System. Applicants addressing at-risk populations are asked to identify factors that put the target population at risk of entering/re-entering the criminal justice and/or juvenile justice systems (See page 14, Application Components). As examples, literature has defined "at-risk" factors at link to criminal behavior for adults, including: homelessness and other unstable living situations, history of victimization/abuse, significant transitions such as a recent release from jail or re-entry to the community from prison, and history of involvement in the juvenile justice system.

For youth, literature has linked factors that influence the likelihood of delinquent behaviors, for example: the characteristics of an individual (e.g. a child's impulsivity, tendency to aggressive behavior, low IQ, learning disabilities); the family (e.g. a parent's harsh discipline or weak supervision); the social group (e.g. a social group that encourages or tolerates the occurrence of crime); the school (poor academic performance); and, the community (e.g. a community that is disorganized and offers few alternatives to crime as a source of money or activity).

- d. Awardee. A county or a consortium of counties that is awarded a Planning or Implementation/Expansion grant.
- e. Budget. The full budget is the amount requested in grant funds plus the amount of the matching funds, i.e. the grant request is \$100,000 and matching funds are \$100,000 (at 100% match), for a total budget of \$200,000 detailed in this application.
- f. Certification of Assurances. This is a written and signed list of performance requirements and business conditions to which the applicant agrees to be bound.
- g. Criminal Justice Reinvestment Grant. The abbreviated version of the full title of the Criminal Justice, Mental Health, and Substance Abuse Reinvestment Grant program.
- h. Corporation. This refers to the Florida Substance Abuse and Mental Health Corporation.
- i. Grant Review Criteria. A list of weighted requirements, established by the Florida Substance Abuse and Mental Health Corporation for determining which applications best meets the purposes of this solicitation.
- j. Grant Review Methodology. The procedures used to assess how well the application submitted by applicants complies with the evaluation criteria contained in this solicitation.
- k. Negotiation. A telephone call or a face-to-face meeting held between the Florida Substance Abuse and Mental Health Corporation and counties, who are awarded a grant, to make minor changes and to clarify any minor uncertainty about such issues as the description of the projects to be provided, matching funds, outcomes, and outcome measurement, etc.
- l. Strategic Plan. A document that is the result of a formal systemic and strategic planning process. It documents participation by stakeholders, and it is data and research driven. It establishes a path to the accomplishment of prioritized goals and objectives that are written statements that describe an intended outcome and measurable targets of achievement.
- m. Supplantation. Refers to the approved use of funds. Funds received shall be used to plan, implement, or expand initiatives that increase public safety, avert increased spending on criminal justice, and improve the accessibility and effectiveness of treatment services for adults and juveniles who have a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders and who are in, or at risk of entering, the criminal or juvenile justice systems. Funds may be used only for the program authorized in CS/CS/HB 1477, and may not be used to pay the

expenses of any other program or service administered in whole or in part by the county. Funds provided under this grant program shall not *supplant* (replace) funds that would otherwise be used for proposed activities during the time period delineated in this application. Funds may not be substituted for moneys appropriated from other sources for proposed programs or services.

- n. Sustainability. Refers to the capacity of the county and its partners to maintain planning or service coverage, as provided by this grant, at a level that continues to deliver the intended benefits of the initiative after the financial and technical assistance from the state is terminated. Sustainability is viewed as a dynamic process requiring the formulation of sustainability goals and objectives, *and* developing and implementing strategies specifically to foster sustainability. Clarifying long-term goals and establishing benchmarks for measuring progress, securing the fiscal resources needed to accomplish long-term goals, developing financing strategies, building broad-based community support, cultivating key champions, and writing a formal sustainability plan are examples of sustainability strategies.

### C. Eligibility

A county or a consortium of counties within Florida may apply. In order to be eligible to receive grants under this solicitation, a county applicant must have a county planning council or committee that is in compliance with the membership requirements set forth below.

The board of county commissioners, in each applicant county, must designate the county public safety coordinating council established under s. 951.26, Florida Statutes, or designate another criminal or juvenile justice mental health and substance abuse council or committee, as the planning council or committee for the Criminal Justice Reinvestment Grant. The public safety coordinating council or other designated criminal or juvenile justice mental health and substance abuse council or committee, in coordination with the county offices of planning and budget, must make a formal recommendation to the board of county commissioners regarding how the Criminal Justice Reinvestment Grant Program may best be implemented within a community. The board of county commissioners may assign any entity to prepare the application on behalf of the county administration for submission to the Corporation for review.

The applicant county or consortium of counties must have a county planning council or committee that is in compliance with the membership requirements set forth in CS/CS/HB 1477, [Chapter No. 2007-200, L.O.F.]:

- a. The state attorney, or an assistant state attorney designated by the state attorney.
- b. A public defender, or an assistant public defender designated by the public defender.
- c. A circuit judge designated by the chief judge of the circuit.
- d. A county court judge designated by the chief judge of the circuit.
- e. The chief correctional officer.
- f. The sheriff, if the sheriff is the chief correctional officer, or a person

designated by the sheriff.

- g. The police chief, or a person designated by the local police chiefs association.
- h. The state probation circuit administrator, or a person designated by the state probation circuit administrator.
- i. The local court administrator, or a person designated by the local court administrator.
- j. The chairperson of the board of county commissioners, or another county commissioner designated by the chairperson, or, if the planning council is a consortium of counties, a county commissioner or designee from each member county.
- k. The director of any county probation or pretrial intervention program, if the county has such a program.
- l. The director of a local substance abuse treatment program, or a person designated by the director.
- m. The director of a community mental health agency, or a person designated by the director.
- n. A representative of the substance abuse program office and the mental health program office of the Department of Children and Family Services, selected by the substance abuse and mental health program supervisor of the district in which the county is located.
- o. A primary consumer of mental health services, selected by the substance abuse and mental health program supervisor of the district in which the primary consumer resides. If multiple counties apply together, a primary consumer may be selected to represent each county.
- p. A primary consumer of substance abuse services, selected by the substance abuse and mental health program supervisor of the district in which the primary consumer resides. If the planning council is a consortium of counties, a primary consumer may be selected to represent each county.
- q. A family member of a primary consumer of community-based treatment services, selected by the abuse and mental health program supervisor of the district in which the family member resides.
- r. A representative from an area homeless program or a supportive housing program.
- s. The director of the detention facility of the Department of Juvenile Justice, or a person designated by the director.
- t. The chief probation officer of the Department of Juvenile Justice, or an employee designated by the chief probation officer.

If a public safety coordinating council established under s. 951.26, Florida Statutes (F.S.), acts as the planning council, its membership must include all persons listed above. A public safety coordinating council that is acting as the planning council must include an assessment of the availability of mental health programs in addition to the assessments required under s. 951.26(2), F.S.

#### **D. Types, Amounts, and Duration of Awards**

This solicitation will support two types of grants. Applicants may seek only one type of grant per program announcement and may seek funding that is less than the maximum limits set for each type of grant. Applicants must build their application budgets based on the amount of state grant funds requested, as dictated in the grant maximums in this section, plus the percent of matching funds required (Section I.F. below).

##### **1) Planning Grants**

Grant Maximum: \$100,000

Project Period: 12 months

This grant will not be awarded unless the applicant county or consortium of counties make available resources in an amount equal to the total amount of the grant (see Matching Funds Requirements, Section F). Grant funding must be spent within 12 months from date of award letter. Planning grants will not be renewed. Awardees may apply for Implementation Grants in the next state fiscal year, if the Criminal Justice Reinvestment Grant program is continued.

##### **2) Implementation/Expansion Grants.**

Grant Maximum: \$1,000,000

Project Period: 36 months

The maximum allowable grant award is \$1,000,000 total for the 36 month period (i.e. \$333,333 per year). This grant will not be awarded unless the applicant county or consortium of counties makes available resources in an amount equal to the total amount of the grant (see Matching Fund Requirements, Section I.F.). Grant funding must be spent within 36 months from date of award letter. Funding will be allocated annually based on available funds.

#### **E. Expected/Allowable Activities**

##### **1) Planning Grants**

Awardees in this grant category will *develop, write, and submit as a final product* a strategic plan to initiate systemic change for the identification and treatment of adults and/or juveniles who have a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders and who are in, or at risk of entering, the criminal and/or juvenile justice systems.

The Planning Grant must be used to develop effective collaboration efforts among participants in affected governmental agencies, including the criminal, juvenile, and civil justice systems, mental health and substance abuse treatment service providers, transportation programs, and housing assistance programs. This collaboration must form the basis for a strategic plan to intercept individuals from the system at the earliest point possible while promoting public safety. The strategic plan must also include strategies to divert individuals from judicial commitment to community-based service programs offered by the Department of Children and Family Services in accordance with ss. 916.13



and 916.17, F.S.

The activities that are supported for Planning Grants, include, but are not limited to, the following:

- Conduct a thorough needs assessment, including clear delineation of the target population(s) to be served;
- Involve key stakeholders as dictated in Section I.C. and other potential sources of subject matter expertise and funding in planning actions;
- Provide key stakeholders with expert consultation and education on specific approaches and their linkage to best known/effective mental health and substance abuse treatment practices, diversion strategies, and support services;
- Develop/write a strategic plan for creating a comprehensive service system for criminal justice-diverted persons with mental health and/or substance use disorders;
- Deriving methodologies for sharing data among partners, and collecting and reporting data to the Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center (FMHI, University of South Florida).
- Conduct a performance assessment of the planning actions.

The strategic plan must closely follow the template provided in Appendix A which includes vision and mission statements, goals, objectives, activities, timeline and persons responsible for implementing the activities. Examples of the types of strategies the plan could also include are:

- Identifying resources to support and sustain the comprehensive service system during and beyond the state funding period;
- Developing the workforce (e.g., training, licensure, credentialing, accreditation, etc.);
- Identifying progressive actions that move mental health and substance abuse treatment services towards use of evidence-based and/or best practices;
- Modifying/adapting treatment services to meet the unique needs of the target population;
- Assuring that social services including peer support, life skills training, housing placement, vocational training, job placement, and health care will be available;
- Obtaining memoranda of understanding or other documents demonstrating agreement among agencies to provide and coordinate services;
- Identifying and addressing policy, legal, social and other barriers within the county, and
- Measuring performance and assuring quality improvement.

Applicants are urged to use the Sequential Intercept Model (GAINS Center, [http://gainscenter.samhsa.gov/pdfs/integrating/GAINS\\_Sequential\\_Intercept.pdf](http://gainscenter.samhsa.gov/pdfs/integrating/GAINS_Sequential_Intercept.pdf)) as a conceptual framework for structuring strategies that relate to the identified target populations and points of interception at which interventions can be made to prevent individuals from entering, penetrating deeper into the criminal justice system, or re-entering the criminal justice system after release.

## **2) Implementation/Expansion Grants.**

Awardees in this grant category will implement—and may expand—their established strategic plan that includes public-private partnership models and the application of evidence-based and/or best practices. The strategic plan must be submitted at the time of grant application, and must closely follow the format set forth in Appendix A.

As noted above, applicants are urged to use the Sequential Intercept Model (GAINS Center, [http://gainscenter.samhsa.gov/pdfs/integrating/GAINS\\_Sequential\\_Intercept.pdf](http://gainscenter.samhsa.gov/pdfs/integrating/GAINS_Sequential_Intercept.pdf)) as a conceptual framework for proposing strategies that relate to the identified target population and points of interception at which interventions can be made to prevent individuals from entering, penetrating deeper into the criminal justice system, or re-entering the criminal justice system after release.

The types of services that Implementation/Expansion grants can support, but are not limited to:

- mental health courts;
- justice diversion programs (police-based, jail-based, court-based);
- alternative prosecution and sentencing programs;
- crisis intervention teams;
- mental health and/or substance abuse treatment services;
- specialized training for justice and treatment services professionals;
- service delivery for collateral services such as housing; and
- corrections, transitional, and reentry services to create or expand mental health, substance abuse, and support services.

In order for grant initiatives to be successful, the types of services offered and practices used must be effective. Applicants must document in their application that the treatment services and diversion practices they propose to implement incorporate the best objective evidence available regarding effectiveness. In addition, applicants must justify the use of proposed services/practices for the target population along with any adaptations or modifications necessary to meet the unique needs of the target population or otherwise increase the likelihood of achieving positive outcomes. Further guidance on how to access information on the services and practices that fulfill this requirement can be found in Appendix B.

**F. Matching Funds Requirements**

Matching funds are required for grants awarded under this program according to the following stipulations:

- (1) 1-year Planning Grants must make available resources equal to the total amount of the grant. For fiscally constrained counties, the available resources may be at 50 percent of the total amount of the grant.
- (2) 3-year Implementation/Expansion Grants must make available resources equal to the total amount of the grant. For fiscally constrained counties, the available resources may be at 50 percent of the total amount of the grant.

A fiscally constrained Florida county is defined as a county designated as a rural area of critical economic concern under s. 288.0656, F.S., for which a value of a mill in the county is no more than \$3 million, based on the property valuations and tax data. See Appendix D for the list of 33 counties that currently meet this designation.

If the applicant is a consortium of counties and is a combination of fiscally-constrained county(ies) and non-fiscally-constrained county(ies), this will not alter the statutorily required percentages of matching funds for each. Additional detail on matching funds requirements can be found in Appendix C.

**G. Performance Tracking and Measures**

To assist in fulfilling the intent of the legislation in CS/CS/HB 1477, F.S., applicants who receive funding under this solicitation must provide data that measures the results of their work. Both process and outcome data related to the core set of outcome measures, as well as program specific outcomes, are to be collected and reported. Awardees are required to provide data and other information requested by the Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center at the Florida Mental Health Institute to enable the Center to perform the statutory duties established in the authorizing legislation.

**Planning Grants.** The core set of outcome measures for this grant category is:

Desired Outcomes	Core Outcome Measures
Establish on-going communication, collaboration, and partnerships among all relevant county partners.	1. Increase the number of partnerships formed among municipal, county, mental health, substance abuse and other entities to identify, divert, and treat adults and/or juveniles who have a mental illness, substance abuse disorder, or co-occurring disorders, as demonstrated by formal Memoranda of Understanding, including partnerships about the exchange of information and data related to the target population.
Have in place a strategic plan for systemic change in order to identify,	2. Submit a completed strategic plan.

divert, and treat adults and/or juveniles who have a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders and who are in, or at risk of entering, the criminal and/or juvenile justice systems.	
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**Implementation/Expansion Grants.** The core set of outcome measures for this grant category is:

Desired Outcomes	Core Outcome Measures
Establish on-going communication, collaboration, and partnerships among all relevant county partners with respect to people with mental illness, substance use disorders, or co-occurring disorders who are in, or at risk of entering, the criminal and/or juvenile justice systems.	1. Increase the number of partnerships formed as demonstrated by formal Memoranda of Understanding, including partnerships about the exchange of information and data related to the target population.
Protect public safety.	2. Reduce recidivism among program participants in the adult criminal justice and/or juvenile justice systems (as applicable to target population). 3. Increase access to mental health and/or substance abuse treatment services for program participants (as applicable to the services offered).
Effectively divert and treat people with mental illness, substance use disorders, or co-occurring disorders who are in, or at risk of entering, the criminal and/or juvenile justice systems.	4. Prevent program participants from entering into the criminal and/or juvenile justice systems (as applicable to target population). 5. Increase the effectiveness of mental health and/or substance abuse treatment services for program participants (as applicable to the services offered). 6. Increase connections to housing, and employment and/or educational resources.
Avert increased spending on criminal and/or juvenile justice.	7. Reduce jail and/or detention bed day utilization among the target population.

If an applicant believes that one or more of these core measures do not apply to the strategies proposed, the applicant must justify why the measures are not applicable and must propose alternative measures. Additional performance measures, related to the specific strategies and programs detailed in the county's grant application, are allowable and encouraged.

## II. GENERAL INFORMATION

### A. Contact Person

This solicitation is issued by the Florida Substance Abuse and Mental Health Corporation. For questions you may have about this solicitation, the applicant should contact in writing:

Linda Rayner  
 Florida Substance Abuse and Mental Health Corporation  
 1317 Winewood Blvd., Building 1, Suite 206  
 Tallahassee, FL 32399  
 Linda@samhcorp.org

### B. Limitations on Contacting the Corporation

Applicants are advised to limit their contact regarding this solicitation to the contact person listed above. With reference to this solicitation, no representations, other than those distributed by the contact persons, in writing, are binding and applicants are cautioned that verbal responses do not bind the point of contact organization.

### C. Schedule of Events and Deadlines

Listed below are the activities, dates, times, and locations, which this process will follow. If the Corporation finds it necessary to change any of these activities, dates, times or locations, it will be accomplished by addenda. All times refer to Eastern Standard Time.

EVENTS	DATE	TIME	LOCATION
1. Solicitation Advertised and Released	August 21, 2007	5:00 pm	Florida Substance Abuse and Mental Health Corporation website: <a href="http://www.samhcorp.org">www.samhcorp.org</a>
2. Last Date for Inquiries	September 14, 2007	5:00 pm	Linda@samhcorp.org
3. Response to Inquiries	September 26, 2007	5:00 pm	Florida Substance Abuse and Mental Health Corporation website: <a href="http://www.samhcorp.org">www.samhcorp.org</a>
4. Webinar for Questions and Answers to Inquiries about this RFA	October 5, 2007	TBD	Exact URL and time to be announced by September 14, 2007
5. Applications Due	November 1, 2007	5:00 pm	Florida Substance Abuse and Mental Health Corp. c/o Florida Certification Board, 1715 South Gadsden St., Tallahassee, FL 32301
6. Completed Review of Grant Applications	December 31, 2007	5:00 pm	Not Applicable (N/A)

EVENTS	DATE	TIME	LOCATION
7. Notification of Grant Award	January 18, 2008	N/A	Not Applicable

**D. Written Inquiries**

Inquiries must be made in writing to the contact persons listed above, or at the website listed below, no later than September 14, 2007. Responses to all questions will be posted to the following website: <http://www.samhcorp.org> With reference to this solicitation, no representations, other than those distributed in writing or posted to the website are binding.

**E. Obtaining a Copy of the Criminal Justice Reinvestment Grant Application**

Interested parties can obtain a copy of the application either by sending a letter to the contact person requesting a copy, by e-mailing a request to the contact persons, or by downloading the application from the following website: <http://www.samhcorp.org>

**F. Directions for Submitting Criminal Justice Reinvestment Grant Applications**

1. Applications not received at either the specified place or by the specified date and time, will be rejected and returned to the prospective applicant. The Corporation will retain one copy for use in the event of a dispute as to the contents of the original submission.
2. No changes, modifications, or additions to the applications submitted (after the submission deadline for the application opening has passed) will be accepted.
3. The Corporation must receive one signed original, which must be clearly labeled "Original", and ten (10) hard copies of the application by the deadlines set forth in the schedule of events and deadlines. Applicants may choose, and be responsible for, the method of delivery to the Corporation, except that facsimiles or electronic transmissions will not be accepted at any time.
4. Clearly mark the envelope - **APPLICATION FOR CRIMINAL JUSTICE, MENTAL HEALTH & SUBSTANCE ABUSE REINVESTMENT GRANT PROGRAM** - and mail to:

Florida Substance Abuse and Mental Health Corporation  
c/o Florida Certification Board  
1715 South Gadsden Street  
Tallahassee, FL 32301

**G. Application Formatting Instructions**

The application must be submitted in the order shown below with sections labeled as stated below. Pages should be typed and single-spaced in black ink with one column per page. Pages should not have printing on both sides.

Typing must be no smaller than 12-point font. All applications should be stapled in upper left-hand corner of document and not placed in any binder, folder or other

covering. The pages of the application must be numbered on the bottom, beginning with the cover sheet. **A completed application consists of the following:**

- Cover Page
- Signed Assurances
- Project Narrative
  1. Statement of Problem
  2. Project Design and Implementation
  3. Capability and Experience
  4. Evaluation and Sustainability
- Budget/Budget Narrative/Match Commitment Forms and Summary
- Project Timeline
- Letters of Commitment
- Strategic Plan (for Implementation/Expansion grants only)

#### **H. Method of Payment**

Upon notification from the Grant Review Committee, the Florida Department of Children and Family Services will issue a letter of grant award and quarterly payments to the counties selected for grant awards.

#### **I. Statement of Mandatory Assurances**

Applicants must initial and sign the Statement of Mandatory Assurances given in Appendix G.

#### **J. Submission of Data and Reports**

Awardees are required to provide data and other information requested by the Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center at the Florida Mental Health Institute as noted in Section I.G. Awardees are also required to send to the Corporation documentation about the use of grant funds in the form of semi-annual progress reports and annual fiscal reports that are to be signed by the County Administrator.

### **III. APPLICATION COMPONENTS**

The applicant must complete a Project Narrative (Sections 1 – 4), Budget and Project Timeline using the sections delineated below. The total number of pages for the Project Narrative may not exceed **10 pages** for Planning Grants, and may not exceed **15 pages** for Implementation/Expansion Grants, not counting the Budget/Budget Narrative, Project Timeline, and allowable attachments.

#### **A. Cover Page**

The applicant shall complete the Cover Page (found as the last page of this solicitation) describing the total amount of the requested grant, indication of the type of grant sought, and the point of contact at the county to serve a grant manager. A point of contact shall

be identified who can be notified in the event of a grant completeness issue. A phone and fax number shall be provided for the contact person for completeness issues. A duly authorized official of the county shall sign this form.

## **B. Project Narrative**

### **1. Statement of the Problem**

For both Planning, Implementation/Expansion Applicants, describe the problem the project will address. Document the extent of the problem with local/state data and include trend analysis. Describe the project's geographic environment, target population, socioeconomic factors, and priority as a community concern.

Each application must specifically include an analysis of the current population of the jail and/or juvenile detention center in the county or region, which includes:

- a. The screening and assessment process that the county uses to identify an adult and/or juvenile who has a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders;
- b. The percentage of each category of persons admitted to the jail and/or juvenile detention center that represents people who have a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders; and
- c. An analysis of observed contributing factors that affect population trends in the county jail and/or juvenile detention center.
- d. Data or other descriptive narrative that delineates the specific factors that put the target population at-risk of entering or re-entering the criminal and/or juvenile justice systems (if the applicant plans to serve an at-risk population).

#### Implementation Applicants Only

Provide a concise analysis of the target population, including the projected number of individuals to be served. Applicants must show that the identified needs are consistent with the priorities of the county strategic plan.

### **2. Project Design and Implementation**

#### Planning Applicants

Describe the proposed planning council, activities, and expected outcomes. Planning activities should include a needs and resource assessment and also can include: a model to effectively identify, coordinate, and share funding and related resources; organizational or structural changes; a strategy for interagency coordination and communication; the expansion of professional, consumer, and family support systems; a design for policy development and implementation for system improvements and sustainability; professional development for staff; and public awareness and educational initiatives.

#### Implementation/Expansion Applicants

Describe the proposed approach and the project's purpose, goals, and objectives. Describe how the goals will address the overall program purpose and identified needs in



the Statement of the Problem, and provide a conceptual model that links key project components with goals, objectives and strategies. Specifically describe the evidence-based and/or best practices the county intends to use to serve one or more clearly defined subsets of the population of the jail and/or juvenile detention center who have a mental health and/or substance use disorders, or to serve those at risk of arrest and incarceration. In addition, justify the use of proposed services/practices for the target population along with any adaptations or modifications necessary to meet the unique needs of the target population or otherwise increase the likelihood of achieving positive outcomes (see Appendix B).

Other specific items required for this section are:

- Describe the plan to screen potential participants and to conduct tailored, validated needs-based assessments.
- For law enforcement programs, describe the strategies to identify and respond to incidents involving mentally ill offenders, including the number of individuals to be screened and enrolled.
- Discuss how mental health and co-occurring substance abuse treatment services will be made available to participants.
- Outline how ancillary social services, such as housing placement and vocational training, will be coordinated and accessed.

### **3. Capability and Experience**

For both Planning and Implementation/Expansion Applicants, discuss the capability and experience of the county and other participating organizations to meet the goals and objectives detailed in this application. Describe the project's collaboration structure and how it will ensure successful project planning and/or implementation. Describe the anticipated role of consumers, advocates, and family members in the project. Indicate key activities, milestones, and responsible partners, as well as the resources available for the proposed project (e.g., facilities, equipment, etc.).

Provide a list of staff and subcontractors who will participate in the project, showing the role of each and their level of effort and qualifications. Include the Project Director and other key personnel, such as treatment/prevention personnel. Briefly discuss the responsibilities of each participating organization.

### **4. Evaluation, and Sustainability**

Both Planning and Implementation/Expansion Applicants are required to describe how the project's effectiveness will be demonstrated, including assessments of planning or implementation outcomes. Discuss how variables like stakeholder support and service coordination will be defined and measured. Describe the process for collecting performance measurement data, and any other state or local outcome data to measure

project effectiveness in promoting public safety, reduction of recidivism and access to services for the target population(s).

Both Planning and Implementation/Expansion grants are also required to address sustainability in the application. Describe the proposed strategies that the county intends to use to preserve and enhance its community mental health and substance abuse systems. Describe how sustainability methods will be used and evaluated: i.e. how collaborative partnerships and funding will be leveraged to build long-term support and resources to sustain the project when the state grant ends. Examples of sustainability outcomes for planning grants could be: the continuation of the planning council or committee and/or formal measures of sustained collaboration such as Memorandums of Understanding among key constituencies, agencies, units of government or law enforcement, etc. Examples of sustainability outcomes for implementation/expansion grants could be: a fully-articulated Sustainability Plan, securing the needed continuation funding, and garnering multi-level, formal collaboration.

#### Implementation Grants Only

Project the effect the proposed initiatives will have on the population and the budget of the jail and juvenile detention center. The information must include:

- a. The county's estimate of how the initiative will reduce the expenditures associated with the incarceration of adults and the detention of juveniles who have a mental illness;
- b. The methodology that the county intends to use to measure the defined outcomes and the corresponding savings or averted costs;
- c. The county's estimate of how the cost savings or averted costs will sustain or expand the mental health and substance abuse treatment services and supports needed in the community; and
- d. How the county's proposed initiative will reduce the number of individuals judicially committed to a state mental health treatment facility.

#### **C. Budget and Budget Narrative**

Provide a detailed budget and budget narrative that is complete, allowable, and tied to the proposed activities. The budget must show line item costs broken down by the proposed funding (grant and match), plus the total amounts. Implementation/Expansion grant applications require a budget breakdown for each of the three years. See Appendix E for full instructions on completing this section.

Applicants are required to use the **Commitment to Match/Donation Forms** found in Appendix F to verify cash and attach valuation to in-kind contributions. A signed form from each match donor must accompany this application as an attachment to the Budget Section. A Match Summary Sheet is to be used to show the proportions of cash and in-kind match.

**D. Project Timeline**

Provide a realistic time line for the entire project period, indicating goals/objectives, key activities, milestones, and responsible partners.

**E. Letters of Commitment**

Provide Letters of Commitment (not general support) from any individuals or organizations that will be involved in the implementation of the project; the letters must reflect the specific role of the partner.

**IV. APPLICATION REVIEW CRITERIA AND METHODOLOGY**

**A. Review Methodology**

All eligible proposals will be graded according to the stated criteria, and ranked in order of overall score from highest to lowest. Awards will be made in order of rank, beginning with the top ranked proposals and continuing until available funds are exhausted, or until all worthwhile projects are funded, whichever occurs first.

Each application will be evaluated in two stages. In the **first stage**, the application will be screened to insure compliance with the mandatory criteria given in Appendix H.

**B. Review Criteria**

The **second stage** of grant application review involves the evaluation of all applications that are in compliance with the mandatory criteria. The second stage evaluation will be based and weighted as follows:

Application Review Criteria	Maximum Score
<p><b><u>Statement of the Problem</u></b></p> <p>The applicant:</p> <ul style="list-style-type: none"> <li>• Used specific data where available to:               <ul style="list-style-type: none"> <li>✓ Describe the environment (organization, community, city, or State) where the project will be implemented.</li> <li>✓ Describe the target population and the geographic area to be served, and justify the selection of both.</li> <li>✓ Describe the nature of the problem and extent of the need</li> </ul> </li> <li>• Included an analysis of the current population of the jail and/or juvenile detention center in the county.</li> </ul>	<p>Planning = 25</p> <hr style="width: 50%; margin: 0 auto;"/> <p>Imp./Exp.= 20</p>
<p><b><u>Project Design and Implementation</u></b></p> <p><b>For Planning Grants:</b></p> <p>The applicant:</p>	

Application Review Criteria	Maximum Score
<ul style="list-style-type: none"> <li>• Described the readiness of the county and its partners to undertake a planning process.</li> <li>• Described proposed planning activities.</li> <li>• Identified a county planning council or committee that is in compliance with the membership requirements.</li> <li>• Provided a realistic time line for the entire project period, indicating goals/objectives, key activities, milestones, and responsible partners.</li> </ul> <p><b>For Implementation/Expansion Grants:</b></p> <p>The applicant:</p> <ul style="list-style-type: none"> <li>• Showed that the necessary groundwork (attachment of strategic plan, consensus development, development of memoranda of agreement, identification of potential facilities) has been completed or is near completion so services can be readily implemented.</li> <li>• Described the intercept points (pre/post booking, mental health court, etc.) and why it is the best choice for the County and target population.</li> <li>• Provided a complete description of its approach design and proposed implementation.</li> <li>• Provided adequate detail about the schedule and location of project activities, and the kind and number of participants to determine that project expectations are realistic.</li> <li>• Provided a realistic implementation plan for the entire project period, indicating goals/objectives, key activities, milestones, and responsible partners</li> <li>• Described the specific evidence-based or best practices the applicant intends to use to serve one or more clearly defined subsets of the population.</li> <li>• Provided the required descriptions of: <ul style="list-style-type: none"> <li>✓ the plan to screen potential participants and to conduct tailored, validated needs-based assessments.</li> <li>✓ the strategies to be used by law enforcement programs to identify and respond to incidents involving mentally ill offenders, including the number of individuals to be screened and enrolled.</li> <li>✓ how mental health and co-occurring substance abuse treatment services will be made available to participants.</li> <li>✓ how ancillary social services, such as housing placement and vocational training, will be coordinated and accessed.</li> </ul> </li> </ul>	<p>Planning = 25</p> <hr/> <p>Imp./Exp.= 30</p>
<p><b><u>Capability and Experience</u></b></p> <p>The applicant:</p> <ul style="list-style-type: none"> <li>• Discussed the capability and experience of the applicant county to undertake a planning process or implementation actions.</li> </ul>	

<b>Application Review Criteria</b>	<b>Maximum Score</b>
<ul style="list-style-type: none"> <li>• Provided a list of staff who will participate in the project, showing the role of each and their level of effort and qualifications. Included the Project Director and other key personnel.</li> <li>• Described the resources available for the proposed project (e.g., facilities, equipment).</li> <li>• Described the project's collaboration structure and how it will ensure successful project planning and/or implementation; identified the key stakeholders who will be participating in the strategic planning or implementation process.</li> <li>• Included Letters of Commitment or Memoranda of Agreement that describe how they are going to support this program.</li> </ul>	Planning = 20 <hr/> Imp./Exp.= 20
<p><b><u>Evaluation and Sustainability</u></b></p> <p>The applicant:</p> <ul style="list-style-type: none"> <li>• Sufficiently explained how the project's effectiveness will be demonstrated.</li> <li>• Adequately documented their ability to collect and transmit data.</li> <li>• Detailed how project data will be assessed in the measurement of the impact of proposed efforts to: increase public safety, avert of increased spending on criminal justice, and improve the accessibility and effectiveness of treatment services for the target population.</li> <li>• Provided a feasible description of the proposed sustainability actions that the county will use to preserve and enhance the initiatives that are funded under this grant program.</li> </ul>	Planning = 20 <hr/> Imp./Exp.= 20
<p><b><u>Budget</u></b></p> <p>The applicant:</p> <ul style="list-style-type: none"> <li>• Provided a detailed line-item Budget and Budget Narrative, with all costs in the budget allowable.</li> <li>• Included the correct percentage of allowable Matching Funds in the budget detail, with accompanying documentation of the sources of match.</li> <li>• Included the signed Match Commitment Forms.</li> </ul>	Planning = 10 <hr/> Imp./Exp.= 10
<b>Total Points</b>	<b>100</b>

**C. Grant Review Committee**

The Grant Review Committee will consist of ten (10) individuals consisting of:

- (a) Five current members or appointees of the Corporation;
  1. Judge Melanie May, Corporation member, Fort Lauderdale
  2. Lisa DeVitto, Corporation member, Tampa
  3. Michele Saunders, Florida Partners in Crisis
  4. Patrick Hendry, Executive Director, Florida Peer Network
  5. Amanda Ghaffari, Florida Association of Counties

- (b) One representative of the Department of Children and Family Services;
- (c) One representative of the Department of Corrections;
- (d) One representative of the Department of Juvenile Justice;
- (e) One representative of the Department of Elderly Affairs; and
- (f) One representative of the Office of the State Courts Administrator.

**D. Selection of Awardees**

The Corporation will award Planning and Implementation/Expansion Grants to applicants whose applications: are in compliance with the mandatory criteria; are deemed most advantageous to the goals of the Criminal Justice Reinvestment Grant program; conform to the requirements of this solicitation; and are acceptable in regards to the evaluation criteria. Grants will be ranked in the order of highest score to the lowest score based on the 100 allowable points set forth in the review criteria.

The Corporation reserves the right to:

- reject any or all proposals received with respect to this RFA;
- waive or modify minor irregularities in proposals received after prior notification and concurrence of the applicant;
- request from an applicant additional information as deemed necessary to more fully evaluate its proposal;
- make all final decisions with respect to the amount of State funding and the timing of payments to be provided to an applicant.

# **APPENDICES**

**Appendix A**

**STRATEGIC PLAN FORMAT**

Applicants for Planning Grants need to adhere closely to the following Strategic Plan format in the accomplishment of their prime objective during the year of funding. Applicants for Implementation Grants are required to submit a Strategic Plan as an attachment to the initial grant application. This Strategic Plan must adhere closely to the following plan components.

- A. Statement of the Problem/Critical Issues facing the County (careful analyses of the scope of the problem using current data, implications of the data, critical issues for the various constituents, such as law enforcement, courts, treatment providers, etc.)
- B. Regional Partnership Strategic Planning Process and Its Participants (how planning occurred, strategic alliances, plans for leveraging funds and other resources)
- C. Vision (a picture of the future you seek to create, described in the present tense) and Mission Statements (concise statement of what are you here to do together)
- D. Values (the collective, fundamental beliefs that drive your initiative)
- E. Conceptual Model for Addressing Criminal Justice Reinvestment for Persons with Mental Health, Substance Abuse or Co-Occurring Disorders
- F. Strategic Goals with accompanying Objectives/Strategies (setting priorities within the conceptual framework, setting clear and achievable goals and objectives, assigning responsibility for actions, data sharing and collecting, measuring success)

Goal (broad statements of what you wish to accomplish, addressing specific to key areas)  
Objectives (support the goals and state how the goals will be accomplished)

Strategies	How Performance will be Measured	Lead Person or Organization	Projected Date of Completion



## Appendix B

### GUIDANCE FOR INCORPORATING EVIDENCE-BASED OR BEST PRACTICES

Many federal agencies have published resource lists of services and practices that have already determined to be effective and can be found in the following sources:

- **SAMHSA's National Registry of Evidence-based Programs and Practices (NREPP)** is a searchable online registry of mental health and substance abuse interventions that have been reviewed and rated by independent reviewers. The purpose of this registry is to assist the public in identifying approaches to preventing and treating mental and/or substance use disorders that have been scientifically tested and that can be readily disseminated to the field.  
[www.nrepp.samhsa.gov](http://www.nrepp.samhsa.gov)

NREPP is a new registry and currently has several dozen reviewed interventions. New intervention summaries are continually being added as reviews are completed. The registry is expected to grow to a large number of interventions over the coming months and years. Please check back regularly to access the latest updates. To access SAMHSA's Model Programs Web site (the old NREPP) go to <http://modelprograms.samhsa.gov>.

- **Center for Mental Health Services (CMHS) Evidence-based Practice Toolkits** - SAMHSA's Center for Mental Health Services and the Robert Wood Johnson Foundation initiated the Evidence-Based Practices Project to: 1) help more consumers and families access services that are effective; 2) help providers of mental health services develop effective services; and 3) help administrators support and maintain these services. A website (<http://www.mentalhealth.samhsa.gov/cmhs/communitysupport/toolkits/>) is available that contains the first cluster of evidence-based practices, and the design of implementation resource kits to help people understand and use these practices successfully.

Basic information about the first five evidence-based practices is available on the website. The five practices are:

1. Illness Management and Recovery
2. Family Psychoeducation
3. Assertive Community Treatment
4. Supported Employment
5. Integrated Dual Disorders Treatment

Each of the resource kits contains information and materials written by and for the following groups: Consumers, Families and Other Supporters, Practitioners and Clinical Supervisors, Mental Health Program Leaders, and Public Mental Health Authorities. Material on the Web site can be printed or downloaded with Acrobat Reader, and references are provided where additional information can be obtained. The full kits will be available from National Mental Health Information Center at [www.mentalhealth.org](http://www.mentalhealth.org) or 1-800-789-CMHS (2647).

- **The Criminal Justice/Mental Health Consensus Project** – This Project, coordinated by the Council of State Governments Justice Center, is a national effort to help local, state, and federal policymakers and criminal justice and mental health professionals improve the response to people with mental illnesses who come into contact with the criminal justice system. It supports the implementation of practical, flexible criminal justice/mental health strategies through on-site technical assistance; the dissemination of information about programs, research, and policy developments in the field; continued development of policy recommendations; and educational presentations. Their website contains many resources by special focus areas – law enforcement, courts, corrections, victims, jail diversion, etc. – as well as other resources for research information and practice guidelines.  
<http://consensusproject.org/>
- **Criminal Justice/Mental Health Information Network** - The Council of State Governments Justice Center collaborates with the Criminal Justice/Mental Health Information Network to offer an exhaustive, easy-to-use resource that serves as both an inventory of programs as well as a tool for peer-to-peer networking. The InfoNet looks at programs in the broad context of criminal justice/mental health activity. It catalogs media articles which may describe and bring greater profile to a program; research studies, which may examine program outcomes and processes; legislation, which may provide critical funding; state-level efforts, which are designed to support and guide programs within the state; and advocacy initiatives, which support and enhance program activities. The website has established links between the various content items that refer to one another, and offers a search and navigation tool that serves as a framework for discussing the issues that arise and represents the sequence of events that may occur for individuals with mental illnesses who come into contact with the criminal justice system. <http://cjmh-infonet.org/>
- **National Center for Mental Health and Juvenile Justice** – This Center assists the field in developing improved policies and programs for youth with mental health disorders in contact with the juvenile justice system, based on the best available research and practice. The Center, which is operated by Policy Research, Inc. in Delmar, NY in partnership with the Council of Juvenile Correctional Administrators (CJCA), aims at providing a centralized national focal point that pulls together and links the various activities and research that are currently underway, maximizing the awareness and usefulness of new products and learnings, and using the best available knowledge to guide practice and policy.  
<http://www.ncmhjj.com/>
- **GAINS Center** - The GAINS Center is funded by SAMHSA to focus on expanding access to community based services for adults diagnosed with co-occurring mental illness and substance use disorders at all points of contact with the justice system. This Center provides many free publications in a variety of related areas, and they also provide consultation and technical assistance to help communities achieve integrated systems of mental health and substance abuse services for individuals in contact with the justice system.  
<http://gainscenter.samhsa.gov/html/>

- **Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center.** The Technical Assistance Center is located at the Louis de la Parte Florida Mental Health Institute. The Center was created by CS/CS/HB 1477 to provide technical assistance and consultation to grant applicants and awardees. The Center draws on the expertise of faculty at FMHI and also works closely with the GAINS Center, the Council of State Governments' Criminal Justice/Mental Health Consensus Project, Florida Partners in Crisis, and others. The TA Center faculty and staff have particular experience with co-occurring disorders (mental health and substance abuse); best practices in supportive housing, supported employment, and recovery; therapeutic courts; jail and prison re-entry; and assessment and restoration of criminal competency. A web site is being developed for the TA Center, and in the interim requests for information may be made to John Petrilá (Petrila@fmhi.usf.edu) and Mark Engelhardt (mengelhardt@fmhi.usf.edu).

#### *Showing that Your Services/Practices are Effective*

If you are proposing services/practices that are not included in the above-referenced sources, you must provide a narrative justification that summarizes the evidence for effectiveness of the proposed services/practice. The preferred evidence of effectiveness will include the findings from clinical trials, efficacy, and/or effectiveness studies published in the peer-reviewed literature.

In areas where little or no research has been published in the peer-reviewed scientific literature, you may present evidence involving studies that have not been published in the peer-reviewed research literature and/or documents describing formal consensus among recognized experts. If consensus documents are presented, they must describe consensus among multiple experts whose work is recognized and respected by others in the field. Local recognition of an individual as a respected or influential person at the community level is not considered a "recognized expert" for this purpose. In presenting evidence in support of the proposed services/practice, you must show that the evidence presented is the best objective information available.

#### *Using Services/Practices that are Appropriate for Your Target Population*

You must also show that these services/practices are appropriate for your target population(s). It is preferred that you provide information from research studies that shows the services/practices are effective for your target population. However, if this type of information is not available, you may provide information from other sources, such as unpublished studies or documents describing formal consensus among recognized experts. You may describe your own experience either with the target population or in managing similar programs. However, you will need to convince the people reviewing your application that the services/practices you propose are appropriate for your target population.

#### *Describing Necessary Changes to the Services/Practices*

It is expected that you will implement your services/practices in a way that is as close as possible to the original services/practices. However, it is understood that you may need to make minor changes to the services/practices to meet the needs of your target population or your program, or to allow you to use resources more efficiently. You must describe any changes to your proposed

services/practices that you believe are necessary for these purposes. You may describe your own experience either with the target population or in managing similar programs. However, you will need to convince the people reviewing your application that the changes you propose are justified.

## Appendix C

### MATCHING FUNDS

Grantee match is that portion of project property and services—staff time, fringe benefits, supplies, equipment, travel, rent, etc.—coming from other than State funds. The matching share must constitute a 100% of the grant amount. A minimum match of 50% is allowable for fiscally constrained counties (Appendix D). The match may be derived from the county or private sources. Both “cash” contributions (provided directly by the grantee) and “in-kind” contributions (from a third party) may be utilized to satisfy the match requirement.

“In-kind” means third-party contributions of property or services that benefit this grant-supported project or program and that are contributed by the county or third parties without charge to the grantee. Neither the actual cost nor the value of third-party in-kind contributions may count towards satisfying a matching requirement of the Criminal Justice Reinvestment Grant if it has been, or will be, counted towards satisfying a cost-sharing or matching requirement of another grant, a State procurement contract, or any other award of State funds.

If an applicant chooses to include in-kind contributions in its matching share, specific dollar values must be assigned. Applicants are required to use the **Commitment to Match/Donation Forms** found in Appendix F to verify cash and attach valuation to in-kind contributions. A signed form from each match donor must accompany this application as an attachment to the Budget Section. A Match Summary Sheet is to be used to show the proportions of cash and in-kind match.

Examples of in-kind contributions and methods for determining values are as follows:

**Volunteer Services** - Unpaid services provided to a grant awardee by individuals shall be valued at rates consistent with those ordinarily paid for similar work in the grant recipient's organization. If the awardee does not have employees performing similar work, the rates shall be consistent with those ordinarily paid by other employers for similar work in the same labor market. In either case, a reasonable amount of fringe benefits may be included in the valuation.

**Supplies** - If the county or a third party donates supplies, the contribution shall be valued at the market value of the supplies at the time of donation.

**Loaned/Donated Equipment or Space** - If a county or a third party donates the use of equipment or space in a building but retains title, the contribution shall be valued at the fair rental rate of the equipment or space. If the county or a third party donates equipment and the title passes to the grant recipient, the market value of that equipment at the time of the donation that is applicable to the period which the matching requirement applies, may be counted toward matching in-kind funds. See Appendix F for worksheets to set the value.

Matching funds and/or grant funds used in the Administrative Costs of the budget need to adhere to the legislative cap of 10% of the requested state grant funds. For example, if an applicant applies

for \$100,000 for a Planning Grant, \$10,000 is the total allowable portion of the entire budget for Administrative costs. This \$10,000 can be proposed in several ways:

- as grant funded entirely (with no matching funds in that line)
- as matching funds (with no requested grant funds in that line)
- or as a combination of match and grant funds to comprise the \$10,000.

**Criteria for Allowable and Unallowable Match**

**(1) Allowable for Matching.** Matching requirements may be satisfied by any or all of the following:

- (a) Allowable costs supported by the county and/or non-state or federal grants incurred by the county during the effective period of the contract;
- (b) Funds from partnering organizations or units of government;
- (c) The value of third-party funds and in-kind contributions applicable to the matching requirement period.
- (d) The value of volunteer services up to and including 10 percent of the total budget.
- (e) Costs supported by fees and program income.

**(2) Unallowable for Matching.**

- (a) Costs paid for by another state or federal contract or grant except as provided by State or Federal statute.
- (b) Costs or third-party funds and in-kind contributions that are used to satisfy a matching requirement of another State contract or Federal grant.
- (c) Income from sale of printed material, food, and books purchased with State funds.

## Appendix D

### LIST OF FISCALLY-CONSTRAINED FLORIDA COUNTIES

A county designated as a rural area of critical economic concern under s. 288.0656, F.S., for which a value of a mill in the county is no more than \$3 million, based on the property valuations and tax data. This list is taken from:

<http://www.florida-arts.org/grants/RuralEconomicDevelopmentInitiative.htm>

- Baker
- Bradford
- Calhoun
- Columbia
- DeSoto
- Dixie
- Flagler
- Franklin
- Gadsden
- Gilchrist
- Glades
- Gulf
- Hamilton
- Hardee
- Hendry
- Highlands
- Holmes
- Jackson
- Jefferson
- Lafayette
- Levy
- Liberty
- Madison
- Nassau
- Okeechobee
- Putnam
- Sumter
- Suwannee
- Taylor
- Union
- Wakulla
- Walton
- Washington

NOTE: Participation in a consortium by both fiscally-constrained counties and non-fiscally-constrained counties will not alter the statutorily required percentages of matching funds for each.

## Appendix E

### BUDGET INSTRUCTIONS

The budget section of the application consists of a line-item **Budget** and a **Budget Narrative**. The line-item budget must show the total project costs and proposed allocation of the requested grant funds. The budget must also indicate the sources and amounts of matching funds. For Implementation/Expansion grants, a 3-year budget must be provided.

Applicants are required to use the **Commitment to Match/Donation Forms** found in Appendix F to verify cash and attach valuation to in-kind contributions. A signed form from each match donor must accompany this application as an attachment to the Budget Section. A Match Summary Sheet is to be used to show the proportions of cash and in-kind match.

Following is a brief line-by-line explanation of the categories to be used in developing the grant budget.

**Personnel** - List each position by title whose salary (or portion of total salary) is to be charged to the grant's budget. Indicate the salary rate for each position and if the position is to be full-time or part-time. If part-time, please identify the level of effort (percent of total). For Implementation grants, you may show personnel expenditures for the 3-year period at a cost of living increase commensurate with County practices.

**Fringe Benefits** - Indicate the fringe benefit rate (fixed percentage of total personnel). If the fringe benefit rate varies by position, list each staff position covered and show the rate for each position. Possible partial coverage could be any combination of social security, health insurance, retirement, or worker's compensation.

**Administrative Costs** - The administrative costs for each applicant may not exceed 10% of the total funding received by the state for each grant. Administrative costs typically include: grant management activities; fiscal, personnel, and procurement management; related office services and record keeping; costs of necessary insurance, auditing, etc. Evaluation activities are considered a direct program cost and are not included in this section.

**Staff Travel** - This item is for travel expenses for project staff. Any travel listed in this category must be for the purpose of supporting grant activities as described in this application. Identify the approximate total mileage to be traveled during the proposed grant period. Mileage reimbursement and other travel rates cannot exceed the maximum rates established by the Department of Children and Families.

**Consultants & Contracted Services** - Show a calculation of charges giving hourly or daily rates for each consultant. List all sub-contracted services, including vendor, purpose and amount. A copy of all subcontracts must be made available to the Corporation upon request. Agency employees or persons who would normally provide consultant services without charge may **not** be included in the budget.



**Equipment** - An item of equipment is an article of property procured that is of a durable nature, and has an expected service life of more than one year. Purchase of equipment is dependent upon program intent and requires appropriate justification. List each item of equipment to be purchased and the specific dollar amount for each item, including installation, insurance, freight and accessories.

**Supplies** - Supplies are consumable or expendable items that are used routinely or that have an expected life of one year or less.

**Rent/Utilities** - For each rental required to support grant programs, present monthly cost and number of months rented. If rental expense is to be shared, display grant portion only and explain in the budget justification the other dimensions of the shared costs. Specify the total rental expense and also indicate the monthly rate. If utilities are not included in the rent, list those expenses separately and also provide an estimated monthly utility charge.

**Other** - List expenses for printing, as well as any other charges (**except capital expenses**) that can not be identified within the other budget categories. Include sufficient descriptive detail (as needed) to facilitate Corporation review and approval.

**Unallowable Costs** - When completing the budget, please note that the following are types of costs that cannot be included. Below is an inclusive list of unallowable costs:

1. Supplanting of staff costs;
2. Administrative costs not related to the implementation of the proposed project;
3. Indirect costs (i.e., cost not related to the project being funded by this grant);
4. Office supplies not related to the project being funded by this grant;
5. Cash payments to intended recipients of services;
6. For the purpose of purchasing or improving land;
7. To purchase, construct or permanently improve (other than minor remodeling) any building or other facility; and,
8. Food and entertainment costs.

#### **Line-Item Budget**

Provide a detailed budget that is complete, allowable, and tied to the proposed activities. Provide the detailed budget as indicated in the sample format shown here or in a similar Excel format. You are not required to use this table; the budget categories and details are what are important.

Funding Category	Grant Funds Requested	Matching Funds and Other In-Kind Contributions	
		Funding	Source of Funds
Salaries:			
Fringe Benefits:			
Administration:			
Equipment:			
Travel:			
Contractual:			
Supplies:			
Rent/Utilities:			
Other Expenses:			
Totals:			
Total Project Cost:		= Grants Funds Requested + Matching Share	
Match Percentage:		= Match / Total Project Cost	

### Budget Justification Narrative

Include a narrative description, according to the line item budget categories, with detail as indicated in the previous page. The budget justification states why and how funds in each budget category are to be used. Justifications need not be elaborate, but they must present a clear rationale for the use of the requested funds. Each statement should describe each of the following:

- A general description of the line item, including justification for the need
- How the item relates to the project activities
- How the amount shown in the budget table was arithmetically determined.

**Appendix F**

**COMMITMENT OF MATCH/DONATION FORMS**

TO: (name of County) _____ FROM: Donor Name _____ ADDRESS: _____ _____
---

The following \_\_\_ space, \_\_\_ equipment, \_\_\_ goods/supplies, and/or \_\_\_ services, is/are donated to the County  
 \_\_\_\_\_ permanently (title passes to the County)  
 \_\_\_\_\_ temporarily, for the period \_\_\_\_\_ to \_\_\_\_\_ (title is retained by the donor)

**Description and Basis for Valuation (See next page)**

	<u>Value</u>	<u>Corporation USE</u>
(1) _____ _____ _____	\$ _____	_____
(2) _____ _____ _____	\$ _____	_____
(3) _____ _____ _____	\$ _____	_____
(4) _____ _____ _____	\$ _____	_____
TOTAL VALUE		\$ _____

The above donation(s) is not currently included as a cost (either direct or matching) of any state or federal contract or grant, nor has it/they been previously purchased from or used as match for any state or federal contract.	
_____ (Donor Signature) (Date)	_____ (County Designee Signature) (Date)

The grant Review Committee will review the valuation of the donated item(s) and has, in the space provided, indicated the valuation amount acceptable to the department for use in meeting a match requirement for the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant program. Donated items are subject to disallowance should they be found to be a current or previous cost or matching item of a state or federal grant or contract.
--

**BASIS OF VALUATION**

**Building/Space**

1. Donor retains title:

a. Fair rental value - Substantiated in provider's records by \_\_\_\_\_ written confirmation(s) of fair rental value by qualified individuals, e.g., Realtors, property managers, etc.

b. (1) Established monthly rental of space \$ \_\_\_\_\_

(2) Number of months donated during the contract \_\_\_\_\_

Value to the project [b.(1) X b.(2)] \$ \_\_\_\_\_

2. Title passes to the County:

Depreciation

a. Cost of Fair Market Value (FMV) at acquisition (excluding land) \$ \_\_\_\_\_

b. Estimated useful life at date of acquisition \_\_\_\_\_ yrs.

c. Annual depreciation (a./b.) \$ \_\_\_\_\_

d. Total square footage \_\_\_\_\_ sq. ft.

e. Number of square feet to be used on the grant program. \_\_\_\_\_ sq. ft.

f. Percentage of time during contract period the project will occupy the building/space \_\_\_\_\_ %

g. Value to project (e./d. X f. X c.) \$ \_\_\_\_\_

Use Allowance

a. To be used in the absence of depreciation schedule (i.e., \_\_\_\_\_ when the item is not normally depreciated in the County's \_\_\_\_\_ accounting records)

b. May include an allowance for space as well as the normal cost of upkeep, such as repairs and maintenance, insurance, etc.

**Equipment**

1. Donor retains title: Fair Rental Value

2. Title passes to County:

a. FMV at time of donation \$ \_\_\_\_\_, or

b. Annual value to project (not to exceed 6 2/3% X a.) = \$ \_\_\_\_\_

**Goods/Supplies**

FMV at time of donation \_\_\_\_\_

**Personnel Services**

1. Staff of another agency/organization:

Annual Salary    Number of hours

2080    X    to be provided = \$ \_\_\_\_\_

2. Volunteer

Comparable annual salary \$ \_\_\_\_\_

Annual salary    Number of hours

2080    X    to be provided = \$ \_\_\_\_\_

**MATCH COLLECTION SUMMARY REPORT**

DATE - \_\_\_\_\_

County - \_\_\_\_\_

Type of Grant - \_\_\_\_\_

Match Requirement Percentage - \_\_\_\_\_

Total Match Required for the Grant \$ \_\_\_\_\_

**Match Reported this Period:**

Cash \$ \_\_\_\_\_

In-Kind \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared By \_\_\_\_\_

Approved By \_\_\_\_\_

**Appendix G**

**STATEMENT OF MANDATORY ASSURANCES**

1. <u>Infrastructure</u> : The applicant shall possess equipment and Internet access necessary to participate fully in this solicitation.	<hr/> Initial <hr/>
2. <u>Site Visits</u> : The applicant will cooperate fully with the Corporation in coordinating site visits, if desired by the Corporation.	<hr/> Initial <hr/>
3. <u>Non-discrimination</u> : The applicant agrees that no person will, on the basis of race, color, national origin, creed or religion be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination pursuant to the Act governing these funds or any project, program, activity or sub-grant supported by the requirements of, (a) Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended which prohibits discrimination the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended which prohibits discrimination in employment or any program or activity that receives or benefits from federal financial assistance on the basis of handicaps; (d) Age Discrimination Act 1975, as amended which prohibits discrimination on the basis of age, (e) Equal Employment Opportunity Program (EEO) must meets the requirements of 28 CFR 42.301.	<hr/> Initial <hr/>
4. <u>Lobbying</u> : The applicant is prohibited by Title 31, USC, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," from using Federal funds for lobbying the Executive or Legislative Branches of the federal government in connection with a specific grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal funds if grants and/or cooperative agreements exceed \$100,000 in total costs (45 CFR Part 93).	<hr/> Initial <hr/>
5. <u>Drug-Free Workplace Requirements</u> : The applicant agrees that it will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76.	<hr/> Initial <hr/>
6. <u>Smoke-Free Workplace Requirements</u> : Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library projects to children under the age of 18, if the projects are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's projects provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.	<hr/> Initial <hr/>

7. <u>Compliance and Performance:</u> The applicant understands that grant funds in Years 2 and 3 for Implementation/Expansion Grants are contingent upon compliance with the requirements of this grant program and demonstration of performance towards meeting the grant goals and objectives, as well as availability of funds.	Initial
8. <u>Certification of Non-supplanting:</u> The applicant certifies that funds awarded under this solicitation will not be used for programs currently being paid for by other funds or programs where the funding has been committed.	Initial
9. <u>Submission of Data:</u> The applicant agrees to provide data and other information requested by the Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center at the Florida Mental Health Institute to enable the Center to perform the statutory duties established in the authorizing legislation.	Initial
10. <u>Submission of Reports:</u> The applicant agrees to submit semi-annual progress reports and an annual fiscal report, signed by the County Administrator, to the Florida Substance Abuse and Mental Health Corporation.	Initial

By signing and submitting this agreement, the Applicant certifies that it will comply with all the above requirements.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Appendix H**

**CHECKLIST OF MANDATORY APPLICATION CRITERIA**

<b>Criteria</b>	<b>Check, if in Compliance</b>
<b>1. Fully Completed and Signed Cover Page</b>	
<b>2. Fully Completed and Signed Statement of Mandatory Assurances</b>	
<b>3. Fully Completed Project Narrative</b>	
<b>4. Line Item Budget, Budget Justification, and Match Commitment and Summary Forms</b>	
<b>5. Detailed Project Timeline</b>	
<b>6. Letters of Commitment</b>	
<b>7. County Strategic Plan (for Implementation/Expansion Grants only)</b>	



**Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant  
Cover Page**

<b>PROPOSAL INFORMATION</b>					
Project Type:		<input type="checkbox"/> Planning Grant <input type="checkbox"/> Implementation/Expansion Grant			
County or Counties:					
<b>GRANT POINT OF CONTACT</b>					
Contact Name:					
Department:					
Address Line 1:					
Address Line 2:					
City:		State:		Zip:	
Email:					
Phone:		Fax:			
<b>ADDITIONAL CONTACTS</b>					
Contact Name (if any):					
Organization:					
Address Line 1:					
Address Line 2:					
City:		State:		Zip:	
Email:					
Phone:		Fax:			
<b>FUNDING REQUEST AND MATCHING FUNDS</b>					
1. Total Amount of Grant Funds Requested:					
2. Total Matching Funds (Provided by applicant and project partners):					
3. Total Project Cost (Add amounts in 1 and 2):					
<b>CERTIFYING OFFICIAL</b>					
Certifying Official's Signature					
Certifying Official's Name (printed):					
Title:					
Date:					

Approved 02/27/08

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### **Attachment III**

The administration of resources awarded by the Department of Children & Families to the provider may be subject to audits as described in this attachment.

### **MONITORING**

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised, the department may monitor or conduct oversight reviews to evaluate compliance with contract, management and programmatic requirements. Such monitoring or other oversight procedures may include, but not be limited to, on-site visits by department staff, limited scope audits as defined by OMB Circular A-133, as revised, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures deemed appropriate by the department. In the event the department determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the department regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the department's inspector general, the state's Chief Financial Officer or the Auditor General.

### **AUDITS**

#### **PART I: FEDERAL REQUIREMENTS**

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

In the event the recipient expends \$500,000 or more in Federal awards during its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. In determining the Federal awards expended during its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Children & Families. The determination of amounts of Federal awards expended should be in accordance with guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part. In connection with the above audit requirements, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the department shall be fully disclosed in the audit report package with reference to the specific contract number.

## PART II: STATE REQUIREMENTS

This part is applicable if the recipient is a non-state entity as defined by Section 215.97(2), Florida Statutes.

In the event the recipient expends \$500,000 or more in state financial assistance during its fiscal year, the recipient must have a State single or project-specific audit conducted in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial assistance expended during its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Children & Families, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.

In connection with the audit requirements addressed in the preceding paragraph, the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 or 10.650, Rules of the Auditor General.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the department shall be fully disclosed in the audit report package with reference to the specific contract number.

## PART III: REPORT SUBMISSION

Any reports, management letters, or other information required to be submitted to the department pursuant to this agreement shall be submitted within 180 days after the end of the provider's fiscal year or within 30 days of the recipient's receipt of the audit report, whichever occurs first, directly to each of the following unless otherwise required by Florida Statutes:

A. Contract Manager for this contract (2 copies)

Jimmers Micallef  
1317 Winewood Blvd.,  
Bldg. 6, Rm. 259  
Tallahassee, FL 32399-0700

B. Department of Children & Families  
Office of the Inspector General, Provider Audit Unit  
Building 5, Room 237  
1317 Winewood Boulevard

Approved 02/27/08

MOU# \_\_\_\_\_

Tallahassee, FL 32399-0700

- C. Copies of the reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by Part I of this agreement shall be submitted, when required by Section .320(d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to the Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320(d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Auditing Clearinghouse), at the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10<sup>th</sup> Street  
Jeffersonville, IN 47132

and other Federal agencies and pass-through entities in accordance with Sections .320(e) and (f), OMB Circular A-133, as revised.

- D. Copies of reporting packages required by Part II of this agreement shall be submitted by or on behalf of the recipient directly to the following address:

Auditor General's Office  
Room 401, Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

Providers, when submitting audit report packages to the department for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit or for-profit organizations), Rules of the Auditor General, should include, when available, correspondence from the auditor indicating the date the audit report package was delivered to them. When such correspondence is not available, the date that the audit report package was delivered by the auditor to the provider must be indicated in correspondence submitted to the department in accordance with Chapter 10.558(3) or Chapter 10.657(2), Rules of the Auditor General.

#### **PART IV: RECORD RETENTION**

The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of six years from the date the audit report is issued and shall allow the department or its designee, Chief Financial Officer or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the department or its designee, Chief Financial Officer or Auditor General upon request for a period of three years from the date the audit report is issued, unless extended in writing by the department.

**PALM BEACH COUNTY  
CRIMINAL JUSTICE, MENTAL HEALTH &  
SUBSTANCE ABUSE REINVESTMENT GRANT  
PLANNING COUNCIL**

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**PLEASE PRINT**

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STATE ATTORNEY OR DESIGNEE

---

LOCAL SUBSTANCE ABUSE TREATMENT  
DIRECTOR

---

PUBLIC DEFENDER OR DESIGNEE

---

COMMUNITY MENTAL HEALTH AGENCY  
DIRECTOR

---

CIRCUIT COURT JUDGE

---

DCF - SUBSTANCE ABUSE PROGRAM  
OFFICE REPRESENTATIVE

---

COUNTY COURT JUDGE

---

PRIMARY CONSUMER OF MENTAL  
HEALTH SERVICES

---

POLICE CHIEF OR DESIGNEE

---

PRIMARY CONSUMER OF SUBSTANCE  
ABUSE SERVICES

---

SHERIFF OR DESIGNEE

---

PRIMARY CONSUMER OF COMMUNITY-  
BASED TREATMENT FAMILY MEMBER

---

STATE PROBATION CIRCUIT  
ADMINISTRATOR

---

AREA HOMELESS PROGRAM  
REPRESENTATIVE

---

LOCAL COURT ADMINISTRATOR

---

DJJ - DIRECTOR OF DENTENTION  
FACILITY

---

COUNTY COMMISSION CHAIR

---

DJJ - CHIEF OF PROBATION OFFICER

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COUNTY DIRECTOR OF PROBATION