

WALK ON #3

**Lee County Board Of County Commissioners
Agenda Item Summary**

December 21, 2004

Blue Sheet No. 2004/715

1. REQUESTED MOTION:

ACTION REQUESTED: Authorize Chairman to sign a grant agreement between National Association of Counties (NACO) and Lee County Board of County Commissioners for a Pre-Trial Diversion Outreach program to be administered by the Ruth Cooper Center in partnership with the Lee County Department of Human Services. Approve budget amendment resolution in the amount of \$5,000.

WHY ACTION IS NECESSARY: To accept grant funds awarded to Lee County from NACO.

WHAT ACTION ACCOMPLISHES: Provides funds for a Pre-Trial Diversion Outreach program to divert persons with a serious mental illness from unnecessary institutionalization and/or criminalization.

2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #

Countywide CW

3. MEETING DATE:

01-04-2005

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:**

5. REQUIREMENT/PURPOSE:
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE 3-17
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER N/A
- B. DEPARTMENT Human Services
- C. DIVISION N/A

BY: Ann Arnall

Ann Arnall 12/21/04

7. BACKGROUND:

The Lee County Department of Human Services in partnership with the Ruth Cooper Center applied for and was awarded a \$5,000 grant from the National Association of Counties Small Grant Program for Counties to provide a Pre-Trial Diversion Outreach program to divert persons with a serious mental illness from unnecessary institutionalization and/or criminalization. Ruth Cooper will coordinate with Court Administration to provide service to pre-trial staff. Lee County will receive reimbursement from NACO to cover expenses incurred by the Ruth Cooper Center. Human Services will enter into a Memorandum of Understanding with Ruth Cooper Center to reimburse for grant expenditures.

The two primary objectives of the program will be to: 1) expedite resolution of legal issues and 2) reduce recidivism. This program is an expansion of the current diversion program offered by the Ruth Cooper Center.

Attachments:

- Grant Acceptance Letter (2 originals)
- Grants at a Glance
- Budget Amendment Resolution

8. MANAGEMENT RECOMMENDATIONS: Recommend Approval

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services	G County Manager
<i>Gene</i>	<i>BAH</i>	N/A	N/A	<i>For Schedule Only S. Powell 12/27/04</i>	<i>P. Miller 12/27/04</i>	<i>GC 12/17/04 12-27-04</i>

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty

Date: 12/27/04

Time: 9:00

12/27/04

RECEIVED BY
COUNTY ADMIN: *PK*

12/27/04

10:05 am SH

COUNTY ADMIN
FORWARDED TO:

12/27/04

440



**MEMORANDUM FROM
THE DEPARTMENT OF
HUMAN SERVICES
ADMINISTRATION**

Date: December 21, 2004

To: All Concerned Departments

From: Ann Arnall
Deputy Director

Re: Walk-on Blue Sheet (Number 20041715)

The attached blue sheet number 20041715 needs to be walked on to the January 4, 2005 Board of County Commissioners meeting.

This Grant Acceptance Letter was received December 20, 2004 and needs to be signed as soon as possible so that grant funded services may begin.

Thank you.

2004 DEC 27 AM 9:01
RECEIVED BY
LEGAL ATTORNEY

RESOLUTION

Amending the Fund 00100 Lee County General Fund Budget to incorporate the unanticipated receipts into Estimated Revenues and Appropriations for the fiscal year 2004-2005.

WHEREAS, in compliance with the Florida Statutes 129.06(2), it is the desire of the Board of County Commissioners of Lee County, Florida, to amend Fund 00100 Lee County General Fund budget for \$5,000 of the unanticipated revenue from National Association Of Counties (NACO) grant and an appropriation of a like amount into expenditures and;

WHEREAS, the Fund 00100 Lee County General Fund budget shall be amended to include the following amounts which were previously not included.

ESTIMATED REVENUES

Prior Total:		\$365,208,474
Additions		
FC5690200100.366900.9005	NACO Pretrial Diversion Grant	\$5,000
Amended Total Estimated Revenues		\$265,213,474

APPROPRIATIONS

Prior Total:		\$365,208,474
Additions		
FC5690200100.508309.9005	Ruth Cooper Center Reimbursement	\$5,000
Amended Total Appropriations		\$265,213,474

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Lee County, Florida, that the Fund 00100 Lee County General Fund budget is hereby amended to show the above additions to its Estimated Revenue and Appropriation accounts.

Duly voted upon and adopted in Chambers at a regular Public Hearing by the Board of County Commissioners on this ____ day of _____, 2005.

ATTEST:
CHARLIE GREEN, EX-OFFICIO CLERK

BOARD OF COUNTY COMMISSIONERS
LEE COUNTY, FLORIDA

BY: _____
DEPUTY CLERK

CHAIRMAN

APPROVED AS TO FORM

OFFICE OF COUNTY ATTORNEY

DOC TYPE YA
LEDGER TYPE BA

FORWARD WITH AGREEMENT AND BLUE SHEET

ALL INFORMATION IS REQUIRED - DO NOT LEAVE ANY BLANKS - USE N/A WHEN NOT APPLICABLE

GRANT AT A GLANCE

GRANT AWARD INFORMATION

- 1. County Grant ID (project #): N/A
- 2. Title of Grant: National Association of Counties Research Foundation Jail Diversion
- 3. Amount of Award: \$5,000
- 4. Amount of Match Required: \$0
- 5. Type of Match: N/A
(cash, in-kind etc)

6. SOURCE OF GRANT FUNDS & CATALOG NUMBER:

FEDERAL CFDA #

STATE CSFA #

7. Agency Contract Number:

8. Contract Period:

Begin Date: 1/1/05

End Date: 12/15/05

9. Name of Subrecipient(s)

Ruth Cooper Center MOU

10. Business Unit(s):

EC56402.00100

11. Scope of Grant: (describe project). Lee County Human Services partnered with the Ruth Cooper Center to enhance the jail diversion program. Ruth Cooper staff with train pre-trial services staff to better identify persons with mental illness in the criminal justice system. Persons with mental illness will be referred to appropriate diversion programs to reduce jail time and increase success with treatment programs.

12. Has this Grant been Funded Before? YES NO If YES When?

13. Is Grant Funding Anticipated in Subsequent Years? YES NO

14. If Grant Funding Ends Will This Program Be Continued at County Expense? YES NO

If YES What is the Lee County Budget Impact:

1st Year	2nd Year	3rd Year
4th Year	5th Year	

Check Box if Additional Information on Program and Budget Impact is provided in *Comment Section* on page 2

ADMINISTERING DEPARTMENT INFORMATION

1. Department: Human Services

2. Contacts:

Program Mgr. Ann Arnall	Phone #: 652-7920
Fiscal Mgr. Barbara Hollis	Phone #: 652-7923

GRANTOR AGENCY INFORMATION

(The agency you signed this agreement with)

- 1. Grantor Agency: National Association of Counties
- 2. Program Title/Division: National Association of Counties Research Foundation Jail Diversion
- 3. Agency Contact: Leslie Buchan
- 4. Phone Number: 202-942-4261
- 5. Mailing Address: 440 First Street, NW
Washington, DC 20001

SOURCE OF FUNDS

- 1. Original Funding Source: Eli Lily and Company
(name of agency where funding originated from)
- 2. Pass Through Agency: National Association of Counties
(middleman if any? Example: federal \$\$ from US DOT given to STATE of FL DOT -- then from STATE DOT to Lee County DOT --- STATE of FL DOT is the pass-through agency).
- 3. Additional Information for Other Agencies Involved:
Ruth Cooper Center

3a. Is the County a Grantee or Subrecipient in #3 above: _____

REPORTING REQUIREMENTS

- 1. Does this grant require a separate subfund? YES NO
- (Example: you need to return interest earnings)

Please Explain: _____

- 2. Is funding received in advance? YES NO
- (If YES, please indicate conditions for returning residual proceeds, or interest and the address to return it to, if different from the Grantor Agency Information)

COMMENTS--INSTRUCTIONS:

MEMORANDUM
FROM
LEE COUNTY DEPARTMENT OF HUMAN SERVICES

Date: December 21, 2004

To: Reginald Kantor
Budget Analyst

From: Ann Arnall 
Deputy Director

SUBJECT: Request for Budget Resolution for Grant

Will you please establish budget for the attached grant in the following accounts?

(Note: Revenue is a Credit and Expense is a Debit, Debits should = Credits)

Revenue Account String	Description	Debit	Credit
FC5690200100.366900.9005	NACO Pre-Trial Diversion Grant		\$5,000

Expense Account String	Description	Debit	Credit
FC5690200100.508309.9005	Ruth Cooper Center Reimbursement	\$5,000	

Thanks

C:



Grant Acceptance Letter

December 16, 2004

Ms. Ann Arnall
Deputy Director, Human Services
Lee County Board of Commissioners
P.O. Box 398
Fort Myers, Florida 33902

Dear Ms. Arnall:

I am pleased to inform you that the National Association of Counties Research Foundation (NACoRF) will provide a grant to Lee County Florida to support the proposed jail diversion project as part of the 2005 NACo Grant Program for Counties to Divert Individuals with Mental Illness from Local Jails and Criminal Justice Systems. The funding for this grant is made available through a grant from Eli Lilly and Company to NACoRF, a wholly-owned subsidiary of the National Association of Counties (NACo).

By signing this Grant Acceptance Letter, you agree to complete the activities and adhere to the budget listed in Attachment 1, entitled "Budget and Activities," and the terms and conditions in Attachment 2, entitled "Grant Terms and Conditions." This grant will commence on the date you accept and sign this letter and will continue through December 15, 2005.

When signed, this letter and Attachments 1 and 2 become our binding agreement, and it supersedes all prior oral and written correspondence. We have enclosed two (2) original copies of this Grant Acceptance Letter. Please return one signed original to Lesley Buchan of NACo at the address below and keep the other signed original for your files.

On behalf of NACo and staff, I extend my best wishes and support to Lee County in addressing individuals with mental illness in local jails and justice systems.

Sincerely,

A handwritten signature in black ink, appearing to read "Edward E. Ferguson". The signature is fluid and cursive.

Edward E. Ferguson
Deputy Executive Director

Acknowledged and Accepted:

Douglas St. Cerny, Chairman Board of County Commissioners

Lee County

Attachment 1: Budget and Activities

2005 Jail Diversion project activities:

See stated goals in attached proposal

Project Budget:

	Amount
Budget Items	
Personnel *	\$3,464
Indirect Cost Rate	\$1,391
Consultant *	
Equipment**	
Travel	\$145
Supplies	
Meeting/Training Expenses	
Postage/Telephone	
Printing/Photocopy	
Other Direct Costs	
Total	\$5,000

* Salary or consultant fee payments should not exceed the maximum daily rate for level 4 of the US Government Executive schedule currently at \$469 per day exclusive of overhead.

** Any equipment purchase totaling more than \$300 needs specific approval from the National Association of Counties.

**National Association of Counties
Demonstration Programs to Divert Individuals with Mental Illness from Local Jails
and Criminal Justice Systems Grant Agreement**

Project Title:

Diversion Program: Pre-Trial Outreach

Lee County (hereafter referred to as the “grantee”)

Grant Period: **Effective upon Signed Agreement *Through* December 15, 2005**

Grant Award: **\$5,000**

Section 1. Purpose of Grant

NACoRF (National Association of Counties Research Foundation, a wholly-owned subsidiary of the National Association of Counties), agrees to provide this grant award to the grantee for the purposes of satisfactorily performing the project described in the proposal submitted to NACo and incorporated into this Agreement by reference. NACoRF is able to provide this grant award through funding support from Eli Lilly and Company. The purpose of the grants program is to help counties that demonstrate readiness to move forward with their efforts to develop a jail diversion program.

The ultimate goal of this seed grant program is to assist counties produce the outcome of diverting appropriate mentally ill individuals from local jails to community-based treatment and services. NACo will assist those counties that are beginning efforts, as well as those counties that are further along in the process and who are looking to strengthen and/or expand current efforts.

NACo will document grantee’s experiences and share lessons learned with other counties. Funding from the small grants can be used in conjunction with other funding sources to enhance project goals.

As a condition of the grant, recipients participate in quarterly conference calls to share their experiences. NACo will publicize final outcomes for each of the grantee’s projects, and will produce articles and other publications.

Attachment 2: Grant Terms and Conditions

The funding for this agreement is made possible through a grant from Eli Lilly and Company to the National Association of Counties Research Foundation (NACoRF) in support of its Jail Diversion Program.

I. Cost Principles.

The terms and conditions of this award requires NACoRF to advise the grantee to comply with federal rules and regulations applicable to its organizational status. Please review the OMB Circular marked below. Full-text of the OMB circulars can be found at www.whitehouse.gov.

- OMB Circular A-122 (for non-profits)
- OMB Circular A-21 (for college or universities)
- OMB Circular A-87 (for State, local or Indian tribal government)
- Non-profit organization not subject to OMB Circular A-122

II. Other Terms and Conditions

1. Payment. Expenditures authorized in this agreement are only for those activities carried out in the duration of this agreement. Payment to the grantee will be issued on a cost-reimbursement basis and invoices can be submitted as frequently as monthly. The invoice should show the expenses incurred against budgeted line items found in Attachment 1, as well as the remaining balance of those line items. Important: The grantee should submit the final invoice by December 15, 2005. In addition to the invoice, supporting documentation must be included for each expenditure showing the expense, amount and evidence of payment. Please see below for more specific information:

- a. Consultants. All invoices for consultants should clearly indicate the period of time (days or hours within each day), as well as the daily or hourly rate. This rate should not exceed the maximum daily rate for a Level IV of the U.S. Government's Executive Schedule, which is currently \$469 per day (excluding overhead).
- b. Wages and Employee Benefits. All wages paid should be supported by time sheets along with an explanation of the hourly rate used. The time sheets should be signed and dated by an appropriate supervisor. Employee benefits billed for reimbursement should be based either on a fringe benefit rate allocation or pro-rata when based on actual cost.
- c. Travel. Air, rail and bus transportation expenses should be supported by a copy of the ticket or e-ticket itinerary and boarding passes. For taxi or shuttle reimbursement, please request a receipt from the driver. Reimbursement for mileage is at the government rate of 37.5 cents per mile. Please note the total mileage and the beginning and ending points.
- d. Equipment. Equipment purchases costing \$300 or more will require prior approval from NACoRF. Please submit a purchase request to NACoRF, detailing the type of equipment, price, company, and brief explanation on why the purchase is to be made.

2. Non-Transferable. The grantee shall not make sub-grants to other persons or entities without the prior written consent from NACoRF. Any such sub-grants, when approved, shall also comply with the terms and conditions in this award and shall not, however, relieve the grantee from responsibility or liability for compliance with the terms and conditions of this award.

3. Restriction. The grantee shall not use the funds provided in this award to support litigation expenses or lobbying activities. Lobbying is defined as an attempt to persuade members of any legislative or administrative branch of government to enact, defeat, repeal or amend legislation or regulations of any kind. The grantee shall not use funds for any other costs incurred on unlawful activities or other activities that are materially inconsistent with the attainment of the project description and goals in section 1.

4. Reporting Requirements. The grantee will maintain regular communications with NACoRF throughout the duration of this agreement. The grantee is required to submit a Mid-Year Project Report due June 30, 2005 and a Final Project report due December 31, 2005. In both reports, the grantee will include a two-page narrative describing the project activities, the results of those activities, and any lessons learned or problems that were encountered. Please list quantifiable results whenever possible.

5. Publicity and Acknowledgment of Support. The grantee agrees to share credit with NACo and Eli Lilly and Company in any and all press releases, publications, annual reports, video credits, dedications and other public pronouncements regarding the services performed in the project. Refer to NACoRF in these materials and opportunities as the National Association of Counties (NACo). The grantee gives NACoRF the right to publicize NACoRF'S financial support to this project in press releases, publications, annual reports, video credits, dedications and other public pronouncements, and to use grantee's name, likeness, logo or other official representation of the grantee in such communications.

6. Termination. Should the grantee or any sub-grantee approved by NACoRF materially fail to comply with any of the terms and conditions set in this agreement, NACoRF may, at its sole discretion, terminate this agreement within a 30-day notice to the grantee. In the event of termination, the grantee will be paid for the expenses and activities carried out up to the termination date and any unspent funds will be forfeited. NACoRF reserves the right to demand refund of payments made to grantee should NACoRF, in its own discretion, determine that grantee may have expended in material violation of the terms of this agreement.

7. Patents and Copyright. The grantee has a right to obtain patent and copyright on any product created under this agreement. However, the grantee shall not sell or grant copyrights to a third-party who intends to sell such products as a profit-making business or enterprise. The grantee accepts that NACoRF reserves a non-exclusive, royalty-free, irrevocable right to reproduce, publish and otherwise use any and all products created

under this agreement for non-commercial educational and research purposes. This provision shall survive termination of this agreement.

8. Amendment. Should there be any material change in the purpose, location, budget or period of performance, a modification of this agreement will be valid only made in writing and signed by NACoRF and the grantee.

9. Definition. The Grant Acceptance Letter and its Attachments 1 and 2 are also referred to as one document by the following descriptions: “this agreement,” “the project,” and “this award.”

10. Key Personnel. In all matters related to this agreement, correspondence between the grantee and NACoRF will be represented by the following key personnel:

NACoRF: Lesley Buchan
Project Manager
Community Service Division
National Association of Counties
440 First Street, NW
Washington, DC 20001
Phone: (202) 942-4261
Fax: (202) 661-8871
Email: lbuchan@naco.org

Grantee: Ms. Ann Arnall
Deputy Director
Department of Human Services, Lee County
P. O. Box 398
Fort Myers, FL 33902
Phone: (239) 652-7930
Fax: (239) 652-7960
Email: arnallam@leegov.com