

**CITY OF RIVIERA BEACH CITY COUNCIL  
AGENDA ITEM SUMMARY**

MEETING DATE: November 16, 2011

AGENDA ITEM SUMMARY N11-11-2-1

- AWARDS / PRESENTATIONS / PETITIONS
- CONSENT
- PUBLIC HEARING
- ORDINANCE ON SECOND READING
- PUBLIC HEARING
- ORDINANCE ON FIRST READING

- DISCUSSION
- RESOLUTION

**SUBJECT: FLORIDA DEPARTMENT OF LAW ENFORCEMENT (JAG GRANT)**

**RECOMMENDATION / MOTION:** To approve a resolution accepting the Edward Byrne Memorial Justice Assistance Grant amendment for extension and authorize the Interim Finance Director to continue said budget until December 31, 2011.

**DEPARTMENTAL APPROVAL REVIEW & DATE**

• City Attorney <i>PHR. 10/25/11</i>	Marina
• City Clerk <i>CK</i>	Police
Community Development	Public Works
• Finance <i>HA</i>	Purchasing
Fire	Recreation & Parks
Human Resources	Water & Sewer
Library	Other

APPROVED BY CITY MANAGER: *Ruth C. Jones* DATE: *11-9-11*

<b>Originating Dept.</b> Executive (Civil Drug Court) 	<b>Costs: \$ 116,500</b> Current FY ending 9/30/11 <b>Funding Source:</b> <input type="checkbox"/> Capital Improvement <input type="checkbox"/> Operating <input type="checkbox"/> Other <b>Budget Account Number:</b> 148-1618-569-2	<b>City Council Actions:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/conditions <input type="checkbox"/> Denied _____ <input type="checkbox"/> Tabled to _____ <input type="checkbox"/> Referred to Staff _____
<b>User Dept. CIVIL DRUG COURT</b>		
<b>Advertised:</b> Date: Paper: <input checked="" type="checkbox"/> Not Required  <b>Affected Parties</b> <input type="checkbox"/> Notified <input checked="" type="checkbox"/> Not Required		<b>Attachments:</b> 1. Resolution 2. Grant agreement 3. profile sheet 4. Fiscal Impact Sheet

**BACKGROUND / SUMMARY:** On February 16, 2011 Council approved and accepted the grant award, in an effort to support the anticipated needs of the Civil Drug Court program. The CDC is an agency that provides services for Marchman Act Contempt hearings. As a result, the Civil Drug Court has been awarded funding to cover costs associated with goods and services necessary to meeting program needs as well as continued support for a full time Case Manager Position. There are unexpended dollars associated with the original award and an extension of award completion has been mutually agreed upon that will extend the grant award until December 31, 2011.

EXHIBIT A-1

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2011	2012	2013	2014	2015
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>116,500</u>	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (City)	_____	_____	_____	_____	_____
In-Kind Match (City)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	_____	_____	_____	_____	_____
<b>NO. ADDITIONAL FTE POSITIONS (Cumulative)</b>	_____	_____	_____	_____	_____

Is Item Included In Current Budget? n/a Yes \_\_\_ No X  
 Budget Account No.: Fund 148 Dept/Division 1618 Org. 569 Object 2 Reporting Category \_\_\_\_\_

B. Recommended Sources of Funds/Summary of Fiscal Impact:

FLORIDA DEPARTMENT OF LAW ENFORCEMENT JUSTICE ASSISTANCE GRANT

C. Departmental Fiscal Review:

*[Signature]* EXECUTIVE  
 Name / Dept.

III. REVIEW COMMENTS

A. Finance Department and/or Purchasing/Intergovernmental Relations/Grants Comments:

*[Signature]*  
 Finance Department

\_\_\_\_\_  
Purchasing and Grants

B. Other Department Review:

\_\_\_\_\_  
Department Director

The original period of the grant period was from October 1, 2010 until September 31, 2011, however; funding was not awarded until January 2011 which resulted in a three month loss of service. Under the Florida Department of Law Enforcement Grant Program Standards and Conditions 20A, a subgrant recipient must obtain prior approval for major substantive changes including implementation schedule.

On June 29, 2011 a letter was submitted to Mr. Clayton Wilder, Administrator of the Office of Criminal Justice Grants requesting a three month extension of the grant award, extending the date to December 31, 2011. The request was approved and therefore staff is requesting the support and acceptance of the revised grant period.



RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA, ACCEPTING THE AMENDMENT TO THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG); AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** Section 163.01 Florida Statutes, known as the 'Florida Interlocal Cooperation Act of 1969' authorizes local governments to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities that will harmonize geographic, economic, population and other factors influencing the needs and develop of local communities; and

**WHEREAS,** The Florida Department of Law Enforcement has established the Edward Byrne Memorial Justice Grant (JAG) Program; and

**WHEREAS,** the City of Riviera Beach has been awarded funds in the amount of \$116,500 for a period of twelve months; and

**WHEREAS,** the grant is used to pay for the Civil Drug Court Case manager, Drug Counselor and treatment providers, and the parties have entered into an agreement to formalize their relationship with respect to this grant and services provided; and

**WHEREAS,** The Florida Department of Law Enforcement has agreed to extend the grant from September 30, 2011 until December 31, 2011.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA, AS FOLLOWS:**

**SECTION 1:** That the term of the grant is amended and shall continue until December 31, 2011.

**SECTION 2:** That the Interim Finance Director is authorized to continued said budget as follows:

## REVENUE

148-00-334694	Civil Drug Court-JAG	\$116,500
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## EXPENDITURE

148-1618-569-2-1201	Salaries	\$31,470
148-1618-569-2-1401	Fica Taxes	\$ 2,407
148-1618-569-2-1403	Health Insurance	\$ 8,750
148-1618-569-2-1404	Life Insurance	\$ 156
148-1618-569-2-3101	Contract Services	\$57,437
148-1618-569-2-4001	Travel	\$ 5,800
148-1618-569-2-4101	Communication telephone	\$ 780
148-1618-569-2-4201	Postage	\$ 1,300
148-1618-569-2-4604	Repair & Maint	\$ 1,500
148-1618-569-2-4701	Printing & Binding	\$ 1,500
148-1618-569-2-5201	Oper. Supplies	\$ 5,400

<b>TOTAL</b>	<b>\$116,500</b>
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**SECTION 3:** That this resolution shall take effect upon its approval and passage by the City Council.

RESOLUTION NO. \_\_\_\_\_  
PAGE 3

APPROVED:

\_\_\_\_\_  
THOMAS A. MASTERS  
MAYOR

\_\_\_\_\_  
JUDY L. DAVIS  
CHAIRPERSON

ATTEST:

\_\_\_\_\_  
CARRIE E. WARD  
MASTER MUNICIPAL CLERK  
CITY CLERK

\_\_\_\_\_  
BILLIE E. BROOKS  
CHAIR PRO TEM

\_\_\_\_\_  
CEDRICK A. THOMAS  
COUNCILPERSON

\_\_\_\_\_  
DAWN S. PARDO  
COUNCILPERSON

\_\_\_\_\_  
SHELBY L. LOWE  
COUNCILPERSON

MOTIONED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

B. BROOKS \_\_\_\_\_

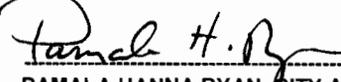
J. DAVIS \_\_\_\_\_

C. THOMAS \_\_\_\_\_

D. PARDO \_\_\_\_\_

S. LOWE \_\_\_\_\_

REVIEWED AS TO LEGAL SUFFICIENCY

  
\_\_\_\_\_  
PAMALA HANNA RYAN, CITY ATTORNEY

DATE: 10/25/11

**State of Florida  
Office of Criminal Justice Grants  
Florida Department of Law Enforcement  
2331 Phillips Road  
Tallahassee, Florida 32308**

SUBGRANT AWARD CERTIFICATE

Subgrantee: City of Riviera Beach

Date of Award: 1-21-11

Grant Period: From: 10/01/2010 TO: 09/30/2011

Project Title: RIVIERA BEACH CIVIL DRUG COURT AND FAMILY RESTART

Grant Number: 2011-JAGC-PALM-6-B2-260

Federal Funds: \$ 116,500.00

State Agency Match:

Local Agency Match: \$ 0.00

Total Project Cost: \$ 116,500.00

State Purpose Area: A : State/Local Initiatives - Coordinate/Organize Local Initiatives/State Initiatives, D : Personnel - Employ Personnel, E : Equipment Supplies - Purchase Equipment/Supplies

CFDA Number: 16.738

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Award is hereby made in the amount and for the period shown above of a subgrant under Title I of the Omnibus Crime Control and Safe Streets Act of 1968, P.L. 90-351, as amended, and the Anti-Drug Abuse Act of 1988, P.L. 100-690, to the above mentioned subgrantee and subject to any attached or special conditions.

This award is subject to all applicable rules, regulations, and conditions as contained in the Financial and Administrative Guide for Grants, Guideline Manual 7100 1D, Office of Justice Programs, Common Rule for State and Local Governments and A-87, or OMB Circulars A-110 or A-102, as applicable, and A-21, in their entirety. It is also subject to such further rules, regulations and policies as may be reasonably prescribed by the State or Federal Government consistent with the purposes and authorization of P.L. 90-351, as amended, and P.L. 100-690.

**SUBGRANT AWARD CERTIFICATE (CONTINUED)**

This grant shall become effective on the beginning date of the grant period provided that within 30 days from the date of award, a properly executed Certificate of Acceptance of Subgrant Award is returned to the Department.

Clayton H. Wilder

Authorized Official  
Clayton H. Wilder  
Administrator

1-21-11

Date

( ) This award is subject to special conditions (attached).

**Edward Byrne Memorial Justice Assistance Grant (JAG) Program  
Florida Department of Law Enforcement**

Addendum To Standard Conditions

For Subgrant Recipients receiving Edward Byrne Memorial Justice Assistance Grant (JAG) Program funds under Federal Grant No. 2010-DJ-BX-0455, the following additional conditions apply:

1. Funds to Association of Community Organizations for Reform Now (ACORN)  
Unallowable

Subgrant recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

2. Task Force Training Requirement (Revised Standard Condition 63)

The subgrant recipient agrees that within 120 days of award, for any law enforcement task force funded with these funds, the task force commander, agency executive, task force officers, and other task force members of equivalent rank, will complete required online (internet-based) task force training to be provided free of charge through BJA's Center for Task Force Integrity and Leadership. All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement. This training will address task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. Additional information will be provided by BJA regarding the required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)).

3. High Risk Subgrantees

The subgrant recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the U.S. Department of Justice determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.

# Application for Funding Assistance

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

## Section 1: Administration

### Subgrant Recipient

**Organization Name:** City of Riviera Beach

**County:** Palm Beach

### Chief Official

**Name:** Thomas Masters  
**Title:** Mayor  
**Address:** 600 West Blue Heron  
**City:** Riviera Beach  
**State:** FL **Zip:** 33404  
**Phone:** 561-845-3464 **Ext:**  
**Fax:** 561-863-3236  
**Email:** Tamasters@rivierabch.com

### Chief Financial Officer

**Name:** Jeffery Williams  
**Title:** Finance Director  
**Address:** 600 West Blue Heron Boulevard  
**City:** Riviera Beach  
**State:** FL **Zip:** 33404  
**Phone:** 561-845-4040 **Ext:**  
**Fax:** 561-845-8843  
**Email:** jwilliams@rivierabch.com

# Application for Funding Assistance

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

## Section 1: Administration

### Implementing Agency

**Organization Name:** City of Riviera Beach Civil Drug Court

**County:** Palm Beach

### Chief Official

**Name:** Ruth Jones

**Title:** City Manager

**Address:** 600 West Blue Heron Boulevard

**City:** Riviera Beach

**State:** FL **Zip:** 33404

**Phone:** 561-845-4010 **Ext:**

**Fax:** 561-840-3353

**Email:** Rjones@rivierabch.com

### Project Director

**Name:** Felicia Scott

**Title:** Drug Court Coordinator

**Address:** 2051 Martin Luther King Boulevard, Suite 116

**City:** Riviera Beach

**State:** FL **Zip:** 33404

**Phone:** 561-840-4824 **Ext:**

**Fax:** 561-844-3481

**Email:** fascott@rivierabch.com

**State of Florida  
Office of Criminal Justice Grants  
Florida Department of Law Enforcement  
2331 Phillips Road  
Tallahassee, Florida 32308**

CERTIFICATE OF ACCEPTANCE OF SUBGRANT AWARD

The subgrantee, through its authorized representative, acknowledges receipt and acceptance of subgrant award number 2011-JAGC-PALM-6-B2-260, in the amount of \$ 116,500.00, for a project entitled, RIVIERA BEACH CIVIL DRUG COURT AND FAMILY RESTART, for the period of 10/01/2010 through 09/30/2011, to be implemented in accordance with the approved subgrant application, and subject to the Florida Department of Law Enforcement's Standard Conditions and any special conditions governing this subgrant.

\_\_\_\_\_  
(Signature of Subgrantee's Authorized Official)

Thomas A. Master/ Mayor  
(Typed Name and Title of Official)

City of Riviera Beach Civil Drug Court  
(Name of Subgrantee)

02/16/2011  
(Date of Acceptance)

# Application for Funding Assistance

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## Section 6: Signatures

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

JUN 28 2010

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

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

Signature: Clayton H. Wilder  
Typed Name and Title: Clayton H. Wilder, Community Program Administrator  
Date: 1-21-11

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

Typed Name of Subgrant Recipient: City of Riviera Beach  
Signature: Thomas A. Master  
Typed Name and Title: Thomas A. Master / Mayor  
Date: June 24, 2010

Implementing Agency  
Official, Administrator or Designated Representative

Typed Name of Implementing Agency: City of Riviera Beach Civil Drug Court  
Signature: Ruth C. Jones  
Typed Name and Title: Ruth C. Jones / City Manager  
Date: 6/24/10

# Application for Funding Assistance

Florida Department of Law Enforcement  
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## General Project Information

**Project Title:** RIVIERA BEACH CIVIL DRUG COURT AND FAMILY RESTART  
**Subgrant Recipient:** City of Riviera Beach  
**Implementing Agency:** City of Riviera Beach Civil Drug Court  
**Project Start Date:** 10/1/2010      **End Date:** 9/30/2011

## Problem Identification

The Civil Drug Court was created through an Administrative Order in 1991 and has assisted in the recovery efforts of clients with substance abuse issues by ordering them into treatment through the Marchman Act (FSS, Chapter 397). Although there are no treatment facilities in Palm Beach County that are locked and monitored against clients leaving contrary to their court order, these clients will oftentimes leave the facility directly upon their arrival and therefore pose a threat for a potential contempt charge for failure to comply with a court order. Contingent upon the outcome of the Contempt Hearing, offenders can be held in the Palm Beach County Jail for a maximum of 5 months and 29 days or until such time that the appointed Administrative Judge has directed staff to locate a treatment facility for readmission.

## Project Summary (Scope of Work)

The Family Restart Complete Care Program was originally created to educate the families of the Court Ordered client on substance abuse, relapse and prevention while the client is receiving treatment services. Since its inception the program has expanded to enhance the mission of the Civil Drug Court services, reduce the recidivism rate, provide education about substance abuse/use, family counseling and aftercare for clients completing their court ordered treatment for up to 6 months.

Contempt clients that are held in jail for readmission to a treatment facility require special assistance from staff to coordinate with the Palm Beach County Sheriff office for transportation to the treating facility and are monitored upon admission by the Case Manager through weekly contact. The Case Manager will spend 100% of their time processing, monitoring, scheduling and performing needs assessments only for the contempt/offender clients that are redirected after an arrest for treatment services. The City of Riviera Beach Case Worker, a position that is funded through the City will accept and assist petitioners filing a Marchman Act Petition, schedule treatment admissions, request facility reports and notify the Case Manager of all pending contempt hearings. The Case Manager and Case Worker will also schedule appointments for counseling sessions contingent upon the client's status and provide random drug testing to ensure court ordered compliance and completion of any special restriction(s) imposed in the court order (i.e. 6 months after care).

As a part of the aftercare program, all clients are given a needs assessment to determine their immediate needs for various services. Clients are assisted through weekly office visits with scheduling appointments with agencies that will assist in identifying employment training, housing assistance, parenting education and other family services for total rehabilitation. To ensure compliance of the Court Order, clients and their families are provided with complete care which includes individual, group and family counseling, random drug testing, resume writing assistance and food stamp/medical application assistance. Through the continued pairing of clients with social services agencies, continued identification of employment and adequate housing needs, restored family relationships and completion of educational requirements for the clients, success of the program will be realized. Additionally, success will also be

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realized when a client has completed the 60 day court ordered treatment program and has met all the special requirements as outlined in the court order including 3- 6 months of drug free aftercare.

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## Section 2: Project Overview

### Section Questions:

Question: Does the Subgrantee receive a single grant in the amount of \$500,000 or more from the U.S. Department of Justice?

Answer: No

Question: Does the Implementing Agency receive a single grant in the amount of \$500,000 or more from the U.S. Department of Justice?

Answer: No

# Application for Funding Assistance

Florida Department of Law Enforcement  
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## General Performance Info:

Performance Reporting Frequency: Quarterly

Federal Purpose Area: 005 - Drug Treatment Programs

State Purpose Area: A - State/Local Initiatives - Coordinate/Organize Local Initiatives/State Initiatives

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### Activity Description

**Activity:** Drug Court  
**Target Group:** Substance Abusers  
**Geographic Area:** Urban  
**Location Type:** County-Wide

**Address(es) :**

City of Riviera Beach  
Port Center  
Martin Luther King Jr. Blvd.  
Riviera Beach , FL 33404

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### Activity Description

**Activity:** Assessment  
**Target Group:** Substance Abusers  
**Geographic Area:** Urban  
**Location Type:** County-Wide

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### Activity Description

**Activity:** Detoxification  
**Target Group:** Substance Abusers  
**Geographic Area:** Urban  
**Location Type:** County-Wide

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### Activity Description

**Activity:** Outpatient Drug Treatment  
**Target Group:** Substance Abusers  
**Geographic Area:** Urban  
**Location Type:** County-Wide

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## Activity Description

**Activity:** Residential Drug Treatment  
**Target Group:** Substance Abusers  
**Geographic Area:** Urban  
**Location Type:** County-Wide

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## Activity Description

**Activity:** Case Management  
**Target Group:** Substance Abusers  
**Geographic Area:** Urban  
**Location Type:** County-Wide

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## Activity Description

**Activity:** Case Management  
**Target Group:** Families  
**Geographic Area:** Urban  
**Location Type:** County-Wide

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## Objectives and Measures

**Objective:** 03.A.DS\* - Number of program participants receiving services

Measure: Part 1

Number of program participants to receive services during the grant period

Goal: 100

Measure: Part 2

Number of program participants to receive services during each reporting period

Goal: 25

**Objective:** 06.A.BT\* - Number of program participants who completed programming

Measure: Part 1

Number of program participants to complete programming during the grant period

Goal: 75

Measure: Part 2

Number of program participants who will exit programming during the grant period  
(complete or not complete)

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## Section 3 Performance

Goal: 100

**Objective:** 58.A.SI - Number of existing local initiatives

Measure: Part 1

Will this grant continue a local initiative that was begun with any other funding source, including a prior year's grant?

Goal: Yes

**State Purpose Area:** D - Personnel - Employ Personnel

### Activity Description

**Activity:** Personnel  
**Target Group:** Personnel  
**Geographic Area:** Urban  
**Location Type:** County-Wide

### Objectives and Measures

**Objective:** 22.D.SI - Number of new personnel funded with JAG funds

Measure: Part 1

Total number of existing personnel to be paid by all OTHER (not JAG or Recovery JAG funding) during the grant period.

Goal: 3

Measure: Part 3

Number of personnel to be retained with funding from this grant.

Goal: 1.5

**Objective:** 53.D.SI - Type of retained personnel paid with JAG funds

Measure: Part 5

Number of retained Drug Treatment and Enforcement personnel to be paid with JAG funds

Goal: 1.5

**State Purpose Area:** E - Equipment Supplies - Purchase Equipment/Supplies

### Activity Description

**Activity:** Equipment and Supplies  
**Target Group:** Equipment and Supplies

Application Ref # 2011-JAGC-1375

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# Application for Funding Assistance

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**Geographic Area:** Urban

**Location Type:** County-Wide

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## Objectives and Measures

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**Objective:** 25.E.SI - Amount of funds expended on equipment and/or supplies

Measure: Part 1

Amount of funds to be expended to purchase equipment and/or supplies

Goal: 5,400

**Objective:** 52.E.SI - Number of equipment items purchased with JAG funds by type of equipment

Measure: Part 16

How many other pieces of equipment will be purchased?

Goal: 25

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## Section Questions:

Question: If "other" was selected for the geographic area, please describe.

Answer: N/A

Question: If "other" was selected for location type, please describe.

Answer: N/A

# Application for Funding Assistance

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## General Financial Info:

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

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000417

## Budget:

Budget Category	Federal	Match	Total
Salaries and Benefits	\$42,783.00	\$0.00	\$42,783.00
Contractual Services	\$57,437.00	\$0.00	\$57,437.00
Expenses	\$16,280.00	\$0.00	\$16,280.00
Operating Capital Outlay	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
<b>-- Totals --</b>	<b>\$116,500.00</b>	<b>\$0.00</b>	<b>\$116,500.00</b>
<b>Percentage</b>	<b>100.0</b>	<b>0.0</b>	<b>100.0</b>

## Project Generated Income:

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

# Application for Funding Assistance

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## Budget Narrative:

Salaries and Benefits: \$42,783  
Salaries \$31,470  
(Case manager 100% of service for contempt clients)  
Fica \$ 2,407  
Health Insurance \$ 8,750  
Life Insurance \$ 156

Contractual Services: \$57,437  
Assessment 1 Unit = 1hour @ 77/hour  
45 Units @3465  
Detox 1 Unit = 1hour @70/hour  
50 Units @3500  
Urinalysis 1 unit = 1/tes. @ 20/session  
45 Units @900  
Residential 1 unit = 1/day @70/day  
300 Units @21,000  
Outpatient 1 unit = 1/group @20/group  
860 Units @17,200  
counseling 1 unit = 1/hour @25/hour  
455 Units @ 11,375

Staff has determined that increased opportunity to realize success in the treatment and recovery process of their clients is obtained through the inclusion of family. Family participation in group counseling offers greater opportunities for increased knowledge of the recovery process and will assist the family in supporting the substance abuser. The Drug Court Counselor facilitates family, group and individual counseling sessions throughout the tenure of the abuser in the Family Restart Program.

Expenses: \$16,280

Travel \$ 5,800

In an effort to improve the programs and services of the Civil Drug Court and the Family Restart Program, attendance to conferences and seminars is essential. Many of these conferences require out of county and state travel. Benefits realized from attendance and participation includes but is not limited to best practices, current trends, improved treatment modalities, data collections and cost effective ways to continue to provide stellar services in economically challenging times.

Travel to the National Association of Drug Court Professionals (NADCP) and the National Association of Court Management (NACM) will be attended by the Civil Drug Court Director. Continuing education courses which include case management oversight and other available training that will enhance the delivery of service and performance of support staff will be attended by the case manager and case worker. Conferences will be approved in advance through FDLE.

Communication \$ 780

(Cell phone for case manager \$65.00 x 12)

Accessibility to staff is a key component in the recovery process. Telephones (land lines

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## Budget Narrative (Continued):

and cellular) are vital to maintaining open community and providing access to staff for clients participating in programs and services offered by the Civil Drug Court. Staff is available to speak to clients 24 hours/seven days per week. The case manager utilizes the services of the cell phone and land line covered under this line item

Postage \$ 1,300

These funds are necessary to support the general mailing and notification to court ordered clients and families of services provided by the Family Restart Program.

Printing/Binding \$ 1,500

Funding in this line item is utilized for photocopies of court ordered documents and documentation required by facility partners. Funding is also used to prepare program brochures which are available for distribution.

Office Supplies \$ 5,400

This line item serves to support the day-to-day operations of the Family Restart Program which is administered by the Civil Drug Court. Office supplies include paper, pens, pencils, toner, prevention and treatment videos, drug test strips, chart binders and other supplies as needed for the continued operation of the Civil Drug Court.

Operating equipment/maintenance \$ 1,500  
(Faxes, copier, service)

Funding in this line item supports the shared quarterly payments for production, maintenance and service.

TOTAL BUDGET \$116,500

## Treatment Facilities

The Civil Drug Court is responsible for referring clients for substance treatment, providing payment for treatment and then submitting the invoice for reimbursement. The invoice will include information on the treatment provider level of service in sufficient detail to meet the requirements of the COUNTY. Providers must meet the certification and licensing requirements of the State of Florida. The CITY will establish fees for each service and provide a copy of the fees to the COUNTY.

An identification of treatment facilities is necessary to ensure that the needs of the clients are met. Each client has specific needs that must be addressed during the recovery process and it is imperative that staff identifies facilities that can meet the immediate needs of the clients. All facilities may not offer identical services and staff must determine the best fit for the client with the appropriate treatment facility.

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## Section Questions:

Question: If salaries and benefits are included in the budget as actual costs for staff in the implementing agency, is there a net personnel increase, or a continued net personnel increase from the previous Byrne program?

Answer: Yes  
(Total utilized for salaries and benefits). This is a retained employee, funded only by the approval of this grant.

Question: If benefits are to be included, are they reflected in the budget narrative?

Answer: Yes

Question: Indicate the Operating Capital Outlay threshold established by the subgrantee or implementing agency, if it is the sheriff's office.

Answer: 1,000

Question: If indirect cost is included in the budget, indicate the basis for the plan (e.g. percent of salaries and benefits), and provide documentation of the appropriate approval of this plan.

Answer: N/A

Question: If the budget includes services based on unit costs, provide a definition and cost for each service as part of the budget narrative for contractual services. Include the basis for the unit costs and how recently the basis was established or updated.

Answer: \$57,437  
(Total utilized for contractual services).  
The unit cost was established through local solicitation of DCF Certified Treatment facilities.