

BOARD OF COUNTY COMMISSIONERS

DATE: June 5, 2012
AGENDA ITEM NO. 12

**Consent
Agenda**



**Regular
Agenda**



Public Hearing

County Administrator's Signature:

[Handwritten signature]
for PSC

Subject:

Approval of Ratification of the Acceptance of the Second Year Advance Funding Grant Application Related to the State of Florida Department of Children and Families' Criminal Justice, Mental Health and Substance Abuse Reinvestment Three (3) Year Grant for Fiscal Year 2012.

Department:

Justice and Consumer Services

Staff Member Responsible:

Tim L. Burns, Director

Recommended Action:

I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS (BOARD) RATIFY, CONFIRM, AND ENTER INTO THE MINUTES THE GRANT DOCUMENTS SUBMITTED BY THE PUBLIC DEFENDER OF THE 6TH JUDICIAL CIRCUIT OF PINELLAS COUNTY.

Summary Explanation/Background:

In the 2007 legislative session, CS/CS/HB 1477 passed and created within the Department of Children and Family Services the Criminal Justice, Mental Health, and Substance Abuse Reinvestment Grant Program (CJMHSARG). A total of \$3.8 million was made available for the program. 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, or co-occurring mental health and substance abuse disorders and who are in, or at risk of entering, the criminal or juvenile justice systems. Pinellas County's allocation was approved to expand the Public Defender's Mentally Ill Jail Diversion Program which identifies and diverts mentally ill clients into treatment programs who would otherwise be incarcerated.

Due to the exigent circumstances surrounding deadline and submission time constraints imposed by the State of Florida, Department of Children and Families, it was necessary for the County Administrator to sign the grant documents to avoid the loss of funds. This item is now before you for ratification of the County Administrator's approval, acceptance, and signature on this grant.

Fiscal Impact/Cost/Revenue Summary:

The total grant amount is \$750,000.00. The second year advance funding request is \$139,348.79. This advance request is equal to the second project year budget approved in the Pinellas County Board of County Commissioners grant application.

Exhibits/Attachments Attached:

Contract Review Transmittal Slip
Delegated Memorandum Dated March 23, 2012
Grant Documents

NON-PURCHASING CONTRACT REVIEW TRANSMITTAL SLIP

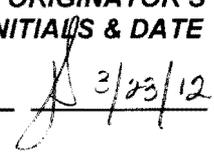
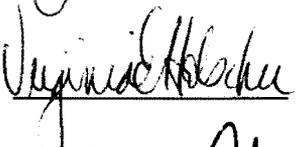
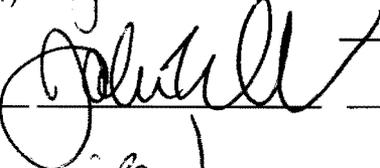
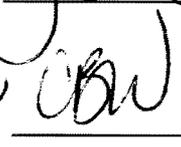
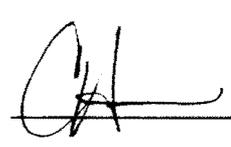
PROJECT: Year 2 Application for Advance Funding and Summary Financial Report for the Criminal Justice, Mental Health, and Substance Abuse Reinvestment Grant Program as prepared by the Public Defender's Office to be submitted to the Florida Department of Children and Families.

CONTRACT NO.: _____ ESTIMATED EXPENDITURE / REVENUE: \$139,348.79

In accordance with Contract Administration and its Review Process, the attached documents are submitted for your review and comment.

Please complete this Non-Purchasing Contract Review Transmittal Slip below with your assessment, and **forward to the next Review Authority on the list, skipping any authority marked "N/A."** Indicate suggested changes by noting those in "Comments" column, or by revising, in RED, the appropriate section(s) of the document(s) to reflect the exact wording of the desired change(s).

OTHER SPECIFICS RELATING TO THE CONTRACT: One copy of the FY12 Criminal Justice Mental Health and Substance Abuse Reinvestment Grant Program Application for Advance Funding and one copy of the Summary Financial Report.

<u>REVIEW SEQUENCE</u>	<u>DATE</u>	<u>INITIALS/ SIGNATURE</u>	<u>COMMENTS (IF ANY)</u>	<u>COMMENTS REVIEWED & ADDRESSED OR INCORPORATED</u>	<u>ORIGINATOR'S INITIALS & DATE</u>
Originator (Jadonn Sowell)	03/23/12				 3/23/12
Risk Management (Virginia E. Holscher)	3/27/12		Public Entity to Public Entity		
OMB (John Woodruff)	4/5/12				
Finance (Cassandra Williams)	4/11/12				
Legal (Carl Brody)	7/12/12				
Assistant County Administrator (Carl Harness)	4/12/12				

Please return to **Justice and Consumer Services as soon as possible**. All inquiries should be made to **Jadonn Sowell at 464-6213**. Thank you.

DEPARTMENT OF JUSTICE & CONSUMER SERVICES

MEMORANDUM

TO: Robert S. LaSala, County Administrator

THROUGH: Carl S. Harness, Assistant County Administrator 

FROM: Tim L. Burns, Director, Justice and Consumer Services 

SUBJECT: Public Defender Grant Application, Year 2
Criminal Justice, Mental Health, and Substance Abuse Reinvestment
Grant Program

DATE: March 23, 2012

Enclosed for your review and signature are the Year 2 Application for Advance Funding and Summary Financial Report for the Criminal Justice, Mental Health, and Substance Abuse Reinvestment Grant Program as prepared by the Public Defender's Office to be submitted to the Florida Department of Children and Families.

In the 2007 legislative session, CS/CS/HB 1477 passed and created within the Department of Children and Family Services the Criminal Justice, Mental Health, and Substance Abuse Reinvestment Grant Program (CJMHSARG). A total of \$3.8 million was made available for the program. 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, or co-occurring mental health and substance abuse disorders and who are in, or at risk of entering, the criminal or juvenile justice systems. Pinellas County's allocation was approved to expand the Public Defender's Mentally Ill Jail Diversion Program which identifies and diverts mentally ill clients into treatment programs who would otherwise be incarcerated.

The total amount awarded for the 3-year grant period was \$750,000.00. The requested advance payment amount for FY12 is \$139,348.79.

Due to the contract time periods, these documents are being presented for your signature prior to the Board of County Commissioners approval. The documents will be presented to the Board of County Commissioners via ratification at a later date.

Please sign all forms in blue ink and return the original to me. Should you have any questions or require additional information, you may contact me at 453-7441.

Attachments:
Application
Summary Financial Report

**CRIMINAL JUSTICE MENTAL HEALTH AND SUBSTANCE ABUSE
REINVESTMENT GRANT PROGRAM
GRANTEE APPLICATION FOR ADVANCE FUNDING**

A. GRANTEE INFORMATION

Grantee Type:	Government Agency	Contact Person	Rosemary Gunnels, Office of the Public Defender, Pinellas County	Phone	(727) 464-6865
Grantee Name	Pinellas County Board of County Commissioners	DCF MOU #	LHZ35	MOU Amt.	\$750,000.00
Address	315 Court Street Clearwater, FL 33756	MOU Period	02/22/2011	to	02/21/2014
Grantee FEID	59-6000800				

B. ADVANCE REQUEST

	Fiscal Year	Amount	Release Date	Notes
	2011	\$250,000.00	04/01/11	Prior fiscal year advance was approved and released April, 2011.
Requested advance schedule and payment amount	2012	\$139,348.79	4 th Quarter State FY 11/12	This request.
	2013	\$250,000.00 (estimated amount)	4 th Quarter State FY 12/13 (estimated date)	Subject to future reporting obligations, availability of funds and DCF approval.

C. JUSTIFICATION:

Provide DETAILED explanation of why advance funding is necessary

The Pinellas County Board of County Commissioners is entering the second year of a 3-year Criminal Justice, Mental Health and Substance Abuse Expansion Grant. This project was approved in compliance with the grant award process created in Section 394.656, F.S. This project is a county initiative to 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.

This project is an expansion of activities and services by Pinellas County Board of County Commissioners to the target populations and requires a 100% County match. Under these circumstances, the Grantee does not have the capacity to undertake the grant supported costs of this project out of its own revenue.

The grantee was awarded and received \$250,000.00 for the first project year. Based on the Semi-Annual and Supplemental Financial Report, Pinellas County Board of County Commissioners reported \$74,294.05 in actual expenses and \$10,450.79 in encumbered expenses as of November 30, 2011, for a total of \$84,744.84 in grant funded expenses. This advance request is equal to the second project year budget approved in the Pinellas County Board of County Commissioners grant application and will give the Grantee the capacity to sustain all grant-related activities without interruption.

Attach documentation in support of this request such as audited financial statements identifying all organization assets, liabilities, etc.

1) A Summary Financial Report for the Pinellas County Board of Commissioners project supported by these funds is attached. 100% of advanced funds will be used for client services.

2) The most recent county audit available covers the county Fiscal Year ending September 30, 2011. A copy of independent auditors report with details of Federal Awards Programs and State Financial

Assistance Projects is attached.

Explain how advanced funds are to be used

Pinellas County will expand its existing Mentally Jail Diversion Program in the following manner:

- Increase number of clients served by admitting formerly ineligible, chronically inebriate clients with co-occurring mental illness into jail diversion program.
- Expand jail diversion services by providing detoxification program to address new target group.
- Once detoxification program is completed, continue to provide jail diversion services to clients in target group to effect self-sufficiency.
- Reduce recidivism in target group.

Do you plan to make advance payments, using any portion of these funds, to subcontractors who are other than not-for-profit corporations or governmental agencies?

Yes No

If yes, please identify those corporations:

Will advanced funds be placed in interest bearing account(s) pending disbursement?

Yes No

Interest accrued on advanced funds is reported semi-annually to the Department. Interest accrued on funds advanced in Fiscal Years 2011 and 2012 will be used to offset future advances in 2012 and 2013, respectively. Unapplied interest, unexpended advances or unmatched funding will be returned to the State of Florida upon expiration of this MOU on 02/21/2014.

If no, please explain:

N/A

D. HISTORY OF ADVANCE PAYMENTS

SFY	DATE	CASH ADVANCES		INTEREST	
		CONTRACT #	\$ AMOUNT	\$ EARNED	\$ RETURNED
2011	04/01/11	LHZ35	\$250,000.00	\$396.05 as of 11/30/11	Pending, please see below

Please explain each instance where interest returned to the department is less than the interest earned:

Under this MOU, interest accrued on the first advanced is being used to offset the total amount due to the county for the second project year. The Pinellas County Board of County Commissioners will apply the unreturned interest accrued to project expenses. Interest accrued on the second year advance will continue to be reported and that amount will be used to offset the third project year fund release for this program. Unspent funds and any unapplied interest will be returned to the State upon expiration of this MOU.

E. FUTURE ADVANCES

Please provide a brief summary of your plans showing what actions will be taken to minimize or eliminate the need for future advances from the department:

Pinellas County Board of County Commissioners and the Department of Children and Families anticipates the third annual and final release of funds for this program in Fiscal Year 2013, in compliance with the grant award period established in section 394.656, F.S., and the terms of MOU LHZ28. Future funding is contingent on annual Legislative appropriations. Pinellas County is solely responsible for securing any required funding for project sustainability after February 21, 2014. Once statistical data is developed on the success that can be achieved in addressing the target population's needs, and cost savings identified relating to reduced jail costs, ongoing support can be more

realistically justified and options explored to achieve sustainability for continuing the expanded services funded by this grant.

F. CERTIFICATION

I hereby certify that I have verified the information provided in this GRANTEE APPLICATION FOR ADVANCE FUNDING to be accurate and complete and that it represents the minimum amount(s) to meet the cash needs resulting from the DCF Memorandum of Understanding for which this advance payment is being requested. I further certify that all such funds received in advance will only be used for approved purposes in accordance with applicable federal and state laws, rules, regulations, policies and Memorandum of Understanding terms and conditions.

Robert Lapola SIGNATURE *CA* County Administrator TITLE *4-12-12* DATE

(Please have the government official in Pinellas County sign this Certification Form)

FOR DEPARTMENT USE ONLY

THIS SECTION TO BE COMPLETED BY THE GRANT MANAGER Date Application Received *05/03/12*

PRIOR CONTRACT PERFORMANCE: Does the GRANTEE have a history of contracting with the department?

Yes No

If "yes", have there been any instances of unsatisfactory performance?

Yes No

If "yes", please explain

RECOMMENDATIONS

Do Not Approve For Advance Funding. Recommend For Advance Funding *JB*

Please provide rationale supporting your disapproval/recommendation.

(See footnote below)

Jenifer Berglyzz SIGNATURE *Grant Manager* TITLE *05/04/12* DATE

THIS SECTION TO BE COMPLETED BY CONTRACT ADMINISTRATION AND BUDGET

CONTRACT ADMINISTRATION

BUDGET MANAGER

Based on the information presented in the above application, advance payments are , are not allowable pursuant to section 216.181, F.S.

The subject budget appropriation is , is not authorized (GRANTS AND AIDS) for advance payment and sufficient funds are are not available.

Signed

Date

Signed *[Signature]*

Date *5/4/12*

This advance request agrees with the recommendations approved by the Assistant Secretary of Substance Abuse & Mental Health, Rob Siedlecki (see attached 01/20/12 memo.)

CRIMINAL JUSTICE MENTAL HEALTH AND SUBSTANCE ABUSE REINVESTMENT GRANT PROGRAM SUMMARY FINANCIAL REPORT			
County	Pinellas	MOU#	LHZ35
MOU Begin Date	02/22/2011	End Date	02/21/2014
County Grant Manager	Rosemary Gunnels	Title and Agency	Office of the Public Defender, Pinellas County
County Lead Agency	Pinellas County	Grant Type	Expansion
Report Prepared By	Rosemary Gunnels	Report Date	11/01/11 ¹
Report Period: From	02/22/11	To:	09/30/11
CJMHPA Expense Category	Total CJMHPA Approved Budget ²		
	Grant Award	County Match	Total
DIRECT EXPENSES			
Salaries:	\$0.00	\$122,400.00	\$122,400.00
Fringe Benefits:	\$0.00	\$58,962.00	\$58,962.00
Equipment:	\$0.00	\$48,021.00	\$48,021.00
Travel:	\$0.00	\$0.00	\$0.00
Supplies:	\$0.00	\$0.00	\$0.00
Rent/Utilities:	\$0.00	\$282,306.00	\$282,306.00
Other Expenses:	\$0.00	\$238,311.00	\$238,311.00
SUBTOTAL DIRECT	\$0.00	\$750,000.00	\$750,000.00
CONTRACTUAL EXPENSES			
Consultant Fees:	\$0.00	\$0.00	\$0.00
Fringe Benefits:	\$0.00	\$0.00	\$0.00
Equipment:	\$0.00	\$0.00	\$0.00
Travel:	\$0.00	\$0.00	\$0.00
Supplies:	\$0.00	\$0.00	\$0.00
Rent/Utilities:	\$324,000.00	\$0.00	\$324,000.00
Other Expenses:	\$426,000.00	\$0.00	\$426,000.00
SUBTOTAL CONTRACTUAL	\$750,000.00	\$0.00	\$750,000.00
ADMINISTRATIVE \$	\$0.00	\$0.00	\$0.00
ADMINISTRATIVE %	0.0%	0.0%	0.0%
TOTAL ALL COSTS	\$750,000.00	\$750,000.00	\$1,500,000.00
STATE ADVANCES AND INTEREST			
CJMHPA Funds Advanced	\$250,000.00	Date Funds Advanced	04/01/11
Accrued Interest on Advances	\$396.05 ³	Interest Accrued As Of Date	11/30/11

¹ Next Semi-Annual Report is due May 1, 2012.

² As approved in the county CJMHPA Memorandum of Understanding on file with the Department of Children and Families.

³ Interest reported in the Semi-Annual Financial Report and Supplemental Financial Report.

CJMHS A Expense Category	CJMHS A Expenses This Period ⁴	CJMHS A Expenses Prior Periods ⁵	CJMHS A Total Expenses to Date
DIRECT EXPENSES			
Salaries:	\$0.00	\$0.00	\$0.00
Fringe Benefits:	\$0.00	\$0.00	\$0.00
Equipment:	\$0.00	\$0.00	\$0.00
Travel:	\$0.00	\$0.00	\$0.00
Supplies:	\$0.00	\$0.00	\$0.00
Rent/Utilities:	\$0.00	\$0.00	\$0.00
Other Expenses:	\$0.00	\$0.00	\$0.00
SUBTOTAL DIRECT	\$0.00	\$0.00	\$0.00
CONTRACTUAL EXPENSES			
Consultant Fees:	\$0.00	\$0.00	\$0.00
Fringe Benefits:	\$0.00	\$0.00	\$0.00
Equipment:	\$0.00	\$0.00	\$0.00
Travel:	\$0.00	\$0.00	\$0.00
Supplies:	\$0.00	\$0.00	\$0.00
Rent/Utilities:	\$4,458.56	\$12,889.94	\$17,348.50
Other Expenses:	\$34,214.87	\$22,730.68	\$56,945.55
SUBTOTAL CONTRACTUAL	\$38,673.43	\$35,620.60	\$74,294.05
ADMINISTRATIVE \$	\$0.00	\$0.00	\$0.00
ADMINISTRATIVE %	0.0%	0.0%	0.0%
TOTAL ALL COSTS	\$38,673.43	\$35,620.62	\$74,294.05*
STATE ADVANCES AND INTEREST			
CJMHS A Funds Advanced			\$250,000.00
Available Fund Balance as of 11/30/11			\$165,255.16⁶

⁴ Grant funded expenses only from 10/01/11 through 11/30/11, as reported in the Supplemental Financial Report submitted to the Department of Children and Families.

⁵ Grant funded expenses only from date of MOU execution through 09/30/11, as reported in the Semi-Annual Financial Report submitted to the Department of Children and Families.

⁶ In addition to the expenses shown, Pinellas reported \$10,450.79 in encumbered grant funded expenses from 10/01/11 through 11/30/11, for a total of \$84,744.84 in actual and encumbered expenses. The available fund balance with the inclusion of the encumbered expenses would be \$165,255.16.

APPROVED AS TO FORM
OFFICE OF COUNTY ATTORNEY

A handwritten signature in black ink, consisting of several stylized, overlapping loops and lines, positioned over a horizontal line.

Attorney