



County of Santa Cruz 0029

PROBATION DEPARTMENT

P.O. BOX 1812, SANTA CRUZ, CA 95061-1812

(831) 454-2150 FAX: (831) 454-3035

JOHN P. RHOADS
CHIEF PROBATION OFFICER

February 22, 2000

Agenda: March 7, 2000

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060

RESOLUTION ACCEPTING AND APPROPRIATING UNANTICIPATED REVENUE FROM THE ANNIE E. CASEY FOUNDATION

Dear Board Members:

On November 16, 1999, your Board approved the Probation Department's participation in the Annie E. Casey Foundation supported Juvenile Detention Alternatives Initiative. The goal of this initiative is to demonstrate that jurisdictions can establish more effective and cost efficient systems to accomplish the purpose of juvenile detention. The Casey Foundation solicited an informal proposal from the Probation Department to serve as host site for other jurisdictions seeking to replicate the reform strategies of the Juvenile Detention Alternatives Initiative.

On January 28, 2000, the Probation Department received a grant award from the Casey Foundation in the amount of \$75,000 for the period January 1, 2000, through December 31, 2000. The work plan specifies that the Probation Department will:

1. Develop educational materials and a training curriculum on the County's juvenile detention policies and practices, and enlist the participation of system stakeholders and community partners in the preparation of these materials and in conducting training for delegations from other jurisdictions;
2. Host up to one visit per month by delegations of juvenile justice officials from other jurisdictions and provide these visitors with necessary logistical support, organize individual and group discussions, lectures, tours and other opportunities for visitors to learn about the County's juvenile detention policies and practices;

3. Increase the Probation Department's capacity to measure and track key indicators associated with the juvenile detention reform efforts by developing and maintaining case processing and detention alternatives tracking systems and generating routine reports;
4. Expand and **intensify** the County's reform strategies by conducting **training** for juvenile justice practitioners and community partners on strength-based treatment and assessment, multi-systemic therapy, and disproportionate minority confinement; and
5. Participate in conferences and meetings organized by the Casey Foundation to promote detention reform nationally.

It is now necessary to approve the agreement with the Casey Foundation and accept the unanticipated revenue and appropriate a portion of the funds for the current fiscal year. The remaining funds will be included in the Probation Department's requested budget for FY 2000-01. There is no increase in County cost associated with this action.

IT IS THEREFORE RECOMMENDED that your Board:

1. Approve and authorize the Chief Probation Officer to sign the Letter of Agreement with the Annie E. Casey Foundation on behalf of the County;
2. Adopt the attached resolution accepting unanticipated revenue in the amount of \$37,500 from the Annie E. Casey Foundation, and appropriate these funds for costs associated with the Probation Department's activities under the Juvenile Detention Alternatives Initiative program, as described in the attached AUD-60; and
3. Approve the fixed asset purchase of (2.0) personal computer systems and (2.0) modular workstations.

Sincerely,

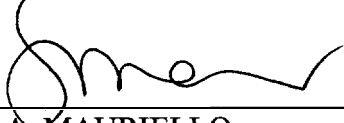


JOHN P. RHOADS
Chief Probation Officer

JPR:FN

Attachment: AUD60

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

cc: County Administrative Officer
Auditor-Controller
Probation Department

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

0032

RESOLUTION NO. _____

On the motion of Supervisor _____
duly seconded by Supervisor _____
the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED R&VENUE

WHEREAS, the County of Santa Cruz is a recipient of funds from Annie E. Casey Foundation for Activities in support of Juvenile Detention Alternatives Initiative program; and

WHEREAS, the County is recipient of funds in the amount of \$ 37,500 which are either in excess of those anticipated or are not specifically set forth in the current fiscal year budget of the County; and

WHEREAS, pursuant to Government Code Section 29130(c)/29064(b), such funds may be made available for specific appropriation by a four-fifths vote of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-Controller accept funds in the amount of \$ 37,500 into

Department Probation

<u>T/C</u>	<u>INDEX NUMBER</u>	<u>REVENUE SUBJECT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
	574100	2700	Other Local Fin Assist	\$37,500

and that such funds be and are hereby appropriated as follows:

<u>T/C</u>	<u>INDEX NUMBER</u>	<u>EXPENDITURE SUBJECT NUMBER</u>	<u>PRJ/UCD</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
	574100	3493	J64000	Office Expense	\$ 2,500
	574100	3665	J64000	Prof & Spec Svcs	11,000
	574100	3975	J64000	Spec Misc	8,000
	574100	4166	J64000	Trans & Travel	3,000
	574100	8410	564000	Fixed Assets	13,000
				2 Pers Computer Systems-	\$6,000
				2 Modular workstations-	\$7,000
				Total:	\$ 37,500

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and that the Revenue(s) (has been) (will be) received within the current fiscal year.

By John P. Rhoads
Department Head

Date: 2/22/00

COUNTY ADMINISTRATIVE OFFICER

/_____/ Recommended to Board

/_____/ Not recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this _____ day of _____, 19____ by the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS

NOES: SUPERVISORS

ABSENT: SUPERVISORS

Chairperson of the Board

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:

Honry A. Oberhelman Jr.
County Counsel 12/16/97

APPROVED AS TO ACCOUNTING DETAIL:

Auditor-Controller

Distribution:

Auditor-Controller
County Counsel
County Administrative Officer
Originating Department

AUD60 (REV 12/97)

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The Annie E. Casey Foundation

January 28, 2000

Grant No. 200.0002

Mr. Jeffrey Almquist
Chair, Board of Supervisors
Santa Cruz County California
701 Ocean Street
Santa Cruz, CA 95061

Dear Mr. Almquist:

We are pleased to inform you that The Annie E. Casey Foundation (Foundation) has taken action to provide Santa Cruz County, California (County) with a grant of up to \$75,000.00 for the period beginning January 1, 2000 through December 31, 2000.

This grant is intended to support Santa Cruz County, California to serve as a host site for other jurisdictions seeking to replicate the reform strategies of the Juvenile Detention Alternatives Initiative.

Bat-t Lubow will be the Foundation staff person responsible for the management of this grant.

Description of Work and Products

As specified in the workplan/proposal submitted to us on January 27, 2000 we understand that Santa Cruz County, California will:

- develop educational materials and a training curriculum on the County's juvenile detention policies and practices, enlist the participation of system stakeholders and community partners in the preparation of these materials and in conducting training for delegations from other jurisdictions;
- host up to one visit per month by delegations of juvenile justice officials from other jurisdictions and provide these visitors with necessary logistical support, organize individual and group discussions, lectures, tours and other opportunities for visitors to learn about the County's juvenile detention policies and practices;
- increase the probation department's capacity to measure and track key indicators associated with juvenile detention reform efforts by developing and maintaining case processing and detention alternatives tracking systems and generating routine reports;
- expand and intensify the County's reform strategies by conducting training for juvenile justice practitioners and community partners on (a) strength-based treatment and assessment, (b) Mutli-systemic Therapy, and (c) disproportionate minority confinement; and

Mr. Jeffrey Almquist
January 28, 2000
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- participate in conferences and meetings organized by the Foundation to promote detention reform nationally.

Payment Provisions

The Foundation agrees to pay Santa Cruz County, California up to \$75,000.00 in two payments for this work. The first payment of up to \$37,500 will be disbursed upon receipt of:

- this fully-executed original Letter of Agreement; and
- a written request for the funds (attached).

A subsequent payment of up to \$37,500 will be available on or about July 31, 2000 upon receipt of a written request to the Foundation, as well as satisfactory completion of the reporting requirements detailed below.

Our understanding is that these funds will be spent according to the submitted and approved budget. Any changes in this approved budget that exceed 15% of any line item, as well as any changes in key personnel must be approved in advance by the Foundation.

Reporting Requirements

Santa Cruz County, California will submit Progress and Expenditure Reports to the Foundation according to the following schedule:

<u>Report Name</u>	<u>Due On or Before</u>	<u>Covering the Period Of</u>
Interim Progress Report	07/31/2000	01/01/2000 – 06/30/2000
Interim Expenditure Report	07/31/2000	01/01/2000 – 06/30/2000
Final Progress Report	01/31/2001	07/01/2000 – 12/31/2000
Annual Expenditure Report	01/31/2001	01/01/2000 – 12/31/2000

These reports should be submitted to the Foundation using the enclosed forms. They should be sent to the attention of **Grants Reporting**, and should include the grant number designated on the first page of this document.

Further specific provisions of this grant are described in the attached Terms and Conditions of The Annie E. Casey Foundation Grants.

Mr. Jeffrey Almquist
January 28, 2000
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I hope you find the terms of this grant acceptable. Please indicate this by signing below and returning the complete original Letter of Agreement to **Grants Reporting** in the enclosed self-addressed envelope, along with the request for payment.

On behalf of The Annie E. Casey Foundation, I look forward to a productive relationship.

Sincerely,



Douglas W. Nelson
President

~~Mr. Jeffrey Almquist~~ or Authorized Representative

Date

John P. Rhoads,
Chief Probation Officer

Encl: Terms and Conditions
Reporting Forms
Return Envelope

cc: AECF Finance – File No. 935 127

Approved as to form:


County Counsel

2.15.00
Date



The Annie E. Casey Foundation

**TERMS AND CONDITIONS FOR
ANNIE E. CASEY FOUNDATION GRANTS**

1. **All** grant funds must be used only for charitable, literary, scientific or educational purposes within the meaning of Internal Revenue Code Section 170(c)(2)(B) and, more specifically, for the purposes described in the attached grant agreement and substantially in accordance with the attached approved budget. The grant funds may not be expended for any other purpose without the Foundation's prior written approval. Any funds not expended for the purposes of the grant during the grant term must be immediately returned to the Foundation.
2. In addition to other required reports specified elsewhere in this agreement, the grantee will provide annual reports on the use of grant funds to the Foundation and a final report two months after the end of the grant period. Each report should include a narrative account of what was accomplished by the expenditure of funds (including a description of progress made towards achieving the goals of the grant) and a financial statement attested by the responsible financial officer of the grantee or a certified public accountant.
 - a. If any report is not received in a timely manner, the Foundation may withhold further grant payments until the report is received, and may terminate the grant if the report is not received within thirty (30) days following the date on which it is due.
 - b. If the grantee is a private non-profit organization, its report shall also include: (i) a statement the grantee distributed the grant funds as qualifying distributions (as defined in Section 4942 (g) of the Internal Revenue Code) by the end of the grantee's fiscal year following the fiscal year in which grantee received the grant funds; (ii) the name, address and amount received by each organizations to which the grantee made a qualifying distribution of grant funds; and (iii) a statement that such qualifying distributions were distributions out of the corpus (as defined in Section 4942 (g) of the Code).
3. Although the grant funds need not be maintained in a separate bank account, such funds must be shown on the grantee's books for ease of reference and verification. Records of receipts and expenditures under the grant, as well as copies of reports submitted to the Foundation, must be kept for at least four years following completion of the grant term. The grantee's books and records shall be made available for the Foundation's inspection at reasonable times for the purpose of making such financial audits, verifications or program evaluations as the Foundation deems necessary concerning the grant.
4. The grantee should provide the Foundation with immediate notification of any changes in its tax exempt status as soon as it occurs.

5. No part of the grant funds may be used:

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- a. to carry on propaganda, or otherwise attempt to influence legislation (within the meaning of Section 4945 (d)(1) of the Internal Revenue Code);
 - b. to influence the outcome of any specific public election, or to carry on, directly or indirectly, any voter registration drive (within the meaning of Section 4945 (d)(2) of the Internal Revenue Code);
 - c. to make any grant which does not comply with the requirements of Sections 4945(d)(3) and (4) of the Internal Revenue Code; or
 - d. to make grants to other organizations which are not described in Section 509 (a)(1), (2) or (3) of the Internal Revenue Code.
6. Grantee acknowledges that the Foundation has not earmarked any of the grant funds for any organization or individual other than grantee. Grantee agrees that it is solely responsible for the selection of any other organization to received a portion of the proceeds of this grant. The Foundation will continue to list only the grantee's name as our grantee in our records and the grantee agrees to provide the Foundation with the progress and expenditure reports, as and when they become due, for the total grant amount paid to the grantee.
7. The foregoing conditions comply with obligations imposed on the Foundation by federal law to make reasonable efforts and establish adequate procedures to see the grant funds are spent solely for the purposes for which they were granted, and to obtain full and complete reports on how grant funds have been expended. Changes in federal law, or in regulations interpreting it, may require the Foundation to ask that more detailed reports be submitted or that other steps be taken. The Foundation will promptly inform the grantee of any such changes.
8. If the grantee is a publicly-supported non-profit organization, the grantee acknowledges that the grant will not cause the grantee to lose its status as a public charity as described in Section 170(b)(1)(A) of the Code, and its determination letter from the Internal Revenue Service that the grantee is a public charity is still valid and has not been revoked.
9. Any violation of the foregoing conditions will require refunding to the Foundation of any amounts subject to the violation. The Foundation may discontinue, modify or withhold any payments due under this grant award or to require a refund of any unexpended grant funds if, in its sole judgment, such action is necessary to comply with the requirements of any law or regulation affecting its responsibilities under this grant award.
10. The State and Federal Courts located in Pennsylvania shall have exclusive jurisdiction over any dispute which might arise in connection with this grant, and the laws of Pennsylvania shall govern the interpretation of the terms of the grant.

BUDGET CATEGORY AND LINE-ITEM DETAIL A. Personal Services - Salaries/Employee Benefits	COST
	\$ 0.00
TOTAL Personal Services, Salaries/Employee Benefits:	\$ 0.00

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST
<p>B. Operating Expenses</p> <p>23240 Telephone <i>Includes charges for telephone and toll charges for 72 months, for contracted and program staff assigned to JDAI project.</i></p> <p>23355 Maintenance of Office Equipment <i>Includes County-mandated maintenance charges for two computer systems assigned to JDAI project.</i></p> <p>23493 Office Expense (supplies, copies, printing, postage etc.) <i>Consumable office supplies, printing, duplicating and copy charges, and oths costs associated with development of training manuals, brochures, cuniculum</i></p> <p>23545 Prof. & Spec. Services - Personal Computer Support <i>County-mandated technical support charges for two computer systems, including internet access</i></p> <p>23575 Data Processing Charges <i>County-mandated charges for personal computer connections to PC network</i></p> <p>23665 Prof. & Specialized Services <i>Contracted services for administrative aide, estimated 500 hours annually at \$35.00 per hour; \$17,500. Aide will coordinate all aspects of training modules, including travel; develop reform practices manual, develop brochure coordinate all activities for the project.</i> <i>Contracted services for data collection/evaluation services, estimated at 100 hours annually at \$35.00 per hour;- \$3,500. Contractor will develop the database applications for case processing tracking system, and detention alternatives tracing system, and related reports.</i></p> <p>23975 Special Miscellaneous Expense <i>Honorariums, per diem reimbursement for trainers/program presentations, rental cost for training rooms, etc.</i></p> <p>24166 Transportation & Travel <i>Includes reimbursement to employees for travel /training costs and persona/ vehicle mileage (. 31 per mile) to attend training sessions to maintain professional excellence.</i></p> <p>Indirect Costs <i>5% of grant award direct costs, for program supervision and oversight by Probation Management staff</i></p>	<p>1,800.00</p> <p>528.00</p> <p>9,676.00</p> <p>1,176.00</p> <p>1,320.00</p> <p>21 ,000.00</p> <p>11 ,000.00</p> <p>12,000.00</p> <p>3,500.00</p>
TOTAL Operating Expenses:	62,000.00

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST
C. Equipment	
88410 Fixed Assets - Office Equipment	
2.0 Personal Computer Systems with printer/scanner and software	6,000.00
2.0 Modular unit workstations	7,000.00
<i>Work space and computer systems for use by contracted program support staff (administrative aide, data collection/evaluation services) and project expeditor. Produce training materials, brochures, develop and produce database applications for case processing and detention alternatives tracking system.</i>	
TOTAL Equipment	13,000.00
PROJECT TOTAL	75,000.00