

**Comprehensive Drug Court Implementation
NOTICE OF GRANT AWARD
El Dorado County**

The Department of Alcohol and Drug Programs hereinafter called the Grantor, hereby makes a grant award of funds for the Comprehensive Drug Court Implementation (CDCI) Grant Award to El Dorado County, hereinafter called the Grantee, for the duration set forth in this Grant Award.

Grantee Project Director (Name, Address and Telephone Number) Shirley White 929 Spring St. Placerville, CA 95667	Grant Award Number: CDCI-11/12-09
	Award Period: January 1, 2012 thru December 31, 2012
	Project Budget Period January 1, 2012 thru December 31, 2012
Grantee Financial Officer (Name, Address and Telephone Number) XXXXXX Michael Owen, Chief Financial Officer XXXXXX 929 Spring Street Placerville, CA 95667 Placerville, CA 95667	State General Fund Amount: \$93,420
	Match Amount: \$18,684
	Total Project Amount: \$112,104

This Notice of Grant Award and the following attached documents are incorporated into the Notice of Grant Award by reference: The approved Application (proposal) submitted by a county alcohol and drug program administrator in partnership with the presiding judge, the Request for Applications, the Comprehensive Drug Court Implementation Act (Health & Safety Code § 11970.1 through §11970.35 inclusive), and the Terms and Conditions of the Grant Award.

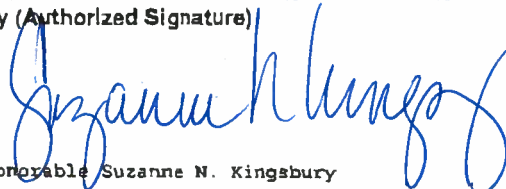
The Grantee hereby signifies its acceptance of this Grant Award and agrees to administer the grant project in accordance with the terms and conditions set forth in or incorporated by reference in this Grant Award.

STATE OF CALIFORNIA	GRANTEE
Department of Alcohol and Drug Programs	Shirley White El Dorado Public Health Department XXXXXX 670 Placerville Drive Placerville, CA 95667

By (Authorized Signature)	AOD Printed Name and Title Shirley White County Alcohol and Drug Program Administrator
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Printed Name and Title	By (Authorized Signature)
Susan Lussier, Deputy Director, Division of Administration	_____ Date: _____ Raymond J. Nutting, Chair - Board of Supervisors _____ Date: _____ Suzanne Allen de Sanchez, Clerk of the Board of Supervisors

Address:	Presiding Judge Printed Name, Title, and Address
Department of Alcohol and Drug Programs Office of Criminal Justice Collaboration Drug Court Coordinator 1700 K Street, 5 th Floor Sacramento, CA 95811-4037	Honorable Suzanne N. Kingsbury El Dorado County Superior Court 1354 Johnson Boulevard, Suite 2 South Lake Tahoe, CA 95150

Funds Eligible for Adult Drug Court \$50,830 Funds Eligible for Juvenile Drug Court \$42,790 Funds Eligible for Dependency Drug Court \$0 Total 2011/2011 Allocation: \$93,420	By (Authorized Signature)  Honorable Suzanne N. Kingsbury
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FOR STATE USE ONLY

Budget Revision Number				
PCA , Index, and Object:	Item:	Chapter	Statute	Fiscal Year:
51115 / 6009 / 702.13	#4200-101-0001		2011	2011 - 2012

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above

SIGNATURE OF ADP ACCOUNTING OFFICER	Date

Notice of Grant Award Amendment Instructions

Narrative: A description of the action taken with this amendment.

Grant Award Amendment Number: The first set of alpha characters identifies the drug court program. The second set of digits identifies the state fiscal year of the program funds. The third set of digits identifies the county receiving funds. The fourth set of digits identifies the project year. The fifth alpha character and digit pair identifies the amendment number (these digits are only included on amendments).

Award Period: The beginning and end date of the entire Award Period.

Project Budget Period: The beginning and end date that the funds within this agreement may be expended.

Previous State General Fund Amount: The amount of State General Funds obligated by the Grant Award Agreement for the identified Project Budget Period.

Previous Match Amount: The amount of match included in the grant proposal for the identified Project Budget Period.

Previous Total Project Amount: The sum total of the State General Fund Amount and the Match Amount.

Adjusted Previous State General Fund Amount: The new amount of State General Funds obligated by the Grant Award Agreement for the identified Project Budget Period.

Adjusted Previous Match Amount: The new amount of match included in the grant proposal for the identified Project Budget Period.

Adjusted Previous Total Project Amount: The new sum total of the State General Fund Amount and the Match Amount

Distribution: County Alcohol and Drug Program Administrator (2 Original)
Department of Alcohol and Drug Programs, Accounting Office (1 Original)

**Comprehensive Drug Court Implementation
Drug Court Partnership
Dependency Drug Court
2011-2012
TERMS AND CONDITIONS**

I. Authority

Authority to grant this funding is provided by Health and Safety Code (HSC) Sections 11970.1 through 11970.45.

II. Terms of Funding

- A. State General Funds (SGF) in the amount shown on the Notice of Grant Award (NGA) is granted beginning July 1 through June 30 for Drug Court Partnership and Dependency Drug Court Programs, and January 1 through December 31 for Comprehensive Drug Court Program of each year.
- B. The Grantee, (the County awarded funding) may be awarded additional funds on an annual basis, provided funding is available and the California State Department of Alcohol and Drug Programs (Grantor) determines satisfactory performance in relation to the Multi-Agency Plan (MAP) submitted to and approved by the Grantor, attached and incorporated into this Agreement, and the Statewide Evaluation (see Section VII).
- C. The Grantee will follow the program goals and objectives, tasks and time frames as outlined in its MAP and incorporated by this reference.

III. Fiscal Terms and Conditions

- A. As provided in Section V, Subsection E of the Drug Court Program Request for Applications, which is incorporated by this reference, allowable costs are those costs directly related to the Grantee's MAP which is presented in a budget form within the MAP and unfunded by other resources. The Grantor's Drug Court Project Coordinator must approve any modification of the budget in writing. Grantees are prohibited from supplanting existing funding for any drug court-related activity or substance abuse treatment.
- B. It is agreed that if the State Budget Act or other legislative action results in insufficient funding for this Grant, this Grant shall be invalid and have no further force and effect. In this event, the Grantor shall have no liability to pay any funds whatsoever to the Grantee or to furnish any other consideration under this Grant and the Grantee shall not be obliged to perform pursuant to any provisions of this Grant.

Grantees are required to provide a local support match of ten percent (10%) the first two years of grant award, and 20 percent (20%) thereafter. The match is defined as identified local funds or in-kind resources devoted to supporting the countywide application. To the extent permitted by law and regulation, match funds may include federal funds, county general funds, city general funds, and private funding.

IV. Budget

- A. The budget format consists of budget categories and line items. There are two budget categories: 1) Treatment-related costs; and 2) Non-treatment related (i.e. court related and administrative costs), as specified below.

Treatment-Related Costs include:

- Assessment
- Acupuncture
- Childcare
- Client transportation – This may include public transportation. However, funds shall not be used to purchase or maintain a client's private vehicle.
- Day-care habilitative substance abuse treatment
- Detoxification
- Drug Testing
- Job Placement
- Non-residential treatment
- Public Prevention Counseling
- Personnel/fringe benefits
- Residential Treatment
- Vocational Counseling
- Other, anything not listed that would pertain to treatment-related costs

Non-Treatment-Related Costs Include:

- Consultants
- Data Collection Costs
- Equipment (i.e. computer, modem, printer, etc.)
- Facilities
- Personnel/fringe benefits
- Supplies
- Training
- Travel
- Other, anything not listed that would pertain to non-treatment related costs

- B. Instructions for budget modifications are as follows:

1. A Grantee may shift up to ten percent (10%) of the total budget amount within each distinct budget category. The Grantee shall notify the Project Coordinator in writing of the changes and submit with the quarterly reimbursement claim justifying the line item change(s).
2. A singular or cumulative shift in excess of 10 percent (10%) of the amount within the budget category requires prior written approval from the Project Coordinator.

3. All requests for approval of budget modifications must include the following:

- (a) A written statement of the modification requested.
- (b) A detailed description of why the modification is necessary.
- (c) The adverse effects of not approving the requested modification.
- (d) A revised budget with columns showing the original budget amounts, modifications, and new budget amounts.

C. All budget modifications, excluding the modifications described in Section IV, B.1., require review and approval from the County Alcohol and Drug Administrator and the Project Coordinator prior to implementation. The Grantor reserves the right to reject any request to modify the line item budget. Modification implemented prior to approval may result in an adverse audit finding.

V. Claim Procedures

A. A Grantee will be reimbursed in arrears for actual allowable costs incurred under the Grant program.

B. A Grantee must seek reimbursement from the Grantor by submitting a completed Quarterly Reimbursement Claim. The claim form shall include all grant-related costs for the billing period and shall be submitted each quarter of the fiscal year. The claim form is due no later than 30 days after the end of each quarter.

C. The claim form will be processed after the Project Coordinator has received the quarterly report (as required in Section X, Paragraph A and Paragraph B) for the billing period covered in the invoice.

D. The Quarterly Reimbursement Claim shall be submitted to:

Department of Alcohol and Drug Programs
Office of Criminal Justice Collaboration
Drug Court Analyst (Name) .
1700 K Street, 5th Floor
Sacramento, CA 95811-4037

E. The Quarterly Reimbursement Claim must be reviewed and approved by the Project Coordinator prior to submission to the Grantor's Accounting Section for payment.

VI. Program Modifications

- A. A Grantee may request in writing to alter the goals, objectives, time frames, tasks, etc., of the MAP during the grant award period. The Grantee must have written approval from the Project Coordinator prior to implementing any program modifications. Any modifications made prior to obtaining written approval will result in denial of payment for all charges related to the modifications made.
- B. The Project Coordinator may deny requests for modifications that move the project outside of the scope of the Drug Court Program or impede the Statewide Evaluation of the Drug Court Program. Denials shall be at the discretion of the Project Coordinator, and not subject to appeal.
- C. In the event of a change in law that affects this Grant, the parties, Grantee and or Grantor agree to amend the effected provisions to conform to the changes in law retroactive to the effective date of such changes in law. The parties further agree that the terms of this Grant are severable and, in the event of changes in law as described above, the unaffected provisions and obligations of this Grant will remain in effect.

VII. Statewide Evaluation Requirements

- A. A Grantee will participate in the Statewide Evaluation of the Drug Court Program.
- B. A Grantee shall provide all requested information for the statewide data collection system. This information will include, but may not be limited to, the outcome measures for data collection as noted below.

The collected data will demonstrate the efficiency and effectiveness of the type of drug court implemented by the Applicant pursuant to the Act. The statewide evaluation format and criteria will be based on the type of drug court funded and the statewide evaluation design. The outcome measures may include, but are not limited to, the following:

- 1) Demographic information,
- 2) Medical information,
- 3) Family and social status information,
- 4) Drug and alcohol use information,
- 5) Legal,¹ and/or
- 6) Other pertinent data to be determined based on the type of drug court funded.

VIII. Record Keeping Requirements

- A. Accurate fiscal records and supporting documentation shall be maintained by the Grantee to support all claims for reimbursement. Fiscal and program records shall be retained for three years from the date final payment is made.
- B. The Grantee shall allow representatives of the Grantor access to records as needed for monitoring activities and audits.

¹ Such as criminal history and criminal activities.

IX. Site Visits and Audits

- A. By accepting these grant funds, the Grantee agrees to participate in site visits and/or audits as requested by the Grantor. Site visits and audits may be requested for programmatic and/or fiscal review.
- B. This Grant is subject to the examination and audit by the Grantor, or the Grantor's authorized representative(s), or by the State Auditor for a period of three years from the date final payment is made pursuant to the Grant (Gov. Code Section 8546.7). The Grantee shall allow representatives of the Grantor access to records and staff as needed for monitoring and audit activities.

X. Reporting Requirements

- A. A Grantee shall submit narrative reports every three months during the project budget period. These reports are due 30 days after the end of each quarter. The quarterly narrative report is due at the end of each project budget period. Receipt and approval of the quarterly narrative report is a prerequisite to process the Quarterly Reimbursement Claim (see Section V). The quarterly narrative report must include the following:
 - 1. Goals and objectives of the approved Multi-Agency Plan.
 - 2. All goals and objectives met during the quarter.
 - 3. All goals and objectives not met and why during the quarter.
 - 4. Barriers or problems encountered and planned solutions.
 - 5. Goals for the next quarter, if applicable.
 - 6. Outcome measure information, as required by the Statewide Evaluation (see Section VII).
 - 7. A Quarterly Reimbursement Claim of all grant funds and matching funds for Drug Court Program (see section V) funds expended to pay for allowable costs during the quarter.

- B. The Comprehensive Report which will be included in the fourth quarter report must also include the following:
 - 1. Goals and objectives for the period.
 - 2. All goals and objectives met.
 - 3. All goals and objectives not met and why.
 - 4. Outcome measure information, as required by the Statewide Evaluation (see Section VII).
- C. The Grantee shall comply and require all their sub-grantees or contractors to comply with the following:
 - 1. **The California Outcomes Measurement System (CalOMS), Participant (Admission and Discharge) Records (ADP Form 7360), incorporated by this reference, or any automated systems subsequently developed by Grantor.**
 - 2. Drug and Alcohol Services Information System Uniform Facility Data Set (UFDS), incorporated by this reference, or any automated systems subsequently developed by the Grantor.
 - 3. The Drug and Alcohol Treatment Access Report (DATAR), a capacity management system or any automated systems subsequently developed to fulfill the Grantor's capacity management reporting requirements

XI. Confidentiality of Information

- A. The Grantee shall conform to and monitor compliance with all state and federal statutes and regulations regarding confidentiality, including the confidentiality of information requirements in Title 42, Code of Federal Regulations (CFR), Part 2; HSC Section 11845.5; and the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule 45 CFR Section 164.524 which establishes an Individual's right of access to any individually identified health information.
- B. The Grantee shall ensure that no list of persons receiving services under this Grant is published, disclosed, or used for any purpose except for the direct administration of this program or other uses authorized by law that are not in conflict with legal requirements for confidentiality.

XII. Drug Free Work Place

- A. By signing this Grant, the Grantee certifies under penalty of perjury under the laws of the State of California that the Grantee will comply with the requirements of the Drug-Free Work Place Act of 1990 (Gov. Code Section 8350, et seq.), and will provide a drug-free work place by taking the following actions:
1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's work place, and specifying the actions that will be taken against employees for violations of the prohibitions, as required by Gov. Code Sections 8355 and 8355(a).
 2. Establish a drug-free awareness program as required by Gov. Code Section 8355(b) to inform employees about all of the following:
 - (a) The dangers of drug abuse in the work place.
 - (b) The person or organization's policy of maintaining a drug-free work place.
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs.
 - (d) The penalties that may be imposed upon employees for drug abuse violations.
 3. Provide, as required by Gov. Code Section 8355 (c), that every employee engaged in the performance of the Grant:
 - (a) Be given a copy of the Grantee's drug-free policy statement.
 - (b) As a condition of employment on the Grant, agree to abide by the terms of the statement.
- B. Failure to comply with these requirements for a drug-free work place may result in suspension of payments under the Grant, or termination of the Grant, or both, and the Grantee may be subject to debarment from future state Grants if the Grantor determines that the Grantee has made false certification, or the Grantee has violated the certification by failing to carry out the requirements as noted above.

XIII. Lobbying Activities (State)

None of the funds under this program will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g. "grassroots") lobbying activities.

XIV. Program Fraud Civil Remedies Act

Grantee certifies that the statements herein are true, complete, and accurate to the best of grantee's knowledge. Any false, fictitious, or fraudulent statements or claims may subject the Grantee to criminal, civil, or administrative penalties. The Grantee organization will comply with the terms and conditions of this award.

XV. No Unlawful Use or Unlawful Use Messages Regarding Alcohol and Other Drugs

The Grantee agrees that information produced through these funds, which pertains to drug and alcohol-related programs, and/or clinics, shall contain a clearly written statement that there shall be no unlawful use of drugs or alcohol associated with the program and/or clinic. Additionally, no aspect of a drug or alcohol-related treatment program, and/or clinic, shall include any message on the responsible use, if the use is unlawful, of drugs or alcohol [HSC Section 11999 (b) and (d) - (h) et seq.]. The Grantee agrees to enforce these requirements by signing this agreement.

XVI. Smoking Prohibition Requirements

The Grantee agrees to comply with Public Law 103-227, also known as the Pro-Children Act of 1994 (20 USC § 6081, et seq.), which, in part, prohibits smoking within any portion of any indoor facility (enclosed structure) owned or leased or granted to, by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments, by federal grant, grant, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities and are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences, portions of facilities used for in-patient drug or alcohol treatment, service providers whose sole source of applicable federal funds is Medicare or Medicaid, or facilities where the Women, Infants, and Children Program's coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this document, the authorized representative of the Grantee certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The Grantee agrees that it will require that the language of this certification be included in any sub awards which contain provisions for children's services and that all sub recipients shall certify accordingly. Failure to comply with law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.

XVII. Remedies for Noncompliance

- A. The Grantee shall comply and shall require that all subgrantees or contractors comply with all terms and conditions of this agreement and all pertinent state and federal statutes and regulations.
- B. If a Grantee fails to materially comply with any term or condition of an award, whether stated in a statute or regulation, an assurance, in the MAP, or the Notice of Grant Award, the Grantor may take one or more of the following actions, as appropriate in the circumstances:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Grantee or more severe enforcement action by the Grantor.
 - 2. Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance.
 - 3. Completely or partly suspend or terminate the current award for the Grantee's program.
 - 4. Withhold further awards for the Grantee's program.
 - 5. Take other remedies that may be available.
- C. Prior to taking remedial action the Grantor and Grantee shall meet to discuss the issues and explore possible mutually agreeable resolutions.
- D. In taking a remedial action, the Grantor will provide the Grantee an opportunity for such hearing, appeal, or other administrative proceeding to which the Grantee is entitled under any statute or regulation applicable to the action involved.
- E. Costs of Grantee resulting from obligations incurred by the Grantee during a suspension or after termination of an award are not allowable unless the Grantor expressly authorizes them in the notice of suspension or termination or subsequently.

XIII. Termination

Either party, Grantor or Grantee may terminate this Grant Award by delivering written Notice of Termination to the other party at least 30 days prior to the effective date of termination. The Notice shall state the effective date of and reason for the termination.

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

1700 K STREET
SACRAMENTO, CA 95811-4037
TTY/TDD (800) 735-2929



DATE: June 10, 2011 **DCL No. 11-01**

TO: COUNTY ALCOHOL AND DRUG PROGRAM ADMINISTRATORS
AND PRESIDING JUDGES

SUBJECT: FISCAL YEAR 2011-12 NOTICE OF GRANT AWARDS and MULTI
AGENCY PLANS FOR THE COMPREHENSIVE DRUG COURT
IMPLEMENTATION, DRUG COURT PARTNERSHIP, AND
DEPENDENCY DRUG COURT PROGRAMS.

The Governor's Fiscal Year (FY) 2011-2012 budget proposed to realign drug court funding directly to the counties. The realignment proposal is moving forward for FY 2011-12, but on a separate timeline and track than the FY 2011-12 budget. Upon the effective date of realignment implementation in FY 2011-12, if the appropriation of these General funds to ADP's changes, then ADP's allocation to counties may also change.

The Department of Alcohol and Drug Programs (ADP) is moving forward with allocating the Drug Court funding for FY 2011-12. Your county's preliminary drug court allocation, and terms and conditions of the funding, remains the same as with your FY 2010-11 allocation. This proposed allocation of funds is contingent upon enactment of the FY 2011-12 Budget Act.

Enclosed are the Notice of Grant Awards (NGA) for the Comprehensive Drug Court Implementation (CDCI), Drug Court Partnership (DCP), and the Dependency Drug Court (DDC) Programs (for those programs applicable to your county). If the final budget changes, a revised NGA Amendment will be sent to your county to reflect any revised allocations.

Please return three original NGAs for each program your county receives funding. Each NGA must have both the County Alcohol and Drug Program Administrator and the Presiding Judge's original signatures.

Also enclosed is the Multi Agency Plan (MAP), for the CDCI, DCP, and DDC programs and related information to obtain funding for FY 2011-12. All three drug court programs are combined into one MAP, with separate sections for the budget narratives and budget funding reports. Counties should complete only the budget sections for which they receive funds. As in previous years, CDCI funds will be distributed on January 1, 2012, for the Grant Award Year of 2011-12. The MAP must be submitted jointly by the



DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY
For energy saving tips, visit the Flex Your Power website at
<http://www.fypower.org>

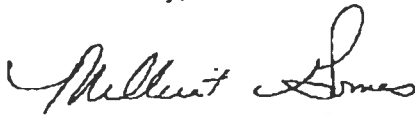
County Alcohol and Drug Program Administrator and the Presiding Judge. Counties must complete and submit the enclosed MAP for FY 2011-12 by August 1, 2011.

The NGAs and MAPs do not need to be returned together. Please submit the NGAs and the MAPs as they are approved and signed by the designated authorities in order to expedite the approval process by ADP. After the county's MAP has been reviewed and approved by ADP, two signed NGAs will be returned to the county for each program. Please mail completed MAPs and NGAs to:

Department of Alcohol and Drug Programs
Office of Criminal Justice Collaboration
Attention: Drug Court County Analyst
1700 K Street 5th Floor
Sacramento, California 95811-4037

If you have any questions, please contact your Drug Court County Analyst. Contact information for Analysts and the electronic version of the MAP can be found on the Drug Court Website at: <http://adp.ca.gov/DrugCourts/index.shtml>.

Sincerely,



MILLICENT GOMES
Deputy Director
Office of Criminal Justice Collaboration

Enclosures
Cc: Honorable (letter only)



_____ COUNTY

**DRUG COURT PROGRAM
MULTI-AGENCY PLAN
For
Comprehensive Drug Court Implementation,
Drug Court Partnership, and
Dependency Drug Court
Programs**

**Grant Award Year
2011-2012**

Plan Jointly Submitted by:

County Alcohol and Drug Program Administrator

Presiding Judge

(Signature: Please use blue Ink)

(Signature: Please use blue Ink)

(Print Name)

(Print Name)

(Date)

(Date)

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This report reflects the County's proposed CDCI Budget for Fiscal Year 2011-2012.

SECTION C

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The County commits to the terms and conditions of the funding requirements.
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The County provides narrative describing services to support budget line items.
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The County submits documentation showing commitment to provide matching funds required to receive DCP funds.

PART XV DCP LINE ITEM PROPOSED BUDGET REQUEST (SEE ATTACHMENT B)
This report reflects the County's Proposed DCP Budget for Fiscal Year 2011-2012.

SECTION D

PART XVI DDC FUNDING INFORMATION AND CONDITIONS
The County commits to the terms and conditions of the funding requirements.

PART XVII DDC BUDGET NARRATIVE AND LINE ITEM BUDGET WORKSHEET
The County provides narrative describing services to support budget line items.

PART XVIII DDC MATCH NARRATIVE
The County submits documentation showing commitment to provide matching funds required to receive DDC funds.

PART XIX DDC LINE ITEM PROPOSED BUDGET REQUEST (SEE ATTACHMENT C)
This report reflects the County's Proposed DDC Budget for Fiscal Year 2011-2012.

Section A

All Counties
Must Complete Section A.

For Fiscal Year (FY) 2011-2012 the Drug Court Program Multi-Agency Plan (MAP) is combined for Comprehensive Drug Court Implementation (CDCI), Drug Court Partnership (DCP) and Dependency Drug Court (DDC) Programs. Counties complete budget sections only for programs for which they currently receive funding.

The FY 2011-2012 Drug Court Program MAP consists of four parts: Sections A, B, C and D. All counties receive CDCI funds, and therefore, must complete Sections A and B. Counties receiving DCP funds must also complete Section C. Counties awarded a DDC Grant must also complete Section D.

Counties receiving CDCI, DCP and/or DDC funds must submit a signed original Drug Court Program MAP to the Department of Alcohol and Drug Programs (ADP) for Grant Award Year 2011-2012. Funds appropriated in the FY 2011-2012 State Budget are for expenditure during the period of **July 1, 2011, through June 30, 2012, for DCP and DDC programs; and January 1, 2012, through December 31, 2012, for the CDCI program.** Counties are required to submit both a hard copy and an electronic copy of this MAP to their Drug Court Program county analyst. Either copy is acceptable to meet the August 1, 2011, deadline.

The Drug Court Program MAP must be submitted no later than August 1, 2011 to:

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
OFFICE OF CRIMINAL JUSTICE COLLABORATION
ATTN: DRUG COURT COUNTY ANALYST
1700 K STREET, FIFTH FLOOR
Sacramento, CA 95811-4037

To access the FY 2011-2012 Drug Court Program MAP template electronically, visit:
<http://www.adp.ca.gov/DrugCourts/ODCI.shtml>

Identify the county contact person authorized to make revisions to this MAP, if necessary:

Name: _____

E-mail address: _____

Phone number: _____

DRUG COURT PROGRAM COUNTY CONTACTS

<p align="center">County Alcohol and Drug Program Administrator</p>	<p>Name Agency Address City, Zip Code Telephone # Fax # E-mail Address</p>	
<p align="center">Drug Court Presiding Judge</p>	<p>Name Agency Address City, Zip Code Telephone # Fax # E-mail Address</p>	
<p align="center">CDCI Drug Court Program Coordinator</p>	<p>Name Agency Address City, Zip Code Telephone # Fax # E-mail Address</p>	
<p align="center">DCP/DDC Drug Court Program Coordinator (If different then CDCI)</p>	<p>Name Agency Address City, Zip Code Telephone # Fax # E-mail Address</p>	
<p align="center">Drug Court Program Fiscal Agent *</p>	<p>Name Agency Address City, Zip Code Telephone # Fax # E-mail Address</p>	
<p align="center">Drug Court Program Data Collection and Evaluation Submitter</p>	<p>Name Agency Address City, Zip Code Telephone # Fax # E-mail Address</p>	

***County contact for questions regarding invoices.**

PART I

DRUG COURT PROGRAM OVERVIEW

Synopsis of MAP

To be eligible to receive CDCI and DCP funds, the County must have established, or be in the process of establishing, a separate adult felony Drug Court Program accepting only participants who are convicted of felonies and placed on formal probation. DDC funds are eligible only to counties that were awarded these funds via a competitive basis. The defendant's participation in the Drug Court Program must be in compliance with the Comprehensive Drug Court Implementation (CDCI) Act of 2003 (California Health and Safety Code Sections 11970.1 – 11970.3 and 11970.35), the Drug Court Partnership (DCP) Act of 2002 (California Health and Safety Code Section 11970.45), and/or Dependency Drug Court (DDC) (California Health and Safety Code Section 11970.2), if receiving DCP or DDC funds. To continue to receive awarded CDCI, DCP, and/or DDC funds, the County must submit a revised MAP which must include the number of participants the court will serve annually, how their Drug Court will incorporate the **Drug Court Key Components** (<http://www.nadco.org/whatis/>), and support Drug Court staff and treatment services.

County Assurances

Unless otherwise modified by this MAP, the County acknowledges that in addition to the conditions specified in Health and Safety Code Section 11970.35, 11970.45 and/or 11970.2, all conditions of the initial CDCI/DCP/DDC application submitted by the County, continue to apply. A County receiving CDCI, DCP, and/or DDC funds must agree to the Terms and Conditions attached to the Notice of Grant Award.

The County agrees to submit all data required by ADP and the Judicial Council on a quarterly basis. The County acknowledges that failure to comply with data reporting requirements of ADP and the Judicial Council will result in ADP withholding reimbursement of expenditures until such time as the County is in compliance. The County further acknowledges that if ADP withholds funds for more than six months, ADP may terminate the County's entire withheld amount, plus unspent funds, and may redistribute those funds to other participating counties.

PART II

SERVICES PROVIDED

Use this page to reflect all services the county will provide to drug court participants, regardless of the funding source.

A. Treatment and Related Services

Check all treatment and related services that will be available to drug court participants:

- Residential Treatment
- Residential Detoxification
- Non-Residential Day Care
- Non-Residential Outpatient Drug Free
- Narcotic Replacement Therapy
- Individual Sessions
- Group Sessions
- Anger management/violence prevention
- Assessment
- Childcare
- Client Public Transportation
- Day-care habilitative substance abuse treatment
- Detoxification
- Drug Court Coordination
- Drug Testing
- Job Placement
- Vocational Counseling
- Other (List)

B. Non-Treatment Related Services

Check all non-treatment related services and activities that will support treatment and related services:

- Consultants
- Court Operations
- Data Collection
- Equipment (e.g., computer, printer, etc.)
- Facilities
- Supplies
- Staff Training
- Staff Travel
- Other (list)

PART III

INCENTIVES AND SANCTIONS

These have been compiled by National Drug Court Institute (NDCI) from operational drug courts throughout the nation. Check the boxes to indicate the incentives and sanctions that are used in your programs.

A. Incentives

- Sobriety Tokens, Chips, Candy, Flowers
- Vouchers, Coupons, Gift Certificates e.g. Video Rental, Haircuts, Groceries, Clothing Store.
- Verbal Praise, Compliments, Lunch from/with the Judge
- Fewer Court Appearances, Fewer Probation Contact, Early Termination from Probation
- Phase Acceleration, Phase Graduation, Graduation, Early Graduation
- Dental, Medical, and Vision Assistance Vouchers
- Transportation Vouchers to Treatment, Probation, Court
- Fee Reduction, Waive Fees, Removing Money Owed, Decrease Restitution
- Free Daycare, Babysitting Services, Diapers, Baby Clothes, Food, Gifts to Children
- Tattoo Removal
- Graduation Certificates, Plaques, Invite Community Leaders to Graduation
- Resume Writing Assistance, Job Placement
- Grant or Increase Travel Privileges
- Scholarships/Donated Courses
- Free Legal Advice
- Sober Social Activities, Bowling, Softball, Dance, Picnic
- Other (list)

B. Sanctions

- Day in Jail or Penalty Box
- Community Service
- Weekend Jail (Work Detail) (Not Applicable for DDC)
- Short-Term Jail Sentence (Not Applicable for DDC)
- Verbal or Written Apologies to the Judge and/or Group
- Increase Time in Phase or Return to Lower Phase
- Increased Monitoring, Surveillance, G.P.S., Court Appearances, Geographical Restrictions
- Enforced Relocation of Home
- Weekly Visits with Probation/Add Time to Probation
- Limitation/Suspension of Privileges
- Extra Drug Screens
- Custody for the Session
- Restriction to Program/No Time Out
- Increased Fees
- Civil Contempt
- Termination
- Write Essay to Court/Group
- Other (list)

PART IV

LOCAL COLLABORATION

ADULT/JUVENILE

Drug Court Team Members

Check the boxes to identify the drug court team members regularly responsible for planning and reviewing participant progress:

- Judge/Commissioner
- District Attorney
- Public Defender/Defense Attorney
- Probation
- Treatment Provider
- Drug Court Coordinator
- Child Protective Services Representative
- Psychologist
- Mental Health Therapist
- Vocational Services Representative
- Domestic Violence Specialist
- Community Resource Specialist
- Other (list below)

Drug Court Sessions (Date and Time)

Please note an "A" next to the day Adult Felon Drug Court meets, "J" for Juvenile, and "D" for Dependency. **MUST COMPLETE THIS SECTION**

- Monday (Time : _____)
- Tuesday (Time : _____)
- Wednesday (Time : _____)
- Thursday (Time : _____)
- Friday (Time : _____)

Drug Court Program Length

- 6 month program
- 12 month program
- 18 month program

Participant Interaction with the Court

Check the frequency with which the participant comes before the court. Mark all that apply to phases in your program.

Phase One

- Two or more times per week
- Once per week
- Once every two weeks
- Once per month
- Less than once per month

Phase Two

- Two or more times per week
- Once per week
- Once every two weeks
- Once per month
- Less than once per month

Phase Three

- Two or more times per week
- Once per week
- Once every two weeks
- Once per month
- Less than once per month

It is recommended that participants in Phase one come before the court at least twice per month initially

LOCAL COLLABORATION

DEPENDENCY

Drug Court Team Members

Check the boxes to identify the Drug Court team members regularly responsible for planning and reviewing participant progress:

- Checkboxes for roles: Judge/Commissioner, Judicial Officers, District Attorney, Public Defender/Defense Attorney, Probation, Treatment Provider, Drug Court Coordinator, Child Protective Services Representative, Psychologist, Public Health Nurse, Mental Health Therapist, Social Worker(s), Drug Treatment Counselor from DADS, Attorneys from the Law Offices that Represent Parents, Paralegals from the Law Offices that Represent Parents, Attorneys from the Law Offices that Represents Children, The Parent Coordinator, Domestic Violence Specialist, Community Resource Specialist, A FIRST 5 County Program Specialist, Representative from a Child Advocate Program, Early Childhood Mental Health Specialist, Other (list below)

Dependency Drug Court Sessions (Day and Time)

- Checkboxes for days of the week (Monday-Friday) with corresponding time slots (Time : _____)

Participant Interaction with the Court

Check the frequency with which the participant comes before the court. Mark all that apply to phases in your program.

Phase One

- Checkboxes for frequencies: Two or more times per week, Once per week, Once every two weeks, Once per month, Less than once per month

Phase Two

- Checkboxes for frequencies: Two or more times per week, Once per week, Once every two weeks, Once per month, Less than once per month

Phase Three

- Checkboxes for frequencies: Two or more times per week, Once per week, Once every two weeks, Once per month, Less than once per month

Number of open W&I 300 cases assessed with substance abuse issues, as of 6/30/10:

Drug Court Program Length

- Checkboxes for program lengths: 6 month program, 12 month program, 18 month program

PART V
DATA COLLECTION

On a quarterly basis, the County shall compile and submit data on the Quarterly Data Collection Form electronically (see email address below).

The following data shall be included in the quarterly report.

- Unique participant identification number.
- Substance Abuse Crime and Prevention Act (SACPA) referral.
- Sentence imposed on terminated defendants.
- Type of Program (CDCI, DCP, DDC).
- Type of court (i.e., pre-plea or post-plea).
- Entry date into the Drug Court Program.
- Each new leading felony charge by code section.
- Each new criminal case or violation of probation, by code section, and whether the new case or violation was a felony or misdemeanor.
- The number of prison days suspended or indicated conditioned upon participation in the Drug Court Program.
- Exit date from the Drug Court Program.
- Method of exit (i.e., completion or termination) from the Drug Court Program.
- Number of prison days avoided by completers.

Identify the person who is responsible for the submission of data:

Name: _____

Position/Title: _____

Phone number: _____

E-mail address: _____

The completed Quarterly Data Collection forms must be emailed to DrugCourtData@adp.ca.gov. If you have any questions regarding completing the data collections forms, please call Jonathan Graham, at 916-327-4070, ADP Office of Applied Research and Analysis, at jgraham@ado.ca.gov.

This form is due to ADP 30 days after the end of each quarter. Due dates for each quarter are as follows:

April 30 (Jan-Mar)	October 31 (July-Sept)
July 31 (Apr-Jun)	January 31 (Oct-Dec)

If you have any data questions, please contact your ADP Drug Court Program county analyst.

PART VI

PROGRAM GOALS AND OBJECTIVES

The county must use the Key Components* of Drug Courts as guidelines for operating their Drug Court program. Check the following boxes to indicate the goals and objectives of the Drug Court program the County has implemented. The key components can be accessed at the National Association of Drug Court Professionals website <http://www.nadcp.org/whats/>.

Required components:

- Alcohol and other drug treatment services are integrated with justice system case processing.
- Public safety is promoted while protecting participants' due process rights.
- Eligible participants are identified early and promptly placed in the Drug Court Program.
- Participants are provided access to a continuum of alcohol, drug, and other related treatment and rehabilitation services.
- Abstinence is monitored by frequent alcohol and other drug testing.
- A coordinated strategy governs Drug Court responses to participants' compliance.
- There is ongoing judicial interaction with each Drug Court participant.
- Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.
- Continuing interdisciplinary education promotes effective Drug Court planning, implementation and operations.
- Forging partnerships among Drug Courts, public agencies, and community-based organizations generates local support and enhances Drug Court effectiveness.

Additional components (optional):

*Source: *Defining Drug Courts: The Key Components*. January 1997. The National Association of Drug Court Professionals, Drug Court Standards Committee. Supported by a grant awarded by the U. S. Department of Justice, Office of Justice Programs, and Drug Court Program Office.

PART VII

GRANT AWARD YEAR 2011-12 ALLOCATIONS

COURT LOCATIONS AND PARTICIPANTS						
(A)	(B)	(C)	(D)	(E)	(F)	(G)
TYPE OF GRANT AWARD	TOTAL ALLOCATION AWARD	ADULT FELONS	JUVENILE	DEPENDENCY	MATCH (20% required)	GRAND TOTAL
CDCI						
DCP						
DDC						

- Column A: Identifies the type of Drug Court Grant Award.
- Column B: List the total allocation award for each type of Drug Court.
- Column C: List the amount that supports Adult Felons (CDCI/DCP).
- Column D/E: List the CDCI allocation amount that supports Juvenile and Dependency drug courts, as of May 20, 2003.
- Column F: Counties are required to match their total allocation by 10% the first and second years of funding and 20% thereafter.
- Column G: Grand Total – Total Allocation Award plus the Match (add column B & F).

TYPE OF DRUG COURT	ADULT	JUVENILE	DEPENDENCY
Total Number of Court Locations by Type*			
Total Adult Courts Combined			
Projected Number of Participants to be served in Project Year 2011-12 regardless of funding**			
Total Combined			

***Total number of court locations by type**

Court Locations refers to geographic locations somewhat distant from each other. For example, an adult felony pre-plea court in downtown Los Angeles, another in Van Nuys and another in Long Beach would count as three (3) adult felony pre-plea courts. Two such courts in the same building would be counted as one court.

****Projected number of participants during Project Year 2011-12**

Counties must enter the number of participants they propose to serve for the Project Year.

2011-2012 DRUG COURT DATA

TOTAL CAPACITY (Regardless of Funding Source)	ADULT	DEPENDENCY	JUVENILE
Out-Patient Drug Free			
Residential Treatment			
Sober Living			

SECTION B

CDCI BUDGET INFORMATION

All Counties Must Complete Section B.

PART VIII

CDCI FUNDING INFORMATION AND CONDITIONS

FUNDING CONDITIONS

Funding under the grant must be used to establish and maintain a separate adult felony Drug Court Program that accepts only defendants who are convicted of felonies and placed on formal probation that is conditioned upon the defendant's participation in the Drug Court Program.

However, those counties that had dedicated funding for Juvenile and/or Dependency Drug Courts in the county's MAP as of May 20, 2003, may continue to expend CDCI funds for those purposes at a budget level not exceeding the level identified in the May 20, 2003, plan. At local discretion, counties may reduce or redirect these funds to adult felony drug courts.

The required local support match is 10 percent the first and second award years, and 20 percent for subsequent years. The match is defined as identified local funds or in-kind resources devoted to supporting expenses related to Drug Court operations in accordance with the MAP. To the extent permitted by law and regulation, matching funds may include county general funds, city general funds, federal funds, and private funds. Resources identified as "match" for this program must be spent directly and exclusively on activities supporting the Drug Court Program. "In-kind" means specific dedicated salaries, office space, equipment, and supplies directed in support of the drug court program. State General Fund may not be used for match.

The anticipated award amount is shown on the County's Notice of Grant Award. The awards were allocated on a per capita basis. Funds will be distributed to eligible counties using the two thousand five hundred dollars (\$2,500) per million/remainder per capita methodology, subject to appropriation in the Budget Act.

Counties are required to accurately track and report to ADP all resources, cash or in-kind, presented or identified within the MAP as match. Applicants must develop local tracking mechanisms for full and accurate reporting of matching funds. Changes to the local match are considered budget modifications and must be approved by ADP.

Items purchased with program funds must be entered into the county's accounting system. Expenditure records must be retained for three years from the date of final payment and are subject to audit. Funds shall support drug court program costs only. In those circumstances where resources are shared with other programs, fractional cost determination or allocation and distinct tracking is required.

PART IX

CDCI BUDGET NARRATIVE AND LINE ITEM BUDGET WORKSHEET

Allowable costs are those reasonably related to the drug court program that cannot be provided by other community agencies. Of total CDCI funds, at least 85 percent (85%) must be used to support treatment and related services, and up to 15 percent (15%) may be used for non-treatment services.

Complete the Line Item Budget Worksheet below and the Proposed CDCI Line Item Budget Form (Part XI). The CDCI Line Item Budget Worksheet and Proposed CDCI Line Item Budget Form should reflect the same totals for each line item.

CDCI LINE ITEM BUDGET WORKSHEET

Each line item below must include a narrative that identifies the type of services being provided within the Treatment Related and/or Non-Treatment Related Costs sections. Make sure to complete separate sections for Adult Drug Court (Section I) and for Juvenile Drug Court and Dependency Drug Court (Section II). Please see Part II (Services Provided) to reference which services are considered Treatment Related or Non-Treatment Related.

Identify only the portion of the services or activities funded by CDCI. Do not include match or in-kind funds.

ADULT DRUG COURT (Section I)

Total of Treatment and Non Treatment related Costs: \$ _____

Treatment and Related Costs: Total \$ _____

Total of all treatment and related line items.

Personnel \$ _____

Describe personnel job title, duties, time base, size of load and salary. If the county is providing direct treatment services, describe modalities of treatment services provided. For county staff providing direct treatment include number of participants to be served.

Fringe Benefits \$ _____

Describe fringe benefits and percentage allotted for personnel described above.

Travel \$ _____

Describe type/purpose of travel, e.g., participant bus tokens, vehicle mileage costs for transporting participants to services, etc. Include the cost and approximate number of bus passes, bus tokens, etc.

Training \$ _____

Describe participant training including type, costs, etc.

Supplies \$_____

List supplies to be purchased and amounts. For drug testing kits detail the number of kits x cost per kit = total spent on drug testing kits, also identify the average cost per client.

Contractual Services \$_____

Describe modalities of treatment services provided. For residential treatment include number of participants to be served, number of beds and bed days as well as the cost per bed to be funded by CDCl. It is required to identify the CalOMS provider code for all contracted providers listed on the MAP.

Non-Treatment Related Costs: Total \$_____

Total of all non-treatment related costs.

Personnel \$_____

Describe personnel job title, duties, time base and salary.

Fringe Benefits \$_____

Describe fringe benefits and percentage allotted for fringe benefits of the personnel describe above.

Travel \$_____

Describe type/purpose of staff travel, e.g., training, site visits, etc)

Training \$_____

Describe staff training including type, costs, etc.

Supplies \$_____

List supplies to be purchased and amounts.

Contractual Services \$_____

Describe services

Indirect Costs \$_____

List rent, utilities, etc.

JUVENILE AND DEPENDENCY DRUG COURT (Section II)

If your county expends CDCl funds for Juvenile and/or Dependency Drug Courts, copy the same line items above and complete this section.

GRAND TOTAL OF SECTION ONE AND SECTION TWO: \$_____

Identify the CalOMS provider number's for each location where services will be provided, which are funded by drug court funding. Inform all treatment providers to use appropriate referral codes:

- 10- Adult Felon Drug Court
- 11- Dependency Drug Court
- 12- Non SACPA Court/Criminal Justice (for Juvenile)

PART X
CDCI MATCH NARRATIVE

Describe how the County will meet its required match.

A local support match of 20 percent is required. The match is defined as identified local funds or in-kind resources devoted to supporting expenses related to drug court operations in accordance with the MAP. To the extent permitted by law and regulations, matching funds may include county general funds, city general funds, and private funds. Resources identified as "match" for this program must be spent directly and exclusively on activities supporting drug court programs. "In-kind" means specific dedicated salaries, office space, equipment and supplies directed in support of the drug court program.

Counties must check the box to confirm no State General Fund will be used as a county match.

State the county's match amount, and then describe the services the county's "match" supports within the drug court program.

PART XI

COMPREHENSIVE DRUG COURT
IMPLEMENTATION

LINE ITEM

PROPOSED BUDGET REQUEST

(SEE ATTACHMENT A)

Section C

DRUG COURT PARTNERSHIP BUDGET INFORMATION

All Counties Receiving DCP Funds Must
Complete Section C

PART XII

DRUG COURT PARTNERSHIP FUNDING INFORMATION AND CONDITIONS

FUNDING CONDITIONS

Funding under the grant must be used to establish and maintain a separate adult felony drug court program that accepts only defendants who are convicted of felonies and placed on formal probation that is conditioned upon the defendant's participation in the drug court program.

A local support match of 20 percent is required. The match is defined as identified local funds or in-kind resources devoted to supporting expenses related to Drug Court operations in accordance with the MAP. To the extent permitted by law and regulation, matching funds may include county general funds, city general funds, and private funds. Resources identified as "match" for this program must be spent directly and exclusively on activities supporting the Drug Court Program. "In-kind" means specific dedicated salaries, office space, equipment, and supplies directed in support of the drug court program. State General Fund may not be used for match.

Counties are required to accurately track and report to ADP all resources, cash or in-kind, presented or identified within the MAP as match. Applicants must develop local tracking mechanisms for full and accurate reporting of matching funds. Changes to the local match are considered budget modifications and must be approved by ADP.

Items purchased with program funds must be entered into the county's accounting system. Expenditure records must be retained for three years from the date of final payment and are subject to audit. Funds shall support drug court program costs only. In those circumstances where resources are shared with other programs, fractional cost determination or allocation and distinct tracking is required.

PART XIII

DRUG COURT PARTNERSHIP BUDGET NARRATIVE AND LINE ITEM BUDGET WORKSHEET

Complete the Line Item Budget Worksheet below and the Proposed Budget Request Form (Part XV). The worksheet and the Proposed Budget Request Form should reflect the same totals for each line item.

LINE ITEM BUDGET WORKSHEET

Each line item below must include a narrative that identifies the type of services being provided within the Treatment Related and/or Non-Treatment Related Costs sections. Make sure to complete separate sections for Adult Drug Court (Section I) and for Juvenile Drug Court and Dependency Drug Court (Section II). Please see Part II (Services Provided) to reference which services are considered Treatment Related or Non-Treatment Related.

Identify only the portion of the services or activities funded by CDCI. Do not include match or in-kind funds.

Treatment and Related Costs: Total \$ _____

Total of all treatment and related line items.

Personnel \$ _____

Describe personnel job title, duties, time base, size of load and salary. If the county is providing direct treatment services, describe modalities of treatment services provided. For county staff providing direct treatment include number of participants to be served.

Fringe Benefits \$ _____

Describe fringe benefits and percentage allotted for personnel described above.

Travel \$ _____

Describe type/purpose of travel, e.g., participant bus tokens, vehicle mileage costs for transporting participants to services, etc) Include the cost and approximate number of bus passes, bus tokens, etc.

Training \$ _____

Describe participant training including type, costs, etc.

Supplies \$ _____

List supplies to be purchased and amounts. For drug testing kits detail the number of kits x cost per kit = total spent on drug testing kits, also identify the average cost per client.

Contractual Services \$ _____

Describe modalities of treatment services provided. For residential treatment include number of participants to be served, number of beds and bed days as well as the cost per bed to be funded by CDCI. It is required to identify the CalOMS provider code for all contracted providers listed on the MAP.

Non-Treatment Related Costs: Total \$ _____

Total of all non-treatment related costs

Personnel \$ _____

Describe personnel job title, duties, time base and salary.

Fringe Benefits \$ _____

Describe fringe benefits and percentage allotted for fringe benefits of the personnel describe above.

Travel \$ _____

Describe type/purpose of staff travel, e.g., training, site visits, etc.

Training \$ _____

Describe staff training including type, costs, etc.

Supplies \$ _____

List supplies to be purchased and amounts.

Contractual Services \$ _____

Describe services

Indirect Costs \$ _____

List rent, utilities, etc.

Identify the CalOMS provider number's for each location where services will be provided, which are funded by drug court funding. Inform all treatment providers to use appropriate referral codes:

10- Adult Felon Drug Court

11- Dependency Drug Court

12- Non SACPA Court/Criminal Justice (for Juvenile)

PART XIV

DRUG COURT PARTNERSHIP MATCH NARRATIVE

Describe how the County will meet its required match.

A local support match of 20 percent is required. The match is defined as identified local funds or in-kind resources devoted to supporting expenses related to drug court operations in accordance with the MAP. To the extent permitted by law and regulations, matching funds may include county general funds, city general funds, and private funds. Resources identified as "match" for this program must be spent directly and exclusively on activities supporting drug court programs. "In-kind" means specific dedicated salaries, office space, equipment and supplies directed in support of the drug court program.

County's must check the box to confirm no State General Fund will be used as a county match.

State the county's match amount, and then describe the services the county's "match" supports within the drug court program.

PART XV
DRUG COURT PARTNERSHIP
LINE ITEM
PROPOSED BUDGET REQUEST
(SEE ATTACHMENT B)

SECTION D

DEPENDENCY DRUG COURT BUDGET INFORMATION

All Counties Receiving DDC Funds Must
Complete Section D

PART XVI

DEPENDENCY DRUG COURT FUNDING INFORMATION AND CONDITIONS

FUNDING CONDITIONS

Funding under the grant must be used to establish and maintain a DDC Program. This program will focus on parents whose substance abuse contributes to child abuse and/or neglect resulting in involvement with juvenile court dependency proceedings under Welfare and Institutions Code Section 300 *et. seq.*

The required local support match is 10 percent the first and second award years, and increases to 20 percent for subsequent years. The match is defined as identified local funds or in-kind resources devoted to supporting expenses related to DDC operations in accordance with the MAP. To the extent permitted by law and regulation, matching funds may include county general funds, city general funds, federal funds, and private funds. Resources identified as "match" for this program must be spent directly and exclusively on activities supporting the DDC Program. "In-kind" means specific dedicated salaries, office space, equipment, and supplies directed in support of the DDC Program. State General Funds may not be used for match.

Counties are required to accurately track and report to ADP all resources, cash or in-kind, presented or identified within the MAP as match. Applicants must develop local tracking mechanisms for full and accurate reporting of matching funds. Changes to the local match are considered budget modifications and must be approved by ADP.

Items purchased with program funds must be entered into the county's accounting system. Expenditure records must be retained for three years from the date of final payment under this program and are subject to audit. Funds for this program shall support drug court program costs only. In those circumstances where resources are shared with other programs, fractional cost determination or allocation and distinct tracking is required.

PART XVII

DEPENDENCY DRUG COURT BUDGET NARRATIVE AND
LINE ITEM BUDGET WORKSHEET

Allowable costs are those reasonably related to the drug court program that cannot be provided by other community agencies.

Complete the Line Item Budget Worksheet below and the Proposed Budget Request Form. The Budget Worksheet and the Proposed Budget Request Form should reflect the same totals for each line item.

LINE ITEM BUDGET WORKSHEET

Each line item below must include a narrative within the Treatment and Related and/or Non-Treatment Related Costs. Allowable costs are not limited to those services listed in Part II.

Identify only the portion of the services or activities funded by DDC. Do not include match or in-kind funds.

Treatment and Related Costs: Total \$ _____

Total of all treatment and related line items

Personnel \$ _____

Describe personnel job title, duties, time base, size of load and salary. If the county is providing direct treatment services, describe modalities of treatment services provided. For county staff providing direct treatment include number of participants to be served.

Fringe Benefits \$ _____

Describe fringe benefits and percentage allotted for personnel described above.

Travel \$ _____

Describe type/purpose of travel, e.g., participant bus tokens, vehicle mileage costs for transporting participants to services, etc. Include the cost and approximate number of bus passes, bus tokens, etc.

Training \$ _____

Describe participant training including type, costs, etc.

Supplies \$ _____

List supplies to be purchased and amounts. For drug testing kits detail the number of kits x cost per kit = total spent on drug testing kits, also identify the average cost per client.

Contractual Services \$_____

Describe modalities of treatment services provided. For residential treatment include number of participants to be served, number of beds and bed days as well as the cost per bed to be funded by DDC. It is required to identify the CalOMS provider code for all contracted providers listed on the MAP.

Non-Treatment Related Costs: Total \$_____

Total of all non-treatment related costs

Personnel \$_____

Describe personnel job title, duties, time base and salary.

Fringe Benefits \$_____

Describe fringe benefits and percentage allotted for fringe benefits of the personnel describe above.

Travel \$_____

Describe type/purpose of staff travel, e.g., training, site visits, etc.

Training \$_____

Describe staff training including type, costs, etc.

Supplies \$_____

List supplies to be purchased and amounts.

Contractual Services \$_____

Describe services

Indirect Costs \$_____

List rent, utilities, etc.

Identify the CalOMS provider number's for each location where services will be provided, which are funded by drug court funding. Inform all treatment providers to use appropriate referral codes:

10- Adult Felon Drug Court

11- Dependency Drug Court

12- Non SACPA Court/Criminal Justice

PART XVIII

DEPENDENCY DRUG COURT MATCH NARRATIVE

Describe how the County will meet its required match.

A local support match of 20 percent is required. The match is defined as identified local funds or in-kind resources devoted to supporting expenses related to drug court operations in accordance with the MAP. To the extent permitted by law and regulations, matching funds may include county general funds, city general funds, and private funds. Resources identified as "match" for this program must be spent directly and exclusively on activities supporting drug court programs. "In-kind" means specific dedicated salaries, office space, equipment and supplies directed in support of the drug court program.

County's must check the box to confirm no State General Fund will be used as a county match.

State the county's match amount, and then describe the services the county's "match" supports within the dependency drug court program.

PART XIX
DEPENDENCY DRUG COURT
LINE ITEM
PROPOSED BUDGET REQUEST
(SEE ATTACHMENT C)