

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 13<sup>th</sup> day of December 2016:

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<u>Present:</u>	<u>Vote:</u>
William A. Robertson, Jr., Chairman	_____
Jerry J. Skalsky, Vice Chairman	_____
Alan R. Carmichael	_____
Donald R. Hunter	_____
T. J. Webb	_____

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A-2

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which \_\_\_\_\_, the following resolution was adopted:

AUTHORIZE THE COMMUNITY CORRECTIONS DEPARTMENT TO COMPLETE AND SUBMIT A GRANT APPLICATION TO THE SUPREME COURT OF VIRGINIA FOR WAGES, BENEFITS, TRAVEL COSTS AND SUPPLIES FOR ADULT DRUG TREATMENT COURT

WHEREAS, the Community Corrections Department is requesting approval of the Prince George County Board of Supervisors to apply for a grant of \$95,000 through The Supreme Court of Virginia, due for submission immediately; and

WHEREAS, the total award of \$95,000 will be utilized for wages, benefits, travel costs and supplies for Adult Drug Treatment Court; and

WHEREAS, the grant requires a twenty-five percent (25%) in-kind/cash match of \$23,750, which requires no additional local appropriation and is satisfied with existing services and/or already appropriated in the FY2017 adopted budget in the Community Corrections Fund 0217.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13<sup>th</sup> day of December, 2016, does hereby authorize the submission of a grant application for \$95,000, which requires a 25% local in-kind/cash match of \$23,750 which requires no additional local appropriation and is satisfied within the adopted FY2017 budget, for wages, benefits, travel costs and supplies related to Adult Drug Treatment Court.

BE IT FURTHER RESOLVED, That a copy of this Resolution shall be retained as support authorizing the grant application to The Supreme Court of Virginia.


A Copy Teste:

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Percy C. Ashcraft  
County Administrator



Prince George County  
Notice of Grant Application  
COMPLETION REQUIRED FOR ALL GRANT APPLICATIONS

Prince George Department Name	Community Corrections
Department Contact	Bettina W. Coghill
Contact E-Mail	<a href="mailto:bcoghill@princegeorgecountyva.gov">bcoghill@princegeorgecountyva.gov</a>
Contact Phone Number	804-733-2760
Name of Grant	VA Drug Court Treatment Court Grant
Granting State/Federal/Not-for-Profit Agency	Supreme Court of Virginia
\$ Amount of Grant	\$95,000
Brief Description of the Grant (Nature of the grant and planned use of funds)	funds will be used for the operation of our local drug court; will provide staffing for the program, drug supplies, and basic office supplies
Does this grant require a Cash Match? (Yes / No)	No
If cash match is required, provide amount and percentage of match	NA
Does this grant require an In-Kind Match? (Yes / No)	Yes a 25% in kind match
If In-Kind Match is required provide a description and dollar value of services/personnel/materials match	see attached budget for details
Will award of this grant result in additional funded FTE? Yes or No and specify Full-Time; Part-Time and # of FTE	yes one FTE
Has Prince George received this grant award in prior years (is this a recurring grant)?	No it has not been received but will be recurring
If yes, provide most recent previous award date	NA
Grant Application Deadline Date	immediately
Requested Board of Supervisor meeting agenda date to present application	12/13/2016
Expected Date of Grant Award (if known)	As soon as possible
Department Head Signature	

See application; some cash match, but already budgeted in Fund 0217

**Attach**

Memo(s) from granting state/federal agency with grant information  
Application (if complete) including a budget summary and narrative

**Provide this completed form and attachments to:**

Prince George County  
Notice of Grant Application  
COMPLETION REQUIRED FOR ALL GRANT APPLICATIONS

Finance Director - Note a copy of this form will be provided to County Administrator by Finance Director

	<b>FOR FINANCE USE:</b>
Date Received:	11/30/2016
Received by:	Betsy Drewry
General Fund or Special Revenue Fund	Special Revenue Fund (Fund 0217 - Community Corrections)
<b>G/L Notes (if recurring)</b>	
Revenue Code	0217-20-601-8203-00000-000-000-000-326212 (NEW)
Expenditure Code	0217-03-300-2176-00000-000-000-000-MULTIPLE ADDED OBJ
	Expenditure string exists, will need new objects added

ITEMIZED BUDGET Drug Court				FY2017				
1. Personnel/Employees				SUPREME COURT FUNDS		APPLICANT MATCH		TOTAL
a. Name of Employee	Position Title	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	
Vacant	Probation Officer	44,578	2080		44,579	\$0	\$0	\$44,579
Deputy Robert Vaughan	LEO	32.21	624		20,099	\$0	\$0	\$20,099
<b>TOTAL</b>				\$0	\$64,678	\$0	\$0	\$64,678
<b>b. Fringe Benefits apply only of FTE and LEO</b>								\$0
FICA % = 7.65%		Group Life = 1.31%			\$5,532			\$5,532
RETIREMENT = 14.48%		Workers Comp = .85%			\$7,005			\$7,005
OTHER (Itemize) =		Health Ins. = \$9000 per empl.			\$9,000			\$9,000
<b>TOTAL</b>				\$0	\$21,537	\$0	\$0	\$21,537
<b>TOTAL PERSONNEL (A+B)</b>				\$0	\$86,215	\$0	\$0	\$86,215

2. Consultants (including Travel and Subsistence)		SUPREME COURT FUNDS		APPLICANT MATCH		TOTAL
		FEDERAL	STATE	CASH	IN-KIND	
<b>a. Individual Consultants</b>			\$0	\$0	\$0	\$0
Type: Moral Reconation Therapy 1.5 hours per week			\$0	\$0	\$2,500	\$2,500
Type: Drug Court Assessment by D19 \$100 per person			\$0	\$2,000	\$0	\$2,000
<b>TOTAL</b>		\$0	\$0	\$2,000	\$2,500	\$4,500
<b>b. Organizations and Associations</b>						
Type: Sub. Abuse, Anger Management, and CMP by CFTJ 6 hrs per week			\$0	\$0	\$20,500	\$20,500
Type: Clinician and Process Group by D19 10 hours per week			\$0	\$0	\$6,500	\$6,500
Type: Rubicon/Inpatient SA Treatment through D19			\$0	\$0	\$2,800	\$2,800
<b>TOTAL</b>		\$0	\$0	\$0	\$29,800	\$29,800
<b>c. Consultants' Subsistence and Travel</b>						
Number of Days:	NA		\$0	\$0	\$0	\$0
Rate/Day:			\$0	\$0	\$0	\$0
<b>TOTAL</b>		\$0	\$0	\$0	\$0	\$0
<b>TOTAL CONSULTANTS (a+b+c)</b>		\$0	\$0	\$2,000	\$32,300	\$34,300

3. Travel and Subsistence for Project Personnel				SUPREME COURT FUNDS		APPLICANT MATCH		TOTAL
				FEDERAL	STATE	CASH	IN-KIND	
a. Local mileage = No. of miles X Rate Per mile	1000	X	\$0.440		\$440	\$0	\$0	\$440
b. Non Local mileage = No. of Miles X Rate Per mile		X	\$0.440		\$0	\$0	\$0	\$0
c. Subsistence = number of days X rate per day		X	\$144.00		\$0	\$0	\$0	\$0
d. Air or other fares					\$0	\$0	\$0	\$0
<b>TOTAL TRAVEL:</b>				\$0	\$440	\$0	\$0	\$440

4. Equipment				SUPREME COURT FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Unit Price	Purchase or Rental	FEDERAL	STATE	CASH	IN-KIND	
Computer					\$0	\$800	\$0	\$800
								\$0
								\$0
								\$0
<b>TOTAL EQUIPMENT:</b>				\$0	\$0	\$800	\$0	\$800

5. Supplies and Other Expenses			SUPREME COURT FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Price	FEDERAL	STATE	CASH	IN-KIND	
Desk and Chair	1	\$400		\$400	\$0	\$0	\$400
Cell phone	12 mos	\$50		\$600	\$0	\$0	\$600
Office Supplies Basic	12 mos	\$100		\$1,200	\$0	\$0	\$1,200
Drug Supplies	12 mos	\$350		\$6,145	\$0	\$0	\$6,145
Drug Court Graduation Ceremonies		\$250			\$250	\$0	\$250
							\$0
<b>TOTAL SUPPLIES AND OTHER:</b>			\$0	\$8,345	\$250	\$0	\$8,595

6. Indirect Cost			DCJS FUNDS		APPLICANT MATCH		TOTAL
			FEDERAL	STATE	CASH	IN-KIND	
							\$0
<b>TOTAL INDIRECT COST:</b>			\$0	\$0	\$0	\$0	\$0

<b>GRAND TOTAL:</b>	\$0	\$95,000	\$3,050	\$32,300	\$130,350
<b>7. Cash Funds</b>					
Cash funds from sources other than grant program supporting this project- (itemize). Do not add to requested Project Budget Summary accounts.)					
Cash Funds are from the collection of \$100 fee per month per participant. FY 15/16 \$8,300 was collected					
<b>TOTAL:</b>		\$95,000	\$3,050	\$32,300	\$130,250

## **VA Supreme Court Adult Drug Treatment Court Funding is for the remainder of FY 16/17**

### **1. Employees:**

- Officer Vaughan currently provides 2-4 hours per week of field supervision to drug court participants which is funded through the collection of drug court participant monthly fees
- Salary is paid at over-time rate and FICA and worker's comp also are paid

### **2. Consultants**

- MRT Group will be conducted by in-house staff member and results in no cost
- D19 provides original drug court assessment at \$100 per assessment; anticipated 20 assessments this year; funding by drug court participant
- D19 currently provides a clinician 1.5 days per week that meets individually with drug court participants and also conducts Process Group 1 our per week; all at no charge to the agency
- D19 also provides funding for in-patient substance abuse treatment at Rubicon; no charge to the agency
- D19 currently provides the drug court assessments ordered on offenders/defendants by the Court; this fee is \$100 per assessment and is paid by the offender/defendant
- RCJA currently contracts for substance abuse and anger management services in addition to the CMP Group; services are provided by the Center for Therapeutic Justice and funded through the collection of local probation supervision fees

### **3. Travel**

- RCJA currently has two county vehicles that will be utilized the Drug Court Probation Officer

### **4. Equipment**

- Computer will need to be purchased; cash source will be drug court participant fees
- Grant does not allow this year for equipment purchases

### **5. Supplies and Other**

- General office supplies and functions such as telephone, copier, paper, etc. are supplied by RCJA through CCCA/PSA Grants
- Office space is needed; currently no existing space on first floor of RCJA; vacant office upstairs will need minor repairs such as paint, carpet, phone and computer lines; estimated costs \$2,500 to be funded through drug court participant fees and/or funding remaining in RCJA budget due to staff vacancies
- Grant does not allow this year for the purchase of food supplies for graduation ceremonies.

### **6. Indirect Costs**

- Grant does not allow this year for indirect costs

### **7. Cash Funds**

- During FY 15/16, \$8,300 in drug court participant fees were collected