



OFFICE OF
GENERAL COUNSEL
CITY OF JACKSONVILLE
1300 CITY HALL
JACKSONVILLE, FLORIDA 32202

Mr. Oxley

HARRY L. SHORSTEIN
GENERAL COUNSEL

August 22, 1975

AREA CODE 904
633-2460

Arthur I. Jacobs, Esquire
County Attorney
Nassau County
Board of County Commissioners
Fernandina Beach, Florida 32304

Dear Mr. Jacobs:

I am writing on behalf of the City of Jacksonville to acknowledge receipt of an Agreement between the City and Nassau County relating to alcoholism services sent to us by Mr. D. O. Oxley, Ex-Officio Clerk. Also, I have a companion agreement on the same subject between University Hospital of Jacksonville and Nassau County.

I have taken no action on these two agreements due to the fact that Mr. Bob Yates, Chief of the City's Division of Mental Health, is currently exploring the possibility of utilizing another means to accomplish the same purpose which may cause the present contracts to be unnecessary. Generally, Mr. Yates is concerned that the currently proposed arrangement may be disadvantageous to both the City and the County in respect to a duplication of expenditures as reported to the State and a decrease in reimbursement. If you have any questions in this regard please contact Mr. Yates. It is hoped that a more simplified and efficient system can be established.

I shall continue to hold these two agreements without further action until otherwise notified by Mr. Yates.

Sincerely,

Gerald A. Schneider
GERALD A. SCHNEIDER
Assistant Counsel

GAS:jl

cc: Mr. D. O. Oxley ✓
Mr. Bob Yates
Mr. Wesley M. Tillis

State of Florida
 Department of Administration
 Division of State Planning
**BUREAU OF CRIMINAL JUSTICE
 PLANNING & ASSISTANCE**

**SUBGRANT APPLICATION
 FOR
 LEAA FUNDS**

Project No. _____ CJ Seg. _____
 Date Received _____
 FY _____ PART B 40% _____ PART C 75%
 _____ PART E _____ SPC
 For BCJPA Use Only

PART I. GENERAL ADMINISTRATIVE INFORMATION*

1. Project Title: Prevention and Reduction of Alcoholism and Drug Abuse in
2. Funding Category: Part "B" Part "C" Part "E" Other
3. Program and Subprogram Area in which Application is Made: E-1.1 Treatment for Substance Abuse
4. Type of Application: Original Revision Continuation of Grant No. _____
5. Anticipated Subgrant Period: August 1, 1975 through July 31, 1976
6. Date Application Submitted to SPA: June 16, 1975
7. Name of Clearinghouse(s) Application Submitted: Jacksonville Area Planning Board
8. Date(s) Submitted to Clearinghouse(s): June 2, 1975
9. LEAA Support Sought: \$ 17,000.00 Matching Share: \$ 1,888.00 Total Budget: \$ 18,888.00
 FY 75 LEAA funds

<p>10. Applicant:</p> <p style="text-align: center;">Nassau County Board of County Commissioners Nassau County Courthouse Fernandina Beach, Florida</p> <p style="text-align: center;"><i>John F. Armstrong Jr.</i> Signature and Title <u>Chairman - Board of Co. Comm.</u></p>	<p>11. Chief Financial Officer:</p> <p style="text-align: center;">Honorable Dean O. Oxley Clerk of the Circuit Court Nassau County Courthouse Fernandina Beach, Florida</p> <p style="text-align: center;"><i>D. O. Oxley</i> Signature and Title <u>Ex-Officio Clerk - B.C.C.</u></p>
<p>12. Implementing Agency:</p> <p style="text-align: center;">Nassau County Council on Alcoholism and Drug Abuse, Inc. St. Peters Episcopal Church P.O. Box 998 Fernandina Beach, Florida 32034</p>	<p>13. Project Director:</p> <p style="text-align: center;">Person to be selected in the first month of the grant period.</p>

14. Project Summary - Summarize in approximately 200 words, the most important parts of the description of the project plan presented in Part II.

The overall objective of this project is to organize and conduct an alcoholism and drug abuse (narcotics) prevention and reduction effort in Nassau County and thereby cause a reduction in the incidence of all substance abuse by 10% by the end of the first year of the project. Included in the project will be one-to-one and group counseling, controlled antabuse services, and education, referral, and transportation services.

The implementing agency will be the Nassau County Council on Alcoholism and Drug Abuse, Inc. The Council has already hired a counselor who is being paid out of State's Bureau of Alcoholic Rehabilitation funds but who will, at the beginning of the grant period, be paid by grant funds.

*See Instruction Manual, Section 1, Page 1, for instructions on completing this section.

14. Part III (cont.)

The Nassau County Council on Alcoholism and Drug Abuse will recruit for, select, and hire a Counselor/Director during the first month of the grant period.

SUBGRANT APPLICATION

SUPERSEDES: Effective Date
Section N/A Page N/A

Approved By: L. Kenneth Ireland, Jr., Secretary
Approval Date: April, 1974

PART II. PROJECT PLAN AND SUPPORTING DATA*

State clearly and in detail the aims of the project, precisely what will be done, who will be involved, and what is expected to result. Use the following major headings:

- A. STATEMENT OF THE PROBLEM
- B. MEASURABLE OBJECTIVES
- C. EVALUATION
- D. PROCEDURES AND TIMETABLE
- E. RESOURCES

All of these topics are interrelated and should be written to reflect that fact. Clearly define a manageable but significant problem and document the need for this particular project. State measurable objectives which, if met, will have the projected effect on the problem stated. Develop a plan for assessing the extent to which the project has met its stated objectives. Organize procedures and allocate resources in a manner that is realistic and compatible with the objectives of the project.

Start below and use continuation pages as necessary.

A. Statement of the Problem

Alcoholism presents two major related problems to the criminal justice system. One problem centers around alcoholics charged with driving while intoxicated, or being disorderly intoxicated. The second problem is based on the fact that alcoholism often times is a major factor in domestic disturbances or similar situations which, in turn, sometimes result in serious crimes including aggravated assault and even murder.

According to the 1973 Annual Report, Crime in Florida - UCR 175 persons were arrested in Nassau County for disorderly drunkenness and 357 for driving while under the influence (D.W.I.). Of the total 826 arrests in that county in 1973, 532 were alcohol-associated arrests, which turned out to be 65% of the total arrests.

The 1974 Annual Report Crime in Florida points out that 352 persons were arrested in Nassau County for disorderly drunkenness and 264 for D.W.I. Of the total 979 arrests in that county in 1974, 616 (63%) were alcohol-associated arrests.

	<u>Disorderly Drunkenness</u>	<u>D.W.I.</u>
1973	175	357
1974	352	264

Alcoholism or alcohol abuse is a major factor in many crimes and criminal activity. A study conducted by the National

* See Instruction Manual, Section II, Pages 1 through 4, for instructions on completing this section.

STATEMENT OF THE PROBLEM (cont.)

Institute on Alcohol and Alcohol Abuse estimates that 40 to 50 percent of the convicted felons in our country have problems stemming from alcohol abuse. The incidence of alcohol abuse problems among imprisoned criminals is estimated conservatively to be 7 to 8 times higher than among the general population.

A continuing and determined effort in the prevention and reduction of alcoholism is necessary indeed if crime control and crime prevention is to become a successful endeavor in Nassau County. Emphasis must be placed on the causes of and dangers posed by alcohol abuse.

Drug Abuse (narcotics) prevention and reduction efforts in Nassau County must be considered in conjunction with efforts aimed at the reduction of alcoholism and alcohol abuse. Authorities in the field of alcohol and drug abuse are pointing out increasing evidence that many individuals abusing the use of alcohol are simultaneously involved in drug abuse and vice versa. Of the 616 arrests made in Nassau County in 1974, 37 were for the possession or sale of narcotics.

As Attorney General Robert Shevin pointed out in 1973 in the Journal of Drug Issues, "the punitive approach did not consider the social and personal problems that contribute to drug abuse." Shevin made the following four points: (1) the criminal justice system provides an "after the fact" response. Deterrence is effective only with the real threat of a penalty, yet few drug users can conceive of actually being caught and incarcerated; (2) By concentrating on illegal drugs, this approach ignores the massive problem of drug dependencies on legal substances and prescription drugs. The resultant dysfunctionality contributed to the establishment of an outlaw youth sub-culture, at perpetual odds with law enforcement and society; (3) By concentrating on arrest and incarceration, this approach ignored the important role that drug prevention and drugless alternatives must play in any ultimate solution; and (4) the criminal justice system was bankrupt in terms of rehabilitating the offender. The offender usually wasn't freed from his dependency problem and in some cases he came out worse than before because of his exposure in prison to other criminal elements.

B. Measurable Objectives

The overall objective of this project is to organize and conduct an alcoholism and drug abuse (narcotics) prevention and reduction effort in Nassau County and thereby cause a reduction in the incidence of all substance abuse by 10% by the end of the first year of the project. The project will be organized in a manner that will provide full-time counseling services to include alcohol abuse prevention and

MEASURABLE OBJECTIVES (Cont.)

rehabilitation and drug-abuse prevention and rehabilitation for adults and for youth; controlled antabuse services, with counseling, for chronic alcoholics; transportation and referral services for those in need of special treatment in Jacksonville or in certain facilities in Nassau County; and general education on the dangers posed by alcohol and drug abuse.

Specific objectives are to:

1. Hire a counselor/director* and establish operations (by setting up office space and needed housekeeping services);
2. Provide one-to-one or group counseling sessions (prevention or rehabilitation as appropriate) to approximately 200** individuals at the following locations:

<u>Number of sessions</u>	<u>Location</u>
100	County Jail
20	Families (at residences)
200	Local office or meeting room

3. Provide one-to-one (rehabilitation) counseling as part of the antabuse services to at least 50 chronic alcoholics;
4. Provide at least 20 presentations on the dangers of alcoholism and drug abuse to a total of 500 people at churches and at civic and business centers;
5. Provide at least 20 presentations or coordinate 20 group "Rap" sessions on the dangers of alcoholism and drug abuse to 300 high school students;
6. Assist in transporting 50 clients to Jacksonville's Primary Care Center, Jacksonville Drug Abuse Program, or to other health facilities in Duval or Nassau Counties as necessary;
7. Make at least 50 referrals, as necessary, to other social service or medical service agencies in Nassau or Duval County.

*A Counselor (assistant) has already been hired and is being paid with State's Bureau of Alcoholic Rehabilitation funds.

**It is difficult to determine what percentage of the 200 clients will be treated for alcohol abuse or for drug abuse. It is estimated, however, that 75% will be treated for alcohol abuse. As mentioned under "Statement of the Problem," many individuals abusing alcohol are simultaneously abusing drugs.

C. Evaluation

Progress evaluation will be completed by the Counselor/Director and presented in quarterly progress reports and in a final narrative report, and also will be completed by the Region IV Criminal Justice Planner when monitoring the project by the members serving on the Nassau County Council on Alcoholism and Drug Abuse, Inc., when reviewing the quarterly progress reports and other reports required by that body; by the State's Bureau of Alcoholic Rehabilitation representatives when monitoring the project; and by the State's Bureau of Drug Abuse Prevention representatives when monitoring the project.

In order to make evaluation a reality, the Counselor/Director or his secretary will be required to keep records on the number of counseling sessions, on the number of lectures, on the number of referrals, and on the number of clients assisted.

The Counselor/Director or, by that person's direction, the Secretary, also will be required to keep assessment/progress reports on all individual clients who have been counseled or assisted, which reports will show the number and variety of services rendered each client. The reports also will reveal a track record on a client's length of sobriety or length of abstaining from drugs, plus a follow-up study on clients who have successfully completed rehabilitative treatment (counseling and/or antabuse).

The Nassau County Sheriff's Office and the municipal police departments in that county additionally can compare the effects of the program with any changing trends in numbers of arrests for substance abuse which, in turn, can indicate if crime reduction is the final product of this project.

D. Procedures and Timetable

1. Organizing

The project will be organized during the first month of the grant period. The Counselor, who already has been hired by the Nassau County Council on Alcoholism and Drug Abuse, Inc., will establish hours of daily operation and promulgate throughout Nassau County information regarding days and hours of operation. He will make and set forth daily and weekly operating plans, i.e. making initial contacts, organizing referral services, etc. These organizing endeavors will be carried into the second month. Also, in the first month, a Counselor/Director will be hired by the Nassau County Council on Alcoholism and Drug Abuse, Inc.

2. Counseling, lecturing, transporting and referral services

In the second month, the Counselor/Director, assisted by the Counselor, will begin the prevention/rehabilitation

PROCEDURES AND TIMETABLE (cont.)

activities as delineated in the measurable objectives. This staff will receive referrals (clients) from the courts, from law enforcement agencies, from local health agencies, from clergymen, from families, etc. The staff will conduct psychotherapeutic one-to-one and group counseling from the middle of the second month to end of the project period. These sessions will be held in the project's office and conference rooms, which rooms are part of St. Peter's Episcopal Church complex; in the County Jail; and in families' residences.

In the third month, the Counselor/Director, assisted by the Counselor, will begin the antabuse service activity and will counsel up to 50 chronic alcoholics referred by the Nassau County Judge. The Counselor/Director will assist the County Judge, the local health department, a local pharmacist, and the Clerk of the Circuit Court in establishing a receipting system. In that regard, the Judge will instruct a chronic alcoholic (brought in for a hearing) to pick up a receipt slip from the Clerk of the Circuit Court's office, and take the slip to the local health department or a local physician's office. After giving the chronic alcoholic a physical examination and giving the alcoholic an antabuse pill, a physician or nurse will sign and date the receipt slip. The chronic alcoholic will be further instructed to take the receipt slip to the Counselor/Director. The Counselor/Director will receive the alcoholic client, counsel the client, then sign and date the receipt slip and hold the slip for record keeping purposes. Thus, with a receipting system, the antabuse service will be a controlled activity. If a client refuses to follow the County Judge's instructions to take the antabuse pills and go for counseling, then that client may be charged with contempt.

Beginning in the fourth month, the Counselor/Director will begin the first in a series of 20 presentations on the dangers posed by alcoholism or drug abuse. As noted in the fourth measurable objective, a total of 500 people at churches and at civic and business centers will be reached.

In the fifth month, the Counselor/Director will initiate at least 20 presentations or coordinate 20 group "rap" sessions on drugless alternatives to 300 high school students in Fernandina Beach and in Callahan.

The Counselor/Director, assisted by the Counselor, will make at least 50 referrals to other social service or medical service agencies in Nassau and Duval Counties. Included in the referral services would be the Jacksonville Primary Care Center, the DYS Bureau of Field Ser-

E. Resources

1. Qualifications and Facilities of Implementing Agency.

The Nassau County Council on Alcoholism and Drug Abuse, is a non-profit corporation located at St. Peters Episcopal Church Complex in Fernandina Beach. The Council sets policy for an information/referral program. With this grant, however, the same program will quickly be developed into a full-scope substance abuse prevention and reduction effort in Nassau County as described under the foregoing "measurable objectives" and "procedures and timetable." The information referral program has been funded with State's Bureau of Alcoholic Rehabilitation (BAR) monies plus a local match. The present staff being paid out of the BAR monies (to the end of June 1975) consists of a full-time Counselor and a full-time secretary. The salary and fringes of the Counselor will be paid out of the forthcoming LEAA grant (with State and local match). Also, out the LEAA grant will be the payroll costs for eight months for the Counselor/Director plus travel expenses for the Counselor/Director and the Counselor. BAR monies will be used during the grant period to pay for four months salary and fringes for the Counselor/Director, the total payroll costs of the full-time secretary, lease of office space, antabuse pills, telephone, office supplies etc.

2. Staff and Staff Organization

The members of the Nassau County Council on Alcoholism and Drug Abuse, the policy making body, consist of:

The staff will consist of a Director/Counselor who will be recruited for, selected, and employed by the Nassau County Council on Alcoholism and Drug Abuse, Inc.; a Counselor; and a Secretary.

The Counselor/Director will be responsible for all administrative and programmatic duties and for supervising the Counselor and the Secretary. The Counselor/Director will adhere to all Federal, State and local regulations and will be subordinate to and report to the Nassau County Council on Alcoholism and Drug Abuse, Inc. The Counselor/Director must have either a B.A. degree in Sociology, Rehabilitation Counseling, Psychology, Criminology, or a related field and two years experience in intensive counseling of clients involved in substance abuse; or a M.A. in Sociology, Rehabilitation Counseling, Psychology, Criminology, or a related field and one year of experience in intensive counseling of clients involved in substance abuse. In addition, administrative experience is required.

Once the Counselor/Director is hired, his or her resume will be forwarded to the Bureau of Criminal Justice Planning and Assistance.

The Counselor, who has been employed since May 15, 1975, has in the past been self employed and has 4 years experience in AA 12-Step volunteer work. The incumbent is a paraprofessional.

3. Participating Agencies

In addition to the implementing agency, a number of other State and community resources will be utilized in implementing this project. Some of these are:

Agency

Alcoholics Anonymous (Fernandina Beach)

Jacksonville Primary Care Center

Jacksonville Drug Abuse Program

Fernandina Beach Recreation Department

Division of Youth Services Office in Fernandina Beach

Division of Family Services (Protective Services) Fernandina Beach

Nassau County Health Department

Council on Aging (Fernandina Beach)

SUBGRANT APPLICATION

SUPERSEDES: Effective Date
 Section N/A Page N/A

Approved By: Lt. Gov. J. H. "Jim" Williams, Secretary
 Approval Date: April, 1975

1. Budget Summary for Subgrant Period (Totals to be brought forward from supporting schedules):

COST CATEGORY	LEAA SHARE	Non-Federal Share		TOTAL BUDGET
		STATE GEN. REVENUE	LOCAL HARD CASH	
Personnel	15,460	944	944	17,348
Professional (Including Contractual and Consultant) Services				
Travel	1,540			1,540
Equipment				
Construction				
Other Operating Expenses				
Indirect Costs				
TOTAL COSTS	17,000	944	944	18,888

Funding Ratio:			
LEAA		\$ 17,000	90 %
State General Revenue		944	5 %
	Appropriation No.		
L Local Hard Cash		944	5 %
	Appropriation No.		
Total Project Costs		\$ 18,888	100 %

2. Estimates for Future LEAA support to be requested:

Time Period: FY 76 \$ 15,111.00
FY 77 \$ 11,333.00

3. Monies awarded for Project Activities in prior years of Funding:

Time Period _____ Grant Number: _____ LEAA Funds: _____ Matching: _____

4. (Circle One) There ARE / ARE NOT Other Fund Sources:

Source: _____ Time Period: _____ Amount: _____

* See Instruction Manual, Section III, Page 4 for instructions on completing this schedule.

(1) Title of Position	(2)	(3) Salary per Month @100%	(4) Monthly Fringe Benefits @ 100%	(5) Percent of Time on Project	(6) Months to be Employed	(7) Total Payroll Costs	(8) Federal Share	Non-Federal Share	
								State General Revenue	Local Hard Cash
Counselor/Director		917.25	77.00	100	8	7,954.00	7,954.00*		
FICA		54.00							
Hosp. & Life Ins.		23.00							
Counselor		717.80	65.00	100	12	9,394.	7,506.	944.00	944.00
FICA		42.00							
Hosp. & Life Ins.		23.00							
Total Personnel Costs						17,348.	15,460.	944.00	944.00

*Counselor/Director's salary and fringes for 4 additional months totaling \$3,977.00 will be paid out of State's Bureau of Alcoholic Rehabilitation funds.

(1) Purpose of Trip And By Whom	(2) Estimated Cost and Basis for Estimate	Total Costs	Federal Share	Non-Federal Share	
				State General Revenue	Local Hard Cash
Travel throughout Nassau County and into Duval County required by Counselor/Director and by Counselor.	\$1,540.00 11,000 miles at .14 mile	1,540.00	1,540.00		
Total Travel Costs		\$1,540.00	1,540.00		

SUBGRANT APPLICATION

SUPERSEDES: Effective Date
Section N/A Page N/A

Approved By: Lt. Gov. J. H. "Jim" Williams, Secretary
Approval Date: April, 1975

PART III. BUDGET EXHIBIT I - BUDGET NARRATIVE*

Start Below and Use Continuation Pages as Necessary.

SCHEDULE B - PERSONNEL COSTS

Counselor/Director will be the Project Director and Administrator of the Nassau County Council on Alcoholism and Drug Abuse, Inc. His or her main duties will be counseling people who are alcoholics or who have alcohol or drug abuse problems; conducting the controlled antabuse services; giving presentations on the dangers of alcoholism and drug abuse, and making referrals. Person filling position must have either a B.A. degree in Sociology, Rehabilitation Counseling, Psychology, Criminology, or a related field and two years experience in intensive counseling of clients involved in substance abuse; or a M.A. degree in Sociology, Rehabilitation Counseling, Psychology, Criminology, or a related field and one year of experience in intensive counseling of clients involved in substance abuse. In addition, administrative experience is required.

Total: \$7,954.00 Federal

Please note, Federal LEAA funds will be used to pay Counselor/Director salary and fringes for the first eight months of the grant period; State's BAR monies will be used for the remaining four months.

Counselor, a paraprofessional, will assist the Counselor/Director in counseling, in making referrals, and in conducting the antabuse services. Counselor will assist in transporting clients to Jacksonville's Primary Care Center, Jacksonville's Drug Abuse Program, and to other health or social delivery agencies in Nassau or Duval Counties, as necessary. Counselor must have at least one year's experience in a business endeavor plus one year's experience assisting or counseling clients involved in substance abuse.

Total:	\$7,506.00	Federal
	944.00	State Match
	944.00	Local Match

SCHEDULE -D - TRAVEL COSTS

Counselor/Director will be required to travel throughout Nassau County, as necessary, to carry out the objectives of the project. Occasionally, he or she will be required to travel to Duval County.

The Counselor will be required to travel throughout Nassau County and into Duval County to transport clients and to assist Counselor/Director. In many instances, Counselor/Director and Counselor will travel in the same vehicle, thus saving costs.

Total: \$1,540.00 Federal

SUBGRANT APPLICATION

SUPERSEDES: Effective Date
Section N/A Page N/A

Approved By: Lt. Gov. J. H. "Jim" Williams, Secretary
Approval Date: April, 1975

PART III. BUDGET EXHIBIT II - FISCAL QUESTIONNAIRE*

Start Below and Use Continuation Pages as Necessary.

1. Hard Cash Match Requirement: The Nassau County Commission will appropriate \$944.00 from the commission's general fund.
2. Special Matching Requirement on Personnel Compensation: N/A
3. Pro-Rata Salary Requirement: N/A
4. Professional Services: N/A
5. Matching Contributions: This requirement will be met with a local cash match which will amount to \$944.00. In addition, the State will also provide a 5% match.
6. Other Income: N/A
7. Rental of Buildings: N/A

STATE OF FLORIDA
DEPARTMENT OF ADMINISTRATION
DIVISION OF STATE PLANNING
BUREAU OF CRIMINAL JUSTICE PLANNING
AND ASSISTANCE

SUBGRANT APPLICATION

Part IV

Page 1

**Compliance/Administrative
Exhibit A
Subgrantee Resolution**

SUPERSEDES: **Effective Date**
Section **N/A** Page **N/A**

Approved By: Lt. Gov. J. H. "Jim" Williams, Secretary
Approval Date: April, 1975

If the subgrantee is not a state agency, a "Resolution" from the governing board is required. A sample is included in the Instruction Manual,

A certified copy of the signed Resolution should be attached in place of this form and labeled EXHIBIT A in the original of the application.

A copy of the certified Resolution should be attached to each copy of the subgrant application.

SUBGRANT APPLICATION

SUPERSEDES: Effective Date
Section N/A Page N/A

Approved By: Lt. Gov. J. H. "Jim" Williams, Secretary
Approval Date: April, 1975

The applicant understands and agrees to the following conditions applicable to the administration of grants under Part B, Part C and Part E of Title I, P.L. 90-351, as amended by Title I, P.L. 91-644: and P. L. 93 - 83:

1. **Reports.** The subgrantee shall submit, at such times and in such form as may be prescribed, such reports as the BCJPA may reasonably require, including monthly financial reports, quarterly progress reports and final financial and narrative reports.

2. **Copyrights and Rights in Data.** Where activities supported by this grant produce original computer programs, writing, sound recordings, pictorial reproductions, drawings or other graphical representation and works of any similar nature (the term computer program includes executable computer programs and supporting data in any form), the BCJPA has the right to use, duplicate and disclose, in whole or in part, in any manner for any purpose whatsoever and have others do so. If the material is copyrightable, the subgrantee may copyright such, and the BCJPA reserves a royalty-free non-exclusive and irrevocable license to reproduce, publish, and use such materials, in whole or in part and to authorize others to do so.

3. **Patents.** If any discovery or invention arises or is developed in the course of or as a result of work performed under this grant, the subgrantee shall refer the discovery or invention to LEAA through the BCJPA. The subgrantee hereby agrees that determinations of rights to inventions made under this grant shall be made by the LEAA, who shall have the sole and exclusive powers to determine whether or not and where a patent application should be filed and to determine the disposition of all rights in such inventions, including title to and license rights under any patent application or patent which may issue thereon. The determination of the LEAA shall be accepted as final. In addition, the subgrantee hereby agrees and otherwise recognizes that the government shall acquire at least an irrevocable non-exclusive royalty-free license to practice and have practiced throughout the world for governmental purposes any invention made in the course of or under this grant. The subgrantee shall include provisions appropriate to effectuate the purposes of this condition in all contracts of employment, consultant's agreements or contracts.

4. **Discrimination Prohibited.** No person shall, on the grounds of race, creed, color or national origin, be

excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under grants awarded pursuant to P.L. 90-351 as amended by P.L. 91-644 or any project, program, activity, or subgrant supported by such grants. Subgrantees must comply with the provisions and requirements of Title VI of the Civil Rights Act of 1964 and regulations issued by the Department of Justice thereunder as a condition of award of Federal funds and continued grant support. Subgrantees further must comply with the Justice Department's equal employment opportunity regulation in Federally assisted programs, to the end that discrimination in employment practices of State planning agencies, law enforcement agencies and other agencies or offices administering, conducting, or participating in any program or activity receiving Federal financial assistance, on the grounds of race, color, creed, or national origin, be eliminated. This grant condition shall not be interpreted to require the imposition in State plans or planning agency subgrant programs of any percentage ratio, quota system, or other program to achieve racial balance or eliminate racial imbalance in a law enforcement agency. The United States reserves to itself the right to seek judicial enforcement to insure compliance with the foregoing conditions prohibiting discrimination.

Subgrantee makes assurance that the implementing criminal justice agency has and/or will formulate an equal employment opportunity program in accordance with 28 CFR 42.301, et seq., Subpart E, and that it is on file held by the subgrantee or agency thereof, for review or audit by officials of the BCJPA and/or the LEAA, as required by relevant laws and regulations, or that, in conformity with the terms and conditions of cited regulation no equal employment opportunity programs are required to be filed by subgrantee jurisdiction.

5. **Termination of Aid.** This subgrant may be terminated or fund payments discontinued by BCJPA where it finds a substantial failure to comply with the provisions of P.L. 90-351 or regulations promulgated thereunder, including these grant conditions or application obligations, but only after notice and hearing and pursuant to all procedures set forth in Sections 510 and 511 of P.L. 90-351.

SUBGRANT APPLICATION

**Compliance/Administrative
Exhibit B
Standard Subgrant Conditions**

SUPERSEDES: Effective Date
Section N/A Page N/A

Approved By: Lt. Gov. J. H. "Jim" Williams, Secretary
Approval Date: April, 1975

6. Responsibility of Subgrantee. The subgrantee must establish fiscal control and fund accounting procedures which assure proper disbursement of and accounting for, grant funds and required non-federal expenditures. All monies spent on this project will be disbursed in accordance with provisions of the project budget as said budget was approved by the BCJPA.

7. Recording and Documentation of Receipts and Expenditures. Accounting procedures must provide for an accurate and timely recording of receipt of funds by source, of expenditures made from such funds, and of unexpended balances. Controls must be established which are adequate to insure that expenditures charged to grant activities are for allowable purposes and that documentation is readily available to verify that such charges are accurate.

8. Utilization and Payment of Funds. Funds awarded are to be expended only for purposes and activities covered by the subgrantee's approved project plan and budget. Payments will be made on the basis of periodic requests and estimations of fund needs submitted by the subgrantee.

9. Applicability of State and Local Practices. Except where inconsistent with federal requirements, state procedures and practices will apply to funds disbursed by the subgrantee. Thus, the Operating Procedures of the General Accounting Division, Comptroller's Office, State of Florida, must be complied with.

10. Non-supplanting. Federal funds made available for grants may not be so used as to supplant state or local funds that would be available in the absence of such federal funds for law enforcement activities but rather will be so used as to increase such state or local funds.

11. Inspection and Audit. BCJPA, LEAA and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access for purpose of audit and examinations to any books, documents, papers, and records of the subgrantee, and to relevant books and records of subgrantees and contractors, as provided in Section 521 of P.L. 90-351.

12. Maintenance of Records. All required records shall be maintained until an audit is completed and all questions arising therefrom are resolved, or three years after completion of a project, whichever is sooner.

13. Allowable Costs. The allowability of costs incurred under any subgrant shall be determined in accordance with the general principles of allowability and standards for selected cost items set forth in OMB Circular No. A-87, "Principles for Determining Costs Applicable to Grants and Contracts with State and Local Governments", as further defined and delineated in conditions 14 and 15 below, and in the LEAA Financial Guide for Administration of Planning and Action Grants. These costs have been extracted from Circular No. A-87, and the LEAA Financial Guide and incorporated in the BCJPA *Administration Manual for Subgrant Awards*.

Allowability of the costs of equipment purchased with federal funds will be reduced to the extent of resale or recovery value where use of such equipment for carrying out the purposes of the grant project is discontinued (during the life of the project) or use for law enforcement purposes is discontinued (after completion of the project) unless all credits relating to such contingencies as set forth in Section C.3 or O.M.B. Circular A-87 ("Applicable Credits") are applied to offset or reduce grant charges.

14. Expenses Not Allowable. Subgrant funds may not be expended for (a) items not part of the approved budget or separately approved by BCJPA; (b) purchase or construction of land and buildings or improvements thereon, or payment of real estate mortgages or taxes, unless specifically provided for in the subgrant agreement; (c) dues to organizations or federations; (d) entertainment including luncheons, banquets, gratuities or decorations; (e) purchase of automobiles or other automotive vehicles unless provided for in the subgrant agreement; or (f) indirect (overhead) costs, where subgrantee does not have an audited indirect expense allocation system and rate acceptable to LEAA. Expenditure of funds in excess of the submitted total cost estimate for any major budget category will be permitted only with BCJPA approval where this involves an increase of more than 15 percent in the total category cost estimate. Such increases will be deemed, in effect, to constitute an amendment of the subgrant application and award requiring BCJPA concurrence.

15. Written Approval of Changes. Subgrantees must obtain prior written approval from BCJPA for major project changes. These include (a) changes of substance in project activities, designs, or research plans set forth in the approved application; (b) changes in the project director or key professional personnel identified in the approved application; and (c) changes in the approved project budget as specified in the preceding condition.

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16. Project Income. All interest or other income earned by the subgrantee with respect to grant funds or as a result of conduct of the grant project (sale of publications, registration fees, service charges on fees, etc.) must be accounted for. All interest and other income should be applied to project purposes or in reduction of project costs.

17. Title to Property. Title to property acquired in whole or in part with subgrant funds in accordance with approved budgets shall vest in the subgrantee, subject to divestment at the option of BCJPA (to the extent of BCJPA contribution toward the purchase thereof) exercisable only upon notice within 120 days after the end of the subgrant period or termination of the subgrant. Subgrantees shall exercise due care in the use, maintenance, protection and preservation of such property during the period of project use.

18. Publications. The subgrantee may publish, at its own expense, the results of subgrant activity without prior review by BCJPA provided that any publication (written, visual, or sound) contains an acknowledgment of LEAA and BCJPA grant support. Publication of documents or reports with subgrant funds beyond quantities required to meet standard report requirements must be provided for in approved project plans or budgets or otherwise approved by BCJPA and, for large quantity publication, manuscripts must be submitted in advance to BCJPA.

All published material and written reports submitted under this subgrant or in conjunction with contracts under the grant must be originally developed material unless otherwise specifically provided in the grant or contract document. When material, not originally developed, is included in the report, it must have the source identified. This identification may be in the body of the report or by footnote. This provision is applicable when the material is in a verbatim or extensive paraphrase format.

19. Third Party Participation. No contract or agreement may be entered into by the grantee for execution of project activities or provision of services to a subgrant project (other than purchase of supplies or standard commercial or maintenance services) which is not incorporated in the approved proposal or approved in advance by BCJPA. Any such arrangement shall provide that the subgrantee will retain ultimate

control and responsibility for the subgrant project and that the contractor or subgrantee shall be bound by these subgrant conditions and any other requirements applicable to the subgrantee in the conduct of the project. BCJPA shall be provided with a copy of all such contracts and agreements entered into by subgrantees.

20. Obligation of Grant Funds. Subgrant funds may not, without advance written approval by BCJPA be obligated prior to the effective date or subsequent to the termination date of the subgrant period. Obligations outstanding as of the termination date shall be liquidated within 90 days. Such obligations must be related to goods or services provided and utilized within the subgrant period.

21. Fiscal Regulations. The fiscal administration of subgrants shall be subject to such further rules, regulations, and policies, concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as specified in the BCJPA *Administration Manual for Subgrant Awards*.

22. Subgrants for Construction. The subgrantee hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, the following equal opportunity clause:

During the performance of the contract, the contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to

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employees and applicants for employment, notices to be provided setting forth the provisions of the nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

c. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

d. The contractor will comply with all provisions of executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

e. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

f. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government

contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

g. The contractor will include the portion of the sentence immediately preceding paragraph (a) and the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The subgrantee further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work; provided, that if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

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The subgrantee agrees that it will assist and cooperate actively with LEAA and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish LEAA and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist LEAA in the discharge of the agency's primary responsibility for securing compliance.

The subgrantee further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the subgrantee agrees that if it fails or refuses to comply with these undertakings, LEAA may take any or all of the following actions: cancel, terminate, or suspend in whole or in part this grant; refrain from extending any further assistance to the subgrantee under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

Subgrants of Part E funds for construction or facilities which require letting a contract amounting to \$100,000 or more to a private company or individual must require a bid guarantee equivalent to 5 percent of the bid price, a performance bond on the part of the

contractor for 100 percent of the contract price and a payment bond on the part of the contractor for 100 percent of the contract price.

Subgrants of Part E funds for construction purposes shall be accompanied by a statement of objectives of the proposed facilities, architectural programs, schematics, outline specifications and cost estimates; and, shall include a certification of the manner and means through which needed construction services (site preparation, utility through which building construction, purchases of equipment and fixture, etc.) will be obtained in accordance with the applicable provisions of appropriate State and/or local law, rules or regulations.

Subgrants to Part E funds for facilities construction or renovation, regardless of size, shall require that architectural and other needed professional services shall be obtained upon the basis and consideration of professional competence to deliver the required services. Contractual fee obligations for such services shall be in accordance with the prevailing suggested fee schedules of recognized professional organizations.

23. Building Access for Physically Handicapped. Any building construction funded from Part E allocations and for which there is an intended use that will require that such building or facility be accessible to the public or may result in the employment or residence therein of physically handicapped persons must be so constructed as to assure that physically handicapped persons will have ready access to, and use of, such buildings.

24. Information Systems. In respect to programs related to Criminal Justice Information Systems, the subgrantee agrees to insure that adequate provisions are made for system security, the protection of individual privacy and the insurance of the integrity and accuracy of data collection. Subgrantee agrees to adhere to policies and procedures contained in a *Master Plan for Criminal Justice Information Systems in the State of Florida*.

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The subgrantee further agrees:

a. That all computer software produced under this grant will be made available to the LEAA through the BCJPA for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. Systems will be documented in sufficient detail to enable a competent data processing staff to adapt the system, or portions thereof, to usage on a computer of similar size and configuration, of any manufacturer.

b. To provide a complete copy(ies) of documentation to the BCJPA upon request. Documentation will include, but not be limited to System Description, Operating Instructions, user Instructions, Program Maintenance Instructions, input forms, file descriptions, report formats, program listings and flow charts for the system and programs.

c. That whenever possible all applicable programs will be written in ANS COBOL in order that they may be transferred readily to another authorized user. Where the nature of the task requires a scientific programming language, ANS FORTRAN should be used.

d. To avail himself, to the maximum extent practicable, of computer software already produced and available without charge. To insure that reasonable effort is extended in this area, LEAA publications and the BCJPA Information Systems Specialists should be consulted.

25. Criminal Penalties. Whoever embezzles, willfully misapplies, steals or obtains by fraud any funds, assets, or property which are the subject of a grant or contract or other form of assistance pursuant to this title, whether received directly or indirectly from LEAA, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both. Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device any material fact in any application for assistance submitted pursuant to this title or in any record required to be

maintained pursuant to this title shall be subject to prosecution under the provisions of Section 1001 of Title 18, United States Code. Any law enforcement program or project underwritten, in whole or in part, by any grant or contract or other form of assistance pursuant to this title, whether received directly or indirectly from LEAA shall be subject to the provisions of Section 371 of Title 18, United States Code.

26. Release of Information. Pursuant to Section 521 of the Act, as amended, all records, papers and other documents kept by recipients of LEAA funds, including contractors for subgrantees relating to the receipt and disposition of such funds, are required to be made available to the LEAA and/or the BCJPA. These records and other documents submitted pursuant to other provisions of the Act, are required to be made available by LEAA under the terms and conditions of the Federal Freedom of Information Act (5 U.S.C. 552).

27. Use of Airplanes and Helicopters. Airplanes and helicopters purchased in whole or in part with grant funds must be used for the purposes stated in the application and may not be used for non-law enforcement purposes by State and local officials.

28. Educational Support. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving LEAA financial assistance with the exception of the qualifications set forth in Title IX, Section 901(a) of Public Law 92-318 (86 Stat. 373).

29. Commencement of Project. If a project has not commenced within 60 days after the acceptance of the grant award, the subgrantees will report by letter the steps taken to initiate the project, the reasons for delay, and the expected starting date. If, after 90 days from the acceptance of the award, the project is not operational, a further statement of implementation delay will be submitted by the subgrantee to the State Planning Agency. Upon the receipt of the 90-day letter, the SPA may cancel the project, and redistribute the funds to other project areas. The SPA, where warranted by extenuating circumstances, may request approval from the LEAA Regional Office to extend the implementation date of the project past the 90-day period.

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30. Clear Air Act Violations In accord with the provisions of the Clear Air Act, 42 U.S.C. 1857 et. seq., as amended by P.L. 91-604; and Executive Order 11602, subgrants will not be made to parties convicted of any offense under the Clear Air Act.

31. Relocation Provisions If any project results in displacement of any person, the subgrantee shall provide that:

a. Fair and reasonable relocation payments and assistance shall be provided to or for displaced persons as are required in such regulations as are issued by the Attorney General.

b. Relocation or assistance programs shall be provided for such persons in accordance with such regulations issued by the Attorney General.

c. Within a reasonable period of time prior to displacement, decent, safe and satisfactory replacement must be available to the displaced person in accordance with such regulations as issued by the Attorney General. The

authority of this provision is found in the "Uniform Relocation Assistance and Real Property acquisition Policy Act of 1970", P.L. 91-646; 84 Stat. 1894.

32. Environmental Impact. Subgrantee hereby declares that no significant environmental impact, as defined by the National Environmental Policy Act (NEPA) of 1969 and Law Enforcement Assistance Administration (LEAA) Guidelines, may result from implementation of this program. Subgrantee understands that any application involving: (i) the construction, renovation or modification of facilities; (ii) the implementation of programs involving the use of herbicides and pesticides; and/or (iii) other actions which may possibly have a significant effect on the quality of the environment, must include either an environmental analysis as required by LEAA, or a substantiated negative declaration, that the proposed action will not have a significant impact on the environment.

33. Historic Sites. If any subgrant program involving construction renovation, purchasing or leasing of facilities has an adverse effect on properties listed in the National Register of Historic Places, the subgrantee must notify the BCJPA.

It is understood and agreed by the undersigned that the grant received as a result of this application is subject to the above conditions.


Signature of Authorized Official

CHAIRMAN - Board of County Commissioners
Title

6/10/75
Date

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**PART IV. EXHIBIT C
 CERTIFICATION OF NON-SUPPLANTING***

I hereby certify that, based upon records supporting the law enforcement expenditures summarized below for the fiscal year ending 1974-75, expenditures for law enforcement purposes, excluding expenditures from Federal sources, are at least as great as for the preceding year plus the average annual increment of such expenditures as calculated below.

ANNUAL LAW ENFORCEMENT EXPENDITURES ** and COMPUTATION OF AVERAGE ANNUAL INCREMENT			
YEAR	FISCAL YEAR	TOTAL LAW ENFORCEMENT EXPENDITURES*	INCREMENT
5	70-71	\$370,739	
4	71-72	377,727	\$ 6,988
3	72-73	502,928	125,201
2	73-74	581,136	78,208
1	74-75	681,858	100,722
		TOTAL INCREMENT	\$311,119.

Computation: $\frac{\text{Total Increment}}{\text{No. of Increments}} = \text{Average Annual Increment}$

EVIDENCE OF NON-SUPPLANTING

Preceding Year's Expenditures** (1974-75)	681,858
Average Annual Increment	<u>77,779</u>
1. TOTAL	759,637
2. ESTIMATED FISCAL YEAR EXPENDITURES (1975-76)	<u>812,802</u>

If Item 1 exceeds Item 2, supplanting will result. However, if reduced or unchanged expenditures for law enforcement would have been necessitated, even if Federal financial support had not been made available, an explanation should be given, demonstrating that fact.

** Excluding expenditures from Federal Sources


 (SIGNATURE)

D. O. Oxley
 CLERK CIRCUIT COURT

6/10/75

(DATE)

(NAME AND TITLE)

* See Instruction Manual, Section IV, Page 1, for instructions on completing this form.

** Excluding expenditures from Federal Sources

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CERTIFICATE OF EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

All recipients of Federal funds under Title I of the Omnibus Crime Control Safe Streets Act of 1968, Public Law 90-351 82 Stat. 197, as amended, are required to certify compliance with Title 28, Chapter I, Subpart E of Part 42 of the Code of Federal Regulations as it applies to the implementing Criminal Justice Agency.

Status of Compliance

1. Date 6/10/75

I, _____ (authorized official) certify that the Board of County Commissioners (Criminal Justice agency) has formulated an equal employment opportunity program in accordance with 28 CFR 42.301, et. seq., Subpart E, and that it is on file in the office of the Clerk Circuit Court or Nassau County Courthouse (name) _____
416 Atlantic Avenue (address) _____ (title),
Fernandina Beach, Fla. for review or audit by officials of the cognizant state planning agency or the Law Enforcement Assistance Administration as required by relevant laws and regulations 28 CFR 42.305.

2. Date 6/10/75

I, John F. Armstrong Sr. (Authorized official) certify that the Nassau County Council on Alcoholism and Drug Abuse, Inc. (Criminal Justice Agency) in conformity with the terms and conditions of 28 CFR 42.301 is not required to file an equal opportunity program.