

**MEMORANDUM OF UNDERSTANDING  
for  
IMPLEMENTATION GRANT**

**CRIMINAL JUSTICE, MENTAL HEALTH and  
SUBSTANCE ABUSE REINVESTMENT GRANT  
MEMORANDUM OF UNDERSTANDING**

**Nassau County Board of County Commissioners  
and  
State of Florida  
Department of Children and Families**

**WHEREAS** the Department of Children and Families (hereinafter Department) with the cooperation of the Florida Substance Abuse and Mental Health Corporation along with the Grant Review Committee has been tasked by section 394.656, F.S. to create the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant (CJMHSAGrant), which provides funding to counties with which they can plan, implement, or expand initiatives that increase public safety, avert increased spending on criminal justice, and improve the accessibility and effectiveness of treatment services for adults and juveniles who have mental illness, substance abuse disorder or co-occurring mental health and substance abuse disorders and who are in, or at risk of entering, the criminal or juvenile justice systems, and

**WHEREAS** the Department has received a Grant application from Nassau County in the 4th Judicial Circuit (hereinafter Grantee), and

**WHEREAS** it appears to the Department that there is a need to provide the services described in that application,

**NOW, THEREFORE, the Department hereby awards the sum of \$225,000 to Grantee over three years with \$75,000 of that total grant amount being awarded beginning state fiscal year 2007-2008 under the following terms and conditions:**

1. The updated application filed with the Department by the Grantee dated March 7, 2008 and attached to this agreement as Attachment I is hereby incorporated within this agreement as is fully set out at length here. The solicitation document upon which that updated application is based is also hereby incorporated within this agreement as Attachment II. Within this Memorandum of Understanding, the Grantee's updated application, dated March 7, 2008, will be referred to as the application.

**2. Grantee hereby agrees to perform the tasks and to provide the services described in that application as described in Attachment I with the following exceptions and/or special conditions:**

**a. To conduct travel in accordance with the Department's travel guidelines. Subsection 287.058(1)(b), F.S., requires that bills for any travel expense shall be submitted in accordance with s. 112.061, F.S., governing payments by the state for traveling expenses. The Department's travel policy, CFOP 40-1 (Official Travel of DCF Employees and Non-Employees), provides further explanation, clarification and instruction regarding the reimbursement of traveling expenses necessarily incurred during the performance of official state business. These travel costs must be budgeted at a maximum of .445 per mile. Per Diem/meals are not allowable for Class C travel (single day trips).**

**b. To receive written approval from the Department prior to purchasing any Information Technology Resource (ITR) with Grant funds. The Grantee agrees to secure prior written approval by means of an Information Resources Request (IRR) form before the purchase of any ITR. The Grantee agrees to comply with the Department's ITR policy, CFOP 50-9, Policy on Information Resource Requests. The County will not be reimbursed for any ITR purchases made prior to obtaining the written approval of the Department's Grant Manager.**

**3. Grantee agrees that it will award sub-grants as described in its application and that it will do all things which it asserted that it will do in that application including, but not limited to, supervising and coordinating expenditures made by sub-grantees. Grantee further agrees to assure that funds are expended for the purposes intended and that a full accounting for these grants funds is made.**

**4. Where there is a conflict between the grant application incorporated herein by reference and this Memorandum of Understanding, the CJMHSA Grant Memorandum of Understanding shall prevail.**

**5. In accordance with sections 11.062 and 216.347, F.S., no funds provided by this grant may be expended for the purpose of lobbying the Legislature, the judicial branch, or a state agency.**

**6. This CJMHSA Grant Memorandum of Understanding is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the applicable State of Florida laws. Each party shall perform its obligations herein in accordance with the terms and conditions of this grant agreement. It is hereby agreed by the parties that in the event that litigation by either party to this grant agreement becomes necessary that venue shall be proper in Leon County, Florida.**

**7. Grantee agrees to maintain complete, accurate and adequate records, including financial records, relating to funds received pursuant to this CJMHSA Grant Memorandum of Understanding and of all expenditures made by grantee and its sub-grantees with grant funds. The grantee will require audit and record keeping requirements in all sub-grants and**

assignments. All records shall be in sufficient detail to permit a proper pre audit and a post audit of all expenditures.

**8.** Grantee agrees to provide a financial and compliance audit to the Department as specified in this CJMHSA Grant Memorandum of Understanding and in the Financial and Compliance Attachment (Attachment III) and to ensure that all related party transactions are disclosed to the auditor.

**9.** Grantee agrees to retain all financial records, supporting documents, statistical records and any other documents, whether kept by electronic storage media or otherwise, pertinent to this CJMHSA Grant Memorandum of Understanding for a period of not less than six (6) years after the starting date of this CJMHSA Grant Memorandum of Understanding, or if audit findings have not been resolved at the end of the six (6) year period, the records shall be retained until resolution of the audit findings. State auditors and any persons duly authorized by the Department shall have full access to, and shall have the right to examine any of the said materials at any time during regular business hours.

**10.** Grantee agrees to provide data and other information requested by the CJMHSA Grant Technical Assistance Center (TAC) at the Louis de la Parte Florida Mental Health Institute of the University of South Florida to enable the Center to perform statutory duties established in the authorizing legislation. The Grantee agrees to submit semi-annual program reports on or before May 1 and November 1, annually to the Florida Department of Children and Families and the Florida Substance Abuse and Mental Health Corporation. The Grantee agrees to submit an annual fiscal report, signed by the County Administrator, on or before November 1, annually to the Florida Department of Children and Families and the Florida Substance Abuse and Mental Health Corporation. The Department and the Florida Substance Abuse and Mental Health Corporation will provide the Grantee with reporting templates for all data, program reports and fiscal reports.

**11.** Grantee agrees to be liable, to the extent provided by law, for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the Grantee, and its agents, sub-grantees and employees, during performance pursuant to this CJMHSA Grant Memorandum of Understanding. No part of this CJMHSA Grant Memorandum of Understanding shall be construed as a waiver of the Grantee's sovereign immunity.

**12.** Grantee agrees to establish an informal dispute resolution process with which to resolve any disputes between the Grantee and any sub-grantees or recipients. Disputes between the Grantee and any partners will be resolved in accordance with those procedures.

**13.** The Grantee and partners shall, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by Nassau County and the State of Florida, Department of Children and Families and the Substance Abuse and Mental Health Corporation." If the sponsorship reference is in written material, the words "State of Florida, Department of Children and Families" shall appear in the same size letters or type as the name of the organization.

**14.** Grantee shall not use or disclose any information concerning a recipient of services under this CJMHSA Grant Memorandum of Understanding for any purpose prohibited by state law or regulations (except with the written consent of a person legally authorized to give that consent or when authorized by law).

**15.** The Grantee shall permit Department personnel or representatives to monitor the services that are the subject of this CJMHSA Grant Memorandum of Understanding.

**16.** Grantee agrees to allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Grantee in conjunction with this CJMHSA Grant Memorandum of Understanding.

**17.** The State of Florida performance and obligation to pay under this CJMHSA Grant Memorandum of Understanding is contingent upon an annual appropriation by the Legislature. The release of these funds shall be subject to the availability of the funds and release of funds by the Department.

**18.** Any notice that is required under this CJMHSA Grant Memorandum of Understanding shall be in writing and sent by hand delivery, U.S. Postal Service Certified mail, return receipt requested, or any expedited delivery service that provides verification of delivery. Said notice shall be sent to the representative of the Grantee responsible for administration at the designated address contained in this CJMHSA Grant Memorandum of Understanding.

**19.** This CJMHSA Grant Memorandum of Understanding shall be effective on the date on which the CJMHSA Grant Memorandum of Understanding has been signed by both parties. It shall end at midnight, local time in Tallahassee, Florida, on June 30, 2010, or three years from the effective date, whichever is later.

**20.** The Department may terminate this Memorandum of Understanding with cause, without cause, or in the event funds are not available for payment under this CJMHSA Grant. The Department may terminate this CJMHSA Grant Memorandum of Understanding upon no less than twenty-four (24) hours notice in writing to the grantee. Said notice shall be delivered by hand delivery, U.S. Postal Service, or any expedited delivery service that provides verification of delivery. The Department shall be the final authority as to the availability and adequacy of state funds. In the event of termination of this CJMHSA Grant Memorandum of Understanding, the Grantee will be compensated for any work satisfactorily completed prior to the termination of the Memorandum of Understanding.

**21.** Grantee agrees to return to the Department any overpayments or funds disallowed pursuant to the terms and conditions of this CJMHSA Grant Memorandum of Understanding that were disbursed to the Grantee by the Department. In the event that the Grantee or its independent auditor discovers that an overpayment has been made, the Grantee shall repay said overpayment immediately without prior notification from the Department. In the event that the Department first discovers an overpayment has been made, the Grant manager, on behalf of the Department, will notify the Grantee by letter of such findings. Should repayment not be

made forthwith, the Grantee will be charged at the lawful rate of interest on the outstanding balance after Department notification or Grantee discovery.

**22. Construction, Renovation, or Purchase of Real Property Using State Funds:**

In accordance with Section 402.73(3) Florida Statutes (2005), if this Grant includes funds for the purchase of or improvement to real property the provision of Grant funds are contingent upon the Grantee Granting to the state a security interest in the property at least to the amount of the state funds provided for at least five (5) years from the date of purchase or the completion of the improvements or as further required by law. As a condition of receipt of state funding for this purpose, the Grantee agrees that, if it disposes of the property before the Department's interest is vacated, the Grantee will refund the proportionate share of the state's initial investment, as adjusted by depreciation.

**23.** The only method by which this Memorandum of Understanding can be modified is by a formal, written agreement signed by the Department. Any modification of provisions of this CJMHSA Grant Memorandum of Understanding shall be approved in writing by the Department and the Florida Substance Abuse and Mental Health Corporation. Written approval of any such modifications shall be attached to the original of this CJMHSA Grant Memorandum of Understanding and a copy shall be sent to the Florida Department of Children and Families and the Florida Substance Abuse and Mental Health Corporation

**24. Official Name of Payee and Representatives:**

a) Official name of payee and address where payment is to be sent:

**Nassau County Board of County Commissioners  
P.O. Box 1010  
Fernandina Beach, FL 32035-1010**

b) The name, address, telephone number, and email address of the grant manager for the Grantee under this CJMHSA Grant Memorandum of Understanding is:

**Eron D. Thompson  
Grants Manager  
Nassau County Board of County Commissioners  
96161 Nassau Place  
Yulee, FL 32097  
(904) 321-5785  
ethompson@nassaucountyfl.com**

c) The name, address, telephone number, and email address of the procurement manager for the Corporation under this CJMHSA Grant Memorandum of Understanding is:

**Ellen Piekalkiewicz, Executive Director,  
Florida Substance Abuse and Mental Health Corporation  
1317 Winewood Boulevard, Building 1 Suite 206**

**Tallahassee, Florida 32399-0700**  
**Local: (850) 410-1576; SunCom: 210-1576**  
**ellen\_piekalkiewicz@dcf.state.fl.us**

- d) The name, address, telephone number, and email address of the Grant Manager for Department of Children and Families under this CJMHSA Grant Memorandum of Understanding is:

**Jimmers Micallef**  
**Department of Children and Families**  
**Substance Abuse and Mental Health Program Office**  
**Contract Management Unit**  
**1317 Winewood Boulevard**  
**Building 6, Room 259**  
**Tallahassee, Florida 32399-0700**  
**Local: (850) 413-6159; SunCom: 293-6159**  
**jimmers\_micallef@dcf.state.fl.us**

25. This CJMHSA Grant Memorandum of Understanding and its attachments and any exhibits referenced in said attachments, together with any documents incorporated by reference, contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this CJMHSA Grant Memorandum of Understanding shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of this CJMHSA Grant Memorandum of Understanding is legally determined unlawful or unenforceable, the remainder of the CJMHSA Grant Memorandum of Understanding shall remain in full force and effect and such term or provision shall be stricken.

26. The Grantee agrees to comply with section 394.657, F.S., relating to the establishment of County planning councils or committees. The Grantee must provide the list of members of this council in accordance with the Criminal Justice Mental Health and Substance Abuse Reinvestment Grant Planning Council (Attachment IV). The completed list of the planning council members must be submitted to the Grant Manager for the Department of Children and Families within thirty (30) days from the date of execution of this Memorandum of Understanding.

27. The Grantee must comply with the Health Insurance Portability and Accountability Act (42 U.S.C. 1320d.) as well as all regulations promulgated there under (45 CFR Parts 160, 162, and 164).

IN WITNESS THEREOF the parties hereto have executed this 7th page CJMHSA Grant Memorandum of Understanding by their undersigned officials as duly authorized.

**GRANTEE:** **Nassau County Board of County Commissioners**

Signed By: Marianne Marshall

Name: Marianne Marshall

Date: March 12, 2008

Grantee Federal EID#: 59 186 3042

Grantee Fiscal Year Ending Date: 09 / 30 /08

\*\*\*\*\*

**STATE OF FLORIDA - DEPARTMENT OF CHILDREN AND FAMILIES**

Signed By: William H. Janes

Name: **William H. Janes**  
Title: **Assistant Secretary for Substance Abuse and Mental Health**

Date: 3/28/08

Attest as to Chairman's Signature:

[Signature]  
JOHN A. CRAWFORD  
Ex-Officio Clerk

[Stamp] 3-14-08

Approved as to form by the Nassau County Attorney:

[Signature]  
DAVID A. HALLMAN

MOV# LH207


# Attachment I

Revised Grant Application  
March 7, 2008



**Criminal Justice, Mental Health and Substance Abuse  
Reinvestment Grant**

**REVISED – March 2008  
Cover Page**




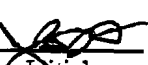
Project Type:		Planning Grant <input type="checkbox"/>	X Implementation/Expansion Grant
County or Counties: <b>Nassau County</b>			
Contact Name: <b>Eron D. Thompson, Grants Manager</b>			
Department: <b>Nassau County Board of County Commissioners</b>			
Address Line 1: <b>96161 Nassau Place</b>			
Address Line 2:			
City: <b>Yulee</b>	State: <b>Florida</b>	Zip: <b>32097</b>	
Email: <b>ethompson@nassaucountyfl.com</b>			
Phone: <b>(904) 321-5785</b>		Fax: <b>(904) 491-3611</b>	
Contact Name (if any): <b>Robert Crawford, Manager of Finance &amp; Personnel</b>			
Organization: <b>Nassau County Sheriff's Office</b>			
Address Line 1: <b>76001 Bobby Moore Circle</b>			
Address Line 2:			
City: <b>Yulee</b>	State: <b>Florida</b>	Zip: <b>32097</b>	
Email: <b>rcrawford@nassaucountysheriff.com</b>			
Phone: <b>(904) 548-4039</b>		Fax: <b>(904) 548-4139</b>	
1. Total Amount of Grant Funds Requested Awarded: <b>\$75,000.00</b>			
2. Total Matching Funds (Provided by applicant and project partners): <b>\$75,000.00 (minimum)</b>			
3. Total Project Cost (Add amounts in 1 and 2): <b>\$150,000.00 (minimum)</b>			
Certifying Official's Signature			
Certifying Official's Name (printed): <b>Marianne Marshall</b>			
Title: <b>Chair, Board of County Commissioners</b>			
Date: <b>March 12, 2008</b>			

# STATEMENT OF MANDATORY ASSURANCES

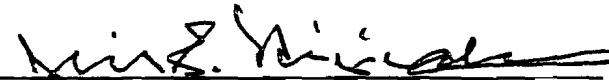
Appendix G

STATEMENT OF MANDATORY ASSURANCES

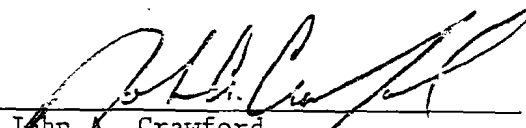
<p>1. <u>Infrastructure</u>: The applicant shall possess equipment and Internet access necessary to participate fully in this solicitation.</p>	<p><del>Initial</del></p>
<p>2. <u>Site Visits</u>: The applicant will cooperate fully with the Corporation in coordinating site visits, if desired by the Corporation.</p>	<p><del>Initial</del></p>
<p>3. <u>Non-discrimination</u>: The applicant agrees that no person will, on the basis of race, color, national origin, creed or religion be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination pursuant to the Act governing these funds or any project, program, activity or sub-grant supported by the requirements of, (a) Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended which prohibits discrimination the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended which prohibits discrimination in employment or any program or activity that receives or benefits from federal financial assistance on the basis of handicaps; (d) Age Discrimination Act 1975, as amended which prohibits discrimination on the basis of age, (e) Equal Employment Opportunity Program (EEO) must meets the requirements of 28 CFR 42.301.</p>	<p><del>Initial</del></p>
<p>4. <u>Lobbying</u>: The applicant is prohibited by Title 31, USC, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," from using Federal funds for lobbying the Executive or Legislative Branches of the federal government in connection with a specific grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal funds if grants and/or cooperative agreements exceed \$100,000 in total costs (45 CFR Part 93).</p>	<p><del>Initial</del></p>
<p>5. <u>Drug-Free Workplace Requirements</u>: The applicant agrees that it will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76.</p>	<p><del>Initial</del></p>
<p>6. <u>Smoke-Free Workplace Requirements</u>: Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library projects to children under the age of 18, if the projects are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's projects provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.</p>	<p><del>Initial</del></p>

7. <u>Compliance and Performance</u> : The applicant understands that grant funds in Years 2 and 3 for Implementation/Expansion Grants are contingent upon compliance with the requirements of this grant program and demonstration of performance towards meeting the grant goals and objectives, as well as availability of funds.	 Initial
8. <u>Certification of Non-supplanting</u> : The applicant certifies that funds awarded under this solicitation will not be used for programs currently being paid for by other funds or programs where the funding has been committed.	 Initial
9. <u>Submission of Data</u> : The applicant agrees to provide data and other information requested by the Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center at the Florida Mental Health Institute to enable the Center to perform the statutory duties established in the authorizing legislation.	 Initial
10. <u>Submission of Reports</u> : The applicant agrees to submit semi-annual progress reports and an annual fiscal report, signed by the County Administrator, to the Florida Substance Abuse and Mental Health Corporation.	 Initial

By signing and submitting this agreement, the Applicant certifies that it will comply with all the above requirements.

  
 Applicant Signature 10/31/2007  
 Date  
 Jim B. Higginbotham  
 Chairman, Nassau County Board of  
 County Commissioners

Attest as to Chairman's  
Signature:

  
 John A. Crawford  
 Ex-Officio Clerk 10/31/07  
 Date

Approved as to form by the  
Nassau County Attorney:

  
 David A. Hallman  
 County Attorney 10/31/07  
 Date

# PROJECT NARRATIVE

## PROJECT NARRATIVE

### 1. STATEMENT OF PROBLEM

Nearly 2.1 million individuals with severe mental illness are incarcerated in U.S. jails each year.<sup>i,ii</sup> Approximately 72% of these inmates also meet criteria for co-occurring substance abuse disorders. The National Alliance for the Mentally Ill stated that prisoners with mental illness cost the nation an average of nearly \$9 billion a year (NAMI, 2004). In a discussion regarding the mentally ill in the jail system, the Legal Director of the National Alliance on Mental Illness stated, "This is a national problem, and it's a direct reflection of the lack of adequate beds and coordination between the criminal justice and mental health systems". At this time, there are only 40,000 beds in psychiatric hospitals around the nation, down from 69,000 in 1995. The State of Florida has also reduced its institutional capacity during the past 30 years. In addition, the Florida Legislature mandated the closure of G. Pierce Wood Memorial Hospital in 2002. This state civil institution had 266 beds.

In an article published by the Center for Mental Health Services, it concluded, "In 1970, the Nation counted more than 400,000 public psychiatric hospital beds, but by 1998, the number had decreased to just over 63,000, an 85% decline. During the same period, the number of private psychiatric hospital beds increased more than twofold, from just over 14,000 to more than 33,000. In addition, the number of psychiatric beds in general hospitals more than doubled, increasing from approximately 22,000 in 1970 to just over 54,000 by 1998."<sup>iii</sup>

The article also states, "In sum, public psychiatric hospitals represented the overwhelming majority of psychiatric hospital beds in 1970, but the picture changed dramatically by 1998. The loss of nearly 350,000 public psychiatric hospital beds during this period was only partially offset by the combined increase in the number of private and general hospital psychiatric beds (approximately 50,000)."<sup>iv</sup>

With few exceptions, such as in states that utilize Medicaid managed care strategies, specialty psychiatric hospitals are prohibited from directly billing Medicaid for persons under 18 and over 65 years of age, further reducing access to care. This prohibition, referred to as the Institute for Mental Diseases (IMD) exclusion does not apply to general hospitals. As Florida has implemented its Medicaid managed care strategies for behavioral health, managed care companies now have the ability to contract with specialty psychiatric hospitals. The managed care companies also contract with Crisis Stabilization Units, which are normally operated by community mental health centers.

It is important to note, however, in Florida from 1992 to 2001 there was a significant reduction in the number of psychiatric hospitals and some psychiatric hospitals discontinued operating units for adults. It is interesting to note, however, that the number of adult psychiatric beds in general hospitals remained almost constant during that period. In its Annual CON Report for 2002, the Agency for Health Care Administration (AHCA) reported the reductions shown below during the 10-year period.<sup>v</sup>

- ❑ Reduction in psychiatric hospitals (including SA) – 62 to 28, a reduction of 34 hospitals
- ❑ Reduction in adult psychiatric hospitals – 41 to 20, a reduction of 21 hospitals
- ❑ Reduction in adult psychiatric beds – 1,853 to 998, a reduction of 855 beds
- ❑ Reduction in average daily census – 1,145 persons to 532, a reduction of 613

In several locations in Florida, Crisis Stabilization Units operated by community mental health centers have far exceeded licensed capacity. These situations place additional burdens on persons served, their families and providers.

The U.S. Department of Justice reports that at midyear 2005 more than half of all prison and jail inmates had a mental health problem, including 705,600 inmates in State prisons, 70,200 in Federal prisons and 479,000 in local jails.<sup>vi</sup> These estimates represented 56% of state prisoners, 45% of federal prisoners, and 64% of jail inmates. The findings in this report were based on data from personal interviews with state and federal prisoners in 2004 and local jail inmates in 2002.

In Florida, until very recently, there were a significant number of inmates adjudicated Incompetent to Proceed (ITP) or Not Guilty By Reason of Insanity (NGI), as many as 300, held in jails because the state's forensic institutional beds were occupied. State law requires that these ITP and NGI inmates be transferred to state care within 15 days of going to jail. In 2005, the State of Florida reported 72% of mentally ill inmates were waiting for a bed and were waiting longer than the statutory limit of 15 days. In 2006 mentally ill offenders waited an average of 82 days for a bed to become available; the longest wait was 147 days.

The Florida Legislature and DCF have recently allocated \$48 million for forensic services, most of which was to pay for increases in bed capacity in locked facilities in Indiantown and South Miami. Forensic in this context means persons accused of felonies who are Incompetent to Proceed or who have been found Not Guilty By Reason of Insanity (Florida Statute 916).

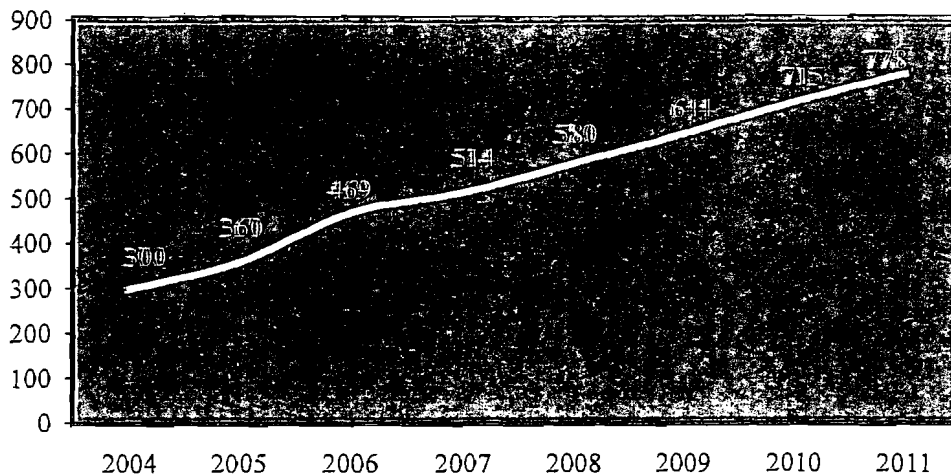
Florida Partners in Crisis reports that Florida's local jails have become the largest public psychiatric hospital, housing over 10,000 offenders with mental illnesses, many of whom are low-level offenders. There are more than 4 times as many people with mental illnesses in Florida jails than in state psychiatric hospitals (NAMI, 2004). Inmates with mental illness are 6 times more expensive to care for than other inmates. According to Florida Partners in Crisis, 92% of sheriff and jail administrators in Florida believe that local jails are ill equipped to provide appropriate mental health and substance abuse services (FPIC, 2004).

In an Escambia County Jail in Pensacola, Florida, two mentally ill inmates died over the last year and a half after being subdued by guards. In Pinellas County, Florida a schizophrenic inmate recently gouged out his eyes after waiting weeks for a hospital bed. Reports from public defenders in Miami-Dade County describe psychotic clients who have hallucinated, mutilated themselves and attempted suicide while awaiting transfer to hospitals. If people with co-occurring disorders can be diverted to more effective treatment programs in the community, then correctional facilities can be managed more effectively. Nearly 10% of male inmates require medication and other forms of treatment for serious mental disorder (Florida Commission on Mental Health Services and Substance Abuse, 2001).

The Sheriff's Office reports approximately 3,000 inmates were booked into the Nassau County Detention Center in 2005-2006. Of those 3,000 inmates, 16% of those were treated for mental illness. The top five mental health disorders encountered upon incarceration were: depressive disorders which include bi-polar disorder and major depression, substance abuse, adjustment disorders, post-traumatic stress disorder, and anxiety disorders.

In the Nassau County Detention Facility, the three-year trend for mental health services provided to inmates upon incarceration reflects a significant increase in the number of persons with mental health disorders. The chart below shows an estimate of future demand for mental health services based on current trends, without diversion strategies. It reflects a significant increase in the number of persons needing treatment.

Nassau County Detention Center  
Inmates Evaluated with Mental Illnesses



The Sheriff's Office Detention Facility reports that the 2005-2006 fiscal year costs for mental health services were \$230,970. This includes cost for initial evaluation of \$36,500, follow-up treatment costs of \$13,600 and medication costs for inmates of \$181,140. There is a significant concern regarding the fiscal ramifications this population will have on the jail system given the projected increase in need for services over the next 4 years. The review of the Sheriff's Office statistics for 2005 and 2006 show that 51 and 58 respectively, misdemeanor inmates with mental health issues would have qualified for participation in the Nassau County Mental Health Court. The 2007 statistics through September 30<sup>th</sup>, indicate that 49 misdemeanor inmates with mental health issues would have qualified for this specialty court.

Nassau County is located in the Northeast corner of Florida, just 30 miles north of Jacksonville, Florida and south of the Georgia border. Nassau County comprises 652 square miles and encompasses three incorporated areas: Hilliard in the northwest region, Callahan in the southwest, and Fernandina Beach in the east. Yulee is an unincorporated community located in the heart of the county. Nassau County has experienced a population increase of 15% from 2002-2005. As the populations in the suburbs of Jacksonville grow and the commuters from Georgia extend south, it is anticipated that Nassau County's population will continue to grow. Nassau County is a predominately rural community with the employment found in the fishing or forestry industries.

Interestingly enough, Nassau County's demographic data are skewed by tremendous wealth on its barrier island of Amelia, where many have retired to live, in contrast to the rural west side of the county. Census data estimates out of a total of 21,952 households in Nassau County, 8,124 (37%) have incomes less than \$33,488 per year (Source: 2003 census data). However, data from the 2005 Yulee Community Assessment indicated that in 2003, approximately 9.1% of the population was living below the poverty level with 14.2% of children under the age of 18 living below the poverty rate. In 2002, these numbers were 8.99% and 10.9%, respectively. Overall, these figures underestimate the desperate pockets of poverty in the county and these are the targeted areas for this program because they have the greatest need and are the ones often forgotten.

The overarching goals of the Mental Health Court are to:



- ❑ Reduce the involvement of persons with mental illnesses, including those with co-occurring substance abuse disorders, in the criminal justice system.
- ❑ Reduce recidivism and re-incarceration of persons with mental illnesses in the criminal justice system.
- ❑ Incorporate the principles of recovery throughout the criminal justice, mental health and substance abuse systems.
- ❑ Improve the capacity of persons with mental illnesses to successfully live and work in the community.
- ❑ Improve access to mental health treatment, community services and supports for persons with mental illnesses.
- ❑ Improve treatment engagement and outcomes.
- ❑ Reduce burden and cost on law enforcement and the jail.
- ❑ Improve collaboration and coordination of services among criminal justice, mental health and drug treatment, physical health care, and other social service systems.
- ❑ Increase public safety.

The initial goal of the Mental Health Court is to maintain a docket of 10 individuals and to have 7 participants successfully complete the Mental Health Court program in year #1, and thereafter increase the docket and the number of person to successfully complete the program by 5 persons in each of the following years, year #2 and year #3.

## 2. PROJECT DESIGN AND IMPLEMENTATION

The Presiding Judge will hear cases being referred; review conditional release plans and community plans with defendants; explain the defendants' responsibilities; hear weekly status reports for participants; offer praise or provide sanctions; and handle other matters as they arise. The Mental Health Court Team will attend each court session.

The Presiding Judge's role in the Mental Health Court, which is viewed as a specialized or therapeutic court, is quite different than it is in a normal criminal court. The Presiding Judge sets the tone of cooperation, hope and expectation of success among all persons in the courtroom. However, there will be occasions when the Presiding Judge will issue sanctions against participants. The Presiding Judge will interact directly with participants asking for input from a variety of people involved in each case, including the Mental Health Court Team. The input will generally be informal; e.g., a case manager providing a status report.

The Mental Health Court will utilize rewards and sanctions based on the participant's progress. The rewards and sanctions will normally be part of the recommendations of the Mental Health Team, usually presented by the Program Director. Rewards and sanctions may include:

### Rewards

Praise from the judge  
 Certificate  
 Recognition as outstanding participant  
 Decreased court appearances

### Sanctions

Reprimand  
 Increased supervision  
 Increased court appearances  
 Jail

Referrals can be initiated from a variety of sources. Examples include: from a CSU that has released a person back to jail; upon booking into jail, following an initial assessment; following later in-jail evaluations; out-of-custody evaluations given to the defense attorney or Mental Health Court Program Director; from a probation officer or a Crisis Intervention Team (CIT) trained officer; and from a judge as early in the stage as the First Appearance. Actual referral processes are underway and will generally

follow the pre-established protocol. Additionally, cases can be referred and accepted prior to the development of a conditional release order.

All court processes will be supported by the Mental Health Court Team, and will consist of:

- The Mental Health Court Judge. The Judge's Assistant, Court Administrator, Pretrial or Diversion Release Officer will provide services, as well.
- The Mental Health Court Program Director. The In-Jail Contract Psychiatrist and an Advanced Registered Nurse Practitioner (ARNP) will provide evaluations and treatment and will help with identification of candidates.
- Certified Peer Specialist
- An assistant Public Defender or Defense Counsel
- An assistant State Attorney
- Probation Officer
- Case Managers or counselors from the Mental Health Providers within the geographical area of the 4<sup>th</sup> Judicial Circuit including Sutton Place, the publicly funded community mental health center, Ten Broeck Hospital, Quality Life Center, Day Spring Village, and North West Behavioral Health Center
- Other Housing and Support Providers within the geographical area of the 4<sup>th</sup> Judicial Circuit

The key roles and functions of the Mental Health Court Team are to:

- Identify candidates for the Mental Health Court – many entry points, primarily jail
- Assess candidates for eligibility criteria – psychiatric and criminal
- Prepare conditional release orders and plans, deferred prosecution orders and plans, and community treatment and support plans
- Ensure voluntary participation with reassurance from the Peer Specialist
- Secure informed consents, release of medical information, waiver of speedy trial, and other documents
- Obtain necessary approvals from State Attorney and Defense Attorney
- Secure approvals for transfer to Mental Health Court from victims
- Present cases to Mental Health Court
- Assist participants to succeed with treatment plan
- Monitor compliance of treatment plan
- Provide frequent status reports to Mental Health Court
- Ensure coordination of services among Mental Health Team members and the treatment providers
- Participate in performance improvement activities

Members of the Mental Health Court Team will collaborate and discuss cases and will complete most of the casework in advance of the referral. The presentation of a conditional release or deferred prosecution plan will occur prior to each week's court session during a staffing or meeting of the Mental Health Court Team members. It is anticipated that in most cases the Mental Health Team will agree on the recommendations prior to the court session. It should be noted that the State Attorney and Defense Attorney have significant legal responsibilities for cases, and there will be situations in which disagreements arise between them. The collaboration inherent in the "staffing process will aid in resolving or clarifying conflict with the assistance and under the guidance of the Mental Health Court Judge.

The values of the Mental Health Court Program will be guided in part by principles of mental health recovery, which William Anthony, Ph.D., Boston University Center for Psychiatric Rehabilitation, has defined as "a deeply personal, unique process of changing one's attitudes, values, feelings, goals, skills and/or roles. It is a way of living a satisfying, hopeful, and contributing life even with limitations caused by the illness. Recovery involves the development of new meaning and purpose in one's life as one grows beyond the catastrophic effects of mental illness."<sup>vii</sup> The principles of recovery are part of

Florida's system transformation, and they include hope, self-help, spirituality, and employment/meaningful activity.

The eligibility criteria for participation in the Mental Health Court are shown below. The criteria for the Mental Health Court initially targets misdemeanor offenders but is expected to include felony criminal cases in the future. Each potential case will be reviewed on its own merits, and it is possible that cases will be accepted that do not meet one or more criteria listed below.

1. Criminal Charges Permissible

- a. Persons charged with misdemeanors and criminal traffic offenses (with certain exceptions; e.g., driving or boating under the influence, violence, domestic violence, and sexual offenses) that have a mental illness diagnosis.
- b. Felony reductions to misdemeanors may be acceptable on an individual case basis.
- c. Defendants charged with a violation of county court probation, with the consent of the county judge to which the case is assigned, may be referred.
- d. Persons charged with simple battery, a violent crime, may be admitted with the victim's consent. On an individual case basis, persons charged with domestic violence may be referred and admitted after consultation with the victim.
- e. The Court, state attorney and defense attorney will consider the defendant's previous criminal record. The Court may refuse entry into the Mental Health Court on an individual case situation based on a history of violence, domestic violence, sexual offenses, or other factors.
- f. Future Non-violent Felony Cases. (Projected for Year #2 and beyond.)
- g. Participants may be referred from a variety of sources and some may have cases already pending and in process, and others may be on probation. Notably, referrals will not just come from persons newly arrested.
- h. Persons in NGI or ITP status will not be eligible.

2. Mental Illness Diagnoses and Co-Occurring Substance Abuse Disorders

- a. The Diagnostic and Statistical Manual of Mental Disorders 4<sup>th</sup> Edition Text Revised (DSM IV TR) will be used by evaluators to provide diagnoses to the Mental Health Court. The DSM IV organizes diagnoses into five levels or axes relating to different aspect of disorders. For purposes of the Mental Health Court, Axis I diagnoses will be the primary determinant for eligibility.
- b. Persons must have an Axis I mental illness diagnosis of schizophrenia disorders, schizophrenia-like disorders, bi-polar disorder, major depressive disorder or other psychotic disorders of an unspecified nature.
- c. Co-occurring substance abuse disorders are permissible, and actually expected in many cases.
- d. In order to use treatment, case management and community resources funded by the DCF, persons must meet DCF priority guidelines as published in Florida Administrative Code 65E-15.031
- e. The use of community resources resident with our community-based service providers is encouraged and will be accessed for referrals from and at the direction of the Mental Health Court Program Director and staff/team.

Priority clients are individuals being served by the SAMH system who generally have a

long-term involvement with that system, have multiple problems and needs, and require multiple services or resources to meet these needs. Priority clients are eligible to receive Continuity of Care Case Management (CCMS). These are consisting of persons of all ages with one of the following characteristics are priority clients:

- (a) Persons who are being admitted to a state facility or are awaiting admission to a state treatment facility;
- (b) Persons who are in a state treatment facility regardless of admission date;
- (c) Persons who have moved into the district from a district where they had been receiving CCMS case management;
- (d) Persons who are at risk of institutionalization or incarceration for mental health reasons;
- (e) Persons who have been discharged from a state treatment facility;
- (f) Persons who have had one or more admissions to a crisis stabilization unit (CSU), short-term residential facility (SRT), or inpatient psychiatric unit;
- (g) Persons who reside or have been discharged from a mental health residential treatment facility;
- (h) Persons who are experiencing long-term or serious acute episodes of mental impairment that may put them at risk of requiring more intensive services.

3. Exclusions do exist for the Mental Health Court and they include:

- a. Persons with primary mental retardation or autism.
- b. Persons with Axis I diagnoses, which are not mental illness diagnoses.

4. Conditions for Entry into Mental Health Court

- a. Acceptance into the Mental Health Court must be approved by the originating Court, the Mental Health Court, the State Attorney's Office, the Public Defender's Office, the defendant, and in some cases, the victim.
- b. In order to participate in the Mental Health Court processes the defendant must comply with the conditions listed below, at specified points during his/her involvement with the Mental Health Court.
  - Voluntarily agree to participate in the Mental Health Court.
  - Enter into a Plea Agreement.
  - Or, enter into a Deferred Prosecution Agreement.
  - Sign a waiver of speedy trial.
  - Sign a release of information permitting disclosure of certain confidential information, including prior and current mental health treatment, to the Mental Health Court and other parties.
  - Agree to and sign a treatment and service plan as part of the Conditional Release.
  - A surrogate healthcare directive may be offered to defendant, but is not required as a condition of participation.

5. Conditions for Continuing Participation in Mental Health Court

- a. A defendant's continuing participation in the Mental Health Court is normally at the

discretion of the Mental Health Court Judge, although the defendant may choose to not continue.

- b. General conditions for the defendant's continued participation in the Mental Health Court include those listed below. Not all will apply to each case. The Mental Health Court Judge will have the authority to impose graduated sanctions for non-compliance and re-incarceration, if appropriate. Conversely, the Mental Health Court Judge could offer various forms of recognition for accomplishments; e.g., movement to a higher phase, if phases are used, and less frequent appearances in court.
- Comply in good faith effort with provisions of Conditional Release.
  - Attend all scheduled appointments and actively participate with mental health treatment requirements.
  - Take medications as prescribed.
  - Actively participate with case management and psychosocial components of plan, such as vocational training.
  - Attend and participate all appearances before the Mental Health Court, which might be as often as weekly.
  - Attend all meetings with Mental Health Court Project Director, defense attorney and other persons designated by the Mental Health Court.
  - Do not use illicit drugs.
  - Submit to all required drug tests.
  - Obey all laws and do not commit additional crimes.
  - Will not be re-arrested.
- c. The defendant's participation will end upon successful completion of the treatment and service plan and terms of the Conditional Release. Charges will be dismissed or the violation of probation will be terminated and any related criminal case will be closed.

### **3. CAPABILITY AND EXPERIENCE**

**The Nassau County Mental Health Court** is operated under the judicial direction of the Honorable Judge Brian Davis. The Honorable Judge Brian Davis, with the concurrence of The Honorable Robert Foster, Administrative Judge for the 4<sup>th</sup> Judicial Circuit, Nassau County, secured the support of The Honorable Donald R. Moran, Chief Judge of the Judicial Circuit, on the collaboration and creation of a Mental Health Court in Nassau County. (See attached Administrative Order No. 2007-03.) Judge Davis' leadership and commitment to the Task Force which originated the hope for the development of a Mental Health Court is unsurpassed. Currently Judge Davis serves on the civil bench in the Nassau County Historic Courthouse on Amelia Island, in Fernandina Beach, FL. Judge Davis has also served on the Family, Juvenile and Civil benches in his hometown, Jacksonville, Florida. Additionally, he served for four years as a Juvenile Drug Court judge in Jacksonville, Florida. Notably the Juvenile Drug Court holds some similarities to the Mental Health Court in that each is a specialized court with unique characteristics serving targeted populations."

Judge Davis earned a Bachelor's Degree from Princeton University, 1974 and in 1980 a juris doctorate from the University of Florida serving on Law Review and receiving Moot Court and Appellate Advocacy honors. He was an active member of BALSAs and served as a mentor and tutor to incoming students. As a practitioner, Judge Davis litigated in the civil and criminal arenas: labor law with Mahoney, Hadlow and Adams; as a prosecutor in the State Attorney's Office serving as the first African American Chief Assistant and tort law with Brown, Terrell, Hogan, et al. Additional acclaim includes having served on the Supreme Court's Civil Jury Instruction, Children's Court Improvement, Treatment Based Drug Court Steering, and Trial Court Performance and Accountability Committees and the

Florida Bar's Legal Needs of Children Commission. In 2002, the American Board of Trial Advocates honored him as Judge of the Year.

Actively involved in the community, Judge Davis is involved in volunteering with Leadership Jacksonville, NCCJ, Urban League, NAACP, Omega Psi Phi Fraternity, Jacksonville Community Council, Hubbard House, Help Center, Pace Center for Girls and the Jaguars Foundation. He also chaired the Mayor's 1999 Domestic Violence Task Force causing significant changes in the treatment of domestic violence victims and cases within his community. He is an active supporter of Urban Scouting which brings scouting to children without cost. He recently co-chaired JCCI's "Beyond the Talk: Improving Race Relations" study resulting in an annual race relations progress report for Jacksonville.

**The Nassau County Board of County Commissions** is a five member elected commission charged with the oversight and guidance of unincorporated Nassau County. Nassau County is a rural and diverse community of approximately 69,659 residents, located in North Florida along the Florida/Georgia border. Operations of the Board of County Commissioners include 22 County Departments and over 343 employees with numerous primary and ancillary functions. The role of the Board of County Commissioners and the relationship of the County Commission as the applicant for this grant funding are groundbreaking in that the County Commission has designated an 11-year seasoned veteran Commissioner Marianne Marshall as its representative serving on the County Planning Council for the Mental Health Court. Commissioner Marshall is also a strong advocate for the aged, the disabled and serves on and chairs various community based focus groups including transportation for the disadvantaged, affordable housing, and pilot homelessness. The Board of County Commissioners is committed to the goals, objectives and services of the Nassau County Mental Health Court and its Strategic Plan and affirms the identified need for the creation of a Mental Health Court to aid and provide a vehicle of positive change in the lives of persons with mental illness who are involved in the criminal justice system. Additionally, the services of Nassau County Grants Manager Eron Thompson has been enlisted to assist the Sheriff's Office Finance Director Robert Crawford, the County Mental Health Court Planning Council and to the Mental Health Court staff to build community collaborations and pursue a diverse stream of funding opportunities for the overall growth and sustainability of the Mental Health Court. Ms. Thompson is a certified planner through the American Institute of Certified Planners with over 18 years of professional experience in urban, targeted area, regional and community planning. She also holds a bachelor's degree in resource economics and a master's degree in urban and regional planning from the University of Florida. Through her doctoral studies at the University of Texas she is versed with art and science of data collection, analysis and interpretation for outcome based research. Her education coupled with her skills as a seasoned practitioner and her life experiences add the detail and consistency needed for successful project planning and implementation.

**The Nassau County Planning Council** is comprised of a host of government, civic and community leaders who through their diverse backgrounds and interests will aid and provide direction to the Mental Health Court and also provide assessments of the Mental Health Court in accordance with governing legislation. The Planning Council will serve as a foundational pillar in establishing and sustaining the Mental Health Court. A list of the Mental Health Court Planning Council and the associated letters of commitment are attached to this submittal.

**The Nassau County Sheriff's Office** will hire the Mental Health Court Program Director who will administer the Nassau County Mental Health Court program. The knowledge, skills and abilities of the seasoned professional who fills the Program Director position will include the hands-on coordination of services for and through the Mental Health Court for the purposes of development of policies and procedures for the Mental Health Court and supportive functions, such as community treatment plans for

defendants; identification and analysis of candidates for the Mental Health Court program, and coordination of Crisis Intervention Training (CIT) activities for Sheriff's officers and personnel in the Detention Facility working on mental health issues, treatment and processes. Two Peer Specialists will assist the Program Director in the implementation of the Mental Health Court policies, procedures and planning. Each Peer Specialist will implement the 10 step goal setting process, serve as an advocate for participants in the Mental Health Court program and assist participants in regaining control of their lives by investing themselves in the recovery process. The skills, knowledge and life experiences of a Certified Peer Specialist is invaluable and Nassau County is delighted to have two provided through the Sheriff's association with the Department of Children and Families, in addition to the ongoing effort to establish a pool of volunteers who are Certified Peer Specialists with a desire to train, work with and mentor Mental Health Court participants and their families. Additionally a key player in the Sheriff's Office operations is Finance Director Robert Crawford. Mr. Crawford is a seasoned financial advisor and policy maker with over 10 years of experience with grantsmanship projects ensuring the financial reporting and internal controls necessary for the successful implementation of grants for and through the Nassau County Sheriff's Office.

**University of Florida Nassau County Extension Service** has teamed with the Nassau County Board of County Commissioners and the Mental Health Court to provide an educational program for the participants of the Mental Health Court. The program is entitled, "Fundamentals in Landscape Maintenance (FILM)." FILM is intended to create and teach workforce development skills. The knowledge skills and talents of the University of Florida Nassau County Extension Service team is vast and includes Rebecca Jordi who holds a bachelors degree in secondary education and masters degree in biology, is a Certified Arborist who specializes in Environmental Horticulture, Commercial Horticulture, Best Management Practices, Arboriculture. Ms. Jordi will serve as the Educational Program Coordinator and Principal in the program delivery. Dr. Mary Williams will holds a bachelor's degree in vocational education, a master's degree in home economics education and a doctorate in educational leadership will serve in a supportive role in community leadership development, organizational and professional development, and administrative oversight of the program. Margaret McAlpine who holds a bachelors degree in psychology and a masters degree in counseling psychology and is a licensed mental health counselor specializing in life skills management, personal finance, credit and banking counseling, stress and time management, will serve as a resource teacher in these areas of study in the program. Steven Gaul holds a bachelor's degree in forestry specializing in commercial production agriculture, forestry and related industries and natural resources will teach in these areas of study in the program. As an overview to the program, the Extension Service team defined the current situation in Nassau County as: "Nassau County is currently experiencing numerous new housing developments, which has increased the job potential. Each of these housing developments will have common areas to maintain and each homeowner will potentially need someone to care for their landscapes." The objective of the Nassau County Extension program "Fundamentals in Landscape Maintenance (FILM)" is to provide the adults of the Nassau County Detention Facility with another viable vocational option by teaching them basic landscape maintenance skills needed to potentially obtain a job. The program ranges from six to eight hours and consists of the following topics: Basic Botany, Integrated Pest Management (IPM), Operating and Care of Edgers & Weed Eaters, Reading a Pesticide Label, Proper Mixing and Handling of Pesticides, Personal Protective Equipment (PPE). Other program topics include identification of weeds, harmful and beneficial insects, and common landscape plants. The group will learn how to properly plant a tree or shrub and pruning basics. Additional topics will include preparing for employment and personal life skill management. This program will be taught twice a year, 6-7 classes per session, with 10-15 participants per class.

The educational program objectives:

1. Participants will demonstrate an increased knowledge and mastery of skills:
  - Identify beneficial insects, common landscape plants and harmful insects
  - Determine difference between insects and arachnids
  - Read a pesticide label before applying pesticides
  - Mix and handle pesticides properly
  - Apply proper Personal Protection Equipment (PPE)
  - Chose the appropriate pesticide
  - Plant a tree or shrub
  - Use Integrated Pest Management (IPM) by appropriate scouting techniques
2. Participants will successfully obtain pesticide application certification as required by the state of Florida for employment in this field.
3. Participants will practice effective personal management skills including time management, personal finance, stress management, and employment preparation.
4. Long-range objective is to place participants in gainful employment.

**Quality Life Center** is a behavioral healthcare organization founded in 1997 which specializes in the delivery of treatment and support services benefiting the mentally ill, developmentally disabled, and dually diagnosed populations in Nassau County and bordering Duval County. The goal of Quality Life Center is to offer effective service delivery systems that enhance the success of each individual's efforts towards community integration and meeting the challenges, which limit their ability to sustain a meaningful way of life. A comprehensive array of diversionary and transitional residential, vocational, and counseling services is available to these targeted populations. These services meet two objectives (1) to divert individuals within the targeted populations from unnecessary or inappropriate admission to Crisis Stabilization Units, or shorten their stay on CSU's for those already admitted; (2) to safely transition individuals from intensive, restrictive settings to less intensive supports and services. The Center consistently meets its primary outcome measure of timely, demonstrable progress and movement of individuals to less intensive and costly services by providing comprehensive, coordinated, outcome oriented supports to those served. The Center focuses upon adults 18 years of age or older who display psychiatric and/or behavioral challenges that prevent risk of harm to themselves, or other, and are in need of intensive psychiatric care services for stabilization or prevention of further decompensation. Quality Life Center and its staff of seasoned professionals is partnering with the Nassau County Mental Health Court to provide direct Psycho-social rehabilitation therapy and partial hospitalization services, in addition to the its respite care services.

**DaySprings Village** is partnering with the Nassau County Mental Health Court to offer a dedicated year-round forensic bed for participants in the Mental Health Court through its Phoenix Program. The staging and assignment of participants to this forensic bed is subject to the Mental Health Program Director and staff. The Phoenix Program is a 12-bed specialized program that operates within DaySprings Village, a licensed limited mental health assisted living facility that is designed to serve the needs of adults with schizophrenia and schizoaffective disorders. Services in the Phoenix Program include but are not limited to: (1) benefit restoration services for social security, social security disability benefits or VA benefits along with Medicaid and Medicare benefits; (2) assistance and supervision of daily medications; (3) dedicated staff specialist on each shift and a full time forensic mental health case



manager; (4) weekly staffing with the case manager, therapists, dedicated staff members who work with Phoenix Program enrollees and who also encourage family members to participated in these weekly meetings via telephone; (5) a morning social rehabilitation program and an afternoon social rehabilitation program in Hilliard, an on site rehab at DaySpring Village, a partial hospital program in Callahan along with its social rehab program. The success of the Phoenix Program is due to the close collaboration between the 916 facilities and the staff at DaySprings Village, and the careful screening and proper placement of individuals who meet the criteria for placement. Another vital component of the Phoenix Program is that staff faxes weekly, monthly or annual reports to the court or district forensic coordinators for each case, as needed. This direct communication allows the courts to monitor progress and allows the district staff to keep updated on the status of each case being managed at the Phoenix Program.

**Ten Broeck Hospital** is a premier Behavioral Healthcare Facility which provides the highest quality psychiatric and medical services within a safe environment for its patients/clients, visitors and employees with genuine care, comfort, and ethical protection of patients and clients. The ultimate goal of Ten Broeck Hospital is to make a difference. This ability to make a difference is rooted in its value statements of Professionalism, Respect, Integrity, Dependability and Excellence. The staff at Ten Broeck Hospital is first rate and consists of 33 registered nurses, 12 licensed practical nurses, 27 total master's degreed therapists and 11 degreed technicians and 40 non-degreed technicians who serve the patients/clients. The services of Ten Broeck Hospital which will be available to the Mental Health court include: Adult Psychiatric Inpatient (Baker Act and voluntary), Adult chemical Dependency Inpatient and Detox, Adolescent Residential (long-term), Adolescent Acute Inpatient Services, Adult Electroconvulsive Therapy (Inpatient and Outpatient), Adult and Adolescent Partial Hospitalization (full day), Adult and Adolescent Intensive Outpatient (half day), and Adult Evening chemical dependency outpatient program.

**Sutton Place Behavioral Health, Inc.** is a behavioral health provider who seeks to provide high quality mental health and addition services to the residents of Nassau County who need help for today and hope for tomorrow. Sutton Place has three locations throughout Nassau County to provide (1) Mental Health Programs for those who are experiencing mental, emotional, or behavioral issues; (2) Children's Mental Health Program which works with the child and the parents to improve the child's family, social, educational, and psychological functioning; and (3) A Substance Abuse Program which provides intervention and treatment services to adolescent and adult County residents who have an identified substance abuse problem or who may be at-risk for a substance abuse problem. The services of Sutton Place are provided by Licensed Mental Health counselors, Registered Counselor Interns, or Certified Mental Health Professionals. The services that Sutton Place will provide to the Mental Health Court include: psychiatric consultation, medication management, outpatient behavioral health therapy and case management.

The mission of **National Alliance for the Mentally Ill** or NAMI is to educate the general public so they will understand that mental illnesses are neurological brain disorders that are no-fault, biologically based, treatable, and may eventually be preventable. NAMI's aim is to advocate, provide understanding of possible solutions and alternative approaches to services/treatment for mentally ill people. NAMI Nassau County began in 1987 under the leadership of Jim & Irma Malone and Asa & Ann Courson and is a support, education, and advocacy organization established on behalf of individuals with mental illness and their families. NAMI exists to provide a support system for mental ill persons and their families and President Lisa Mohn is partnering with the Nassau County mental Health Court to achieve this purpose.

**Volunteer Resources like Andrea Heller** who is a Certified Peer Specialist with a vested interest in the success of the Mental Health Court in serving the needs of the targeted populations within the Criminal Justice System. Ms. Heller has been a certified Peer Specialist since 2006 and she is committed to sharing her life experiences and helping to empower those involved with the Mental Health Court. Additionally, she holds a bachelors degree in psychology with a background in Mental Health education, advocacy and empowerment. Ms. Heller part of an ongoing initiative to establish a pool of Certified Peer Specialist who will commit volunteer hours to working with participants of the Mental Health Court. This array of educated, seasoned and trained community caregivers is vital in the sustainability of the Mental Health Court and the successful outcomes.

#### **4. EVALUATION AND SUSTAINABILITY**

The Nassau County Mental Health Court has been established to provide a problem-solving approach for persons with mental illnesses who are charged initially with certain misdemeanors and after a years operations certain felonies. The Mental Health Court provides defendants with the opportunity to voluntarily participate through conditional releases in community treatment and service plans as an alternative to incarceration and normal criminal prosecution process and punishment.

The Bazelon Center for Mental Health Law reviewed information related to 20 mental health courts. One of its conclusions from its review states, "No program of alternative disposition - whether prosecutor-driven, court-based, within law enforcement or jail-based - can be effective unless the essential services and supports that individuals with serious mental illnesses need to live in the community are available. Moreover, it is critical that these services exist in the community for everyone, not just offenders, and that supports not be withdrawn from others in need and merely redirected to those who have come in contact with the criminal justice system. Additional, specialized resources and programs are needed to reduce the risk of arrest for people with mental illnesses and the recidivism of those who have come into contact with the criminal justice system."<sup>viii</sup> The Nassau County Sheriff's Office is directly responsible for evaluating system capacity at the Detention Facility and the Sheriff has committed to provide ongoing analyze of the cost and inmate utilization of during the first year and develop recommendations based upon an overall assessment of facility costs, operations, and influence(s) of the Mental Health Court. Reductions in cost as a result of savings achieved through the intercept and intervention measures of the Mental Health Court will be redirected back to the Court for advancement and sustainability of the services and operations for the Mental Health Court. Exploring additional avenues of funding for investment into the Mental Health Court is crucial to the continuation of the Court. As you are aware, there is limited empirical, research-supported data on outcomes of mental health courts but the potential for quantifiable measures does exist and the Jail and Sheriff's Operations staff will each month gather the information from participants in the Mental Health Court and meet with the Mental Health Court Planning Council and community service providers and partners to review the data, determine if specified goals have been met and explore options for the any needed enhancements to the program. We believe that with emerging data and evaluations and through direct experience and anecdotal evidence of professionals in the field, the Nassau County Mental Health Court will be an effective approach to helping persons with mental illnesses in the criminal justice system.

The long-term sustainability of the Mental Health Court will ultimately rest on many factors: financial success, effectiveness of services, efficiency, commitment of Mental Health Court Team, community support, lack of adverse incidents, and others.

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<sup>i</sup> Dr. Laureen Pagel, Ph.D., Director of Clinical Operations, Sutton Place, as part of a grant proposal submitted in April 2007 to the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice, wrote much of Sections III and IV.

<sup>ii</sup> New Freedom Commission on Mental Health, *Achieving the Promise: Transforming Mental Health Care in America. Final Report*. DHHS Pub. No. SMA-03-3832. Rockville, MD: 2003.

<sup>iii</sup> Draper DA, McHugh MC, Achman L, Kuo S. *Medicaid Financing of State and County Psychiatric Hospitals*. DHHS Pub. No. (SMA) 03-3830 Rockville, MD: Center for Mental Health Services, Substance Abuse and Mental Health Services Administration, 2003.

<sup>iv</sup> Draper, *Medicaid Financing of State and County Psychiatric Hospitals*.

<sup>v</sup> Florida Agency for Health Care Administration. (2002). *Annual CON Report Tables 2002*.

<sup>vi</sup> James, D., Glaze, Lauren. (2006). *Mental Health Problems of Prison and Jail Inmates*. U.S. Department of Justice, Office of Justice Programs.

<sup>vii</sup> Anthony, W. A. (1993). Recovery from mental illness: The guiding vision of the mental health service system in the 1990's. *Psychosocial Rehabilitation Journal*, 16(4), 11-23. From Ohio Mental Health Department Best Practices Recovery Website August 2007.

<sup>viii</sup> Judge David L. Bazelon Center for Mental Health Law. (2003) *Criminalization of People with Mental Illnesses: THE ROLE OF MENTAL HEALTH COURTS IN SYSTEM REFORM*. Washington, DC.

**BUDGET/BUDGET  
NARRATIVE/MATCH  
COMMITMENT FORMS &  
SUMMARY**

## **BUDGET AND BUDGET NARRATIVE**

The budget for this grant proposal includes (1) the awarded Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant, advertisement #01252008, in the amount of \$75,000.00 as stated in the February 7, 2008 letter to Mr. Robert Crawford from Mr. William H. Janes to cover client based services for 7 participants in the Mental Health Court. (2) Nassau County documented in its original application dated October 31, 2008 \$342,032.64 in in-kind contributions. Through this revised budget and budget narrative Nassau County affirms that it will meet the minimum required equal match for the award of this implementation from the Commitment of Match/Donation Forms (Appendix F), pages 24-49 of the original grant application submittal. (3) Nassau County affirms the \$8,000 in a cash commitment to pay for consumable products such as tree, shrubs, etc. for the employment training and workforce development for participants in the Mental Health court.

The client based services requested under this grant submittal are based on a case rate of \$7000.00 per consumer during a 12 month period of time. The consumer will participate in a variety of behavioral health services based on individual need during the 9 months of being enrolled in mental health court. The consumer will then participate in 3 months of aftercare to help increase the chance of continued success. The following services will be provided:

### **Medical Services**

Medical services provide medical care, therapy and medication administration to improve the functioning or prevent further deterioration of persons with mental health or substance abuse problems. Included is psychiatric mental status assessment.

For adults with mental illness, medical services are usually provided on a regular schedule, with arrangements for non-scheduled visits during times of increased stress or crisis. This service includes medication administration of psychotropic drugs including Clozaril and other new medications, and psychiatric services.

### **Assessment**

Assessment services assess, evaluate, and provide assistance to individuals and families to determine level of care, motivation, and the need for services and supports to assist individuals and families identify their strengths

### **Case management**

Case management services consist of activities aimed at identifying the recipient's needs, planning services, linking the service system with the person, coordinating the various system components, monitoring service delivery and evaluating the effect of the services received.

### **Supported Employment**

Supported employment services are community-based employment services in an integrated work setting, which provides regular contact with non-disabled co-workers or the public.

### **Supported Housing/Living**

Supported housing/living services assist persons with substance abuse or psychiatric disabilities in the selection of housing of their choice. These services also provide the necessary services and supports to assure their continued successful living in the community and transitioning into the community.

### **Outpatient-Individual**

Outpatient services provide a therapeutic environment that is designed to improve the functioning or prevent further deterioration of persons with mental health and/or substance abuse problems. These services are usually provided on a regularly scheduled basis by appointment, with arrangements made for non-scheduled visits during times of increased stress or crisis.

### **Outpatient-Group**

Outpatient group provides a therapeutic environment that is designed to improve the functioning or prevent further deterioration of persons with mental health and/or substance abuse problems. Outpatient-group services are usually provided on a regularly scheduled basis by appointment, with arrangements made for non-scheduled visits during times of increased stress or crisis

### **Incidental Expenses**

Provides for incidental expenses for items, such as clothing, personal care items, medical care, food, educational needs, developmental services, transportation costs, housing subsidies, utilities and pharmaceuticals.

### **Aftercare/Follow-up**

Aftercare services, including but not limited to relapse prevention, are a vital part of recovery in every treatment level. Aftercare activities include client participation in daily activity functions, which were adversely affected by mental illness and/or substance abuse impairments. New directional goals such as vocational education or re-building relationships are often priorities. Relapse prevention issues are key in assisting the client's recognition of triggers and warning signs of regression. Aftercare services help families and pro-social support systems reinforce a healthy living environment

### **Medical Services**

Initial Psychiatric Evaluation – \$250.00 = 250.00

Monthly medication checks- \$90.00 x 8 = 720.00

### **Case Management/Supported Housing/Supported Employment**

8 hours per month x 9 months @ \$50.00 per hour = 3600.00

### **Outpatient Therapy (Individual/Family)**

Bi-weekly individual therapy, 18 sessions x 100.00 per hour = 1800.00

Aftercare Services for 3 months	630.00
Incidental Expenses (average of 3715.00 per consumer)	26,005.00
Total cost of \$49,000.00 (7000 x 7) + 26,005 =	\$75,005.00

**TOTAL REVISED BUDGET FOR YEAR ONE OF THE MENTAL HEALTH COURT IS -  
\$150,010.00 (Minimum)**

<u>Agency</u>	<u>Contribution</u>	<u>Monetary value</u>	<u>Term</u>	<u>Type of Contribution</u>
Nassau County Board of County Commissioners	Grants Manager	\$ 3,350.00	annual	in-kind
National Association for the Mentally Ill (NAMI)	Lisa Mohn	\$ 1,370.00	1 year	in-kind
Andrea Heller	Licensed Peer Specialist	\$ 2,400.00	1 year	in-kind
Nassau County Sheriff's Office	Operations/Administration	\$ 114,357.00	annual	in-kind
Sutton Place Behavioral Health	Office space & BA clinician	\$ 35,837.00	annual	in-kind
DaySpring Village Inc.	Forensic Bed (1) in the Phoenix program w/ support svcs	\$ 51,022.00	annual	in-kind
Ten Broeck Hospital	Inpatient acute stabilization svcs	\$ 50,000.00	annual	in-kind
Quality Life Center	Psycho-social rehab; Partial hospitalization	\$ 75,494.40	annual	in-kind
University of Florida/Nassau County Extension Service	Job Development Training Program (FILM)	\$ 3,872.96	annual	in-kind
Nassau County Board of County Commissioners	Judical Complex - use of designated space	\$ 4,329.28	annual	in-kind
Nassau County Board of County Commissioners	Consumables for the education program & teaching garden	\$ 8,000.00	1 year	cash commitment
	<b>TOTAL</b>	<b>\$ 350,032.64</b>		
<u>OVERALL BUDGET</u>		<u>Year #1</u>	<u>Year #2</u>	<u>Year #3</u>
	Three year implementation grant	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
	In-Kind Contribution	\$ 67,000.00	\$ 75,000.00	\$ 75,000.00
	Cash Commitment	\$ 8,000.00	\$ 0.00	\$ 0.00
	<b>TOTAL BY YEAR</b>	<b>\$ 150,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ 150,000.00</b>

Appendix F

COMMITMENT OF MATCH/DONATION FORMS

TO:(name of County)	<u>Nassau County</u>
FROM: Donor Name	<u>Nassau County Board of County Commissioners</u>
ADDRESS:	<u>P.O. Box 1010, Fernandina Beach, Florida 32035</u>

The following  space,  equipment,  goods/supplies, and/or  services, is/are donated to the County

permanently (title passes to the County)

temporarily, for the period annual to \_\_\_\_\_ (title is retained by the donor)

**Description and Basis for Valuation (See next page)**

	<u>Value</u>	<u>Corporation USE</u>
(1) <u>Donation of 80 hours of staff time for the County's Grants Manager to assist the Mental Health Court staff and the County Planning Council.</u>	<u>\$ 3,350.00</u>	_____
(2) <u>Space at Judicial Complex and Historic Courthouse for the purposes of the Mental Health Court</u>	<u>\$ 4,329.00</u>	_____
(3) <u>Purchase of consumables for the FILM education program and teaching garden</u>	<u>\$ 8,000.00</u>	_____
(4) _____	\$ _____	_____
TOTAL VALUE		<u>\$ 15,679</u>

The above donation(s) is not currently included as a cost (either direct or matching) of any state or federal contract or grant, nor has it/they been previously purchased from or used as match for any state or federal contract.			
<u>[Signature]</u>	(Date)	<u>10-31-07</u>	(County Designee Signature)
			(Date) <u>10-31-07</u>

The grant Review Committee will review the valuation of the donated item(s) and has, in the space provided, indicated the valuation amount acceptable to the department for use in meeting a match requirement for the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant program. Donated items are subject to disallowance should they be found to be a current or previous cost or matching item of a state or federal grant or contract.



**BASIS OF VALUATION**

Building/Space

1. Donor retains title:
  - a. Fair rental value - Substantiated in provider's records by \_\_\_\_\_ written confirmation(s) of fair rental value by qualified individuals, e.g., Realtors, property managers, etc.
  - b. (1) Established monthly rental of space \$ \_\_\_\_\_
  - (2) Number of months donated during the contract \_\_\_\_\_
  - Value to the project [b.(1) X b.(2)] \$ 4,329.00 (see attachment)
2. Title passes to the County:
 

Depreciation

  - a. Cost of Fair Market Value (FMV) at acquisition (excluding land) \$ \_\_\_\_\_
  - b. Estimated useful life at date of acquisition \_\_\_\_\_ yrs.
  - c. Annual depreciation (a/b.) \$ \_\_\_\_\_
  - d. Total square footage \_\_\_\_\_ sq. ft.
  - e. Number of square feet to be used on the grant program. \_\_\_\_\_ sq. ft.
  - f. Percentage of time during contract period the project will occupy the building/space \_\_\_\_\_ %
  - g. Value to project (e./d. X f X c.) \$ \_\_\_\_\_

Use Allowance

  - a. To be used in the absence of depreciation schedule (i.e., \_\_\_\_\_ when the item is not normally depreciated in the County's \_\_\_\_\_ accounting records)
  - b. May include an allowance for space as well as the normal \_\_\_\_\_ cost of upkeep, such as repairs and maintenance, insurance, etc.

Equipment

1. Donor retains title: Fair Rental Value
2. Title passes to County:
  - a. FMV at time of donation \$ \_\_\_\_\_, or
  - b. Annual value to project (not to exceed 6 2/3% X a.) = \$ \_\_\_\_\_

Goods/Supplies Education and Teaching program consumables = \$8,000.00

FMV at time of donation

Personnel Services

1. Staff of another agency/organization:
 

Annual Salary Number of hours

2080 X to be provided = \$ 3,350 (80 hrs)
2. Volunteer
 

Comparable annual salary \$ \_\_\_\_\_

Annual salary Number of hours

2080 X to be provided = \$ \_\_\_\_\_

**Nassau County Space Allocation  
 Estimated Allocated Costs per Entity  
 Mental Health Court Special Allocations**

<b>Judicial Annex</b>	
Designated Space	83,700
Common/Utility Areas	34,620
	<u>118,320</u>

**ESTIMATED COSTS**

<u>Percentage Breakdown by Entity (Designated Space)</u>	<u>Utilities</u>	<u>Building Depreciation</u>	<u>Infrastructure Depreciation</u>	<u>Totals</u>	<u># of FTE's</u>	<u>hrs per work wk</u>	<u># of weeks</u>	<u># of hrs worked</u>	<u>cost of space per hour</u>	<u># hrs allocated to MHC</u>	<u>calculated space cost for MHC</u>
<b>State Attorney-Judicial Annex</b> 14,432 16.34%	43,002.96	85,747.20	8,249.57	136,999.73							
Office time of staff - 2 hrs per week (includes support staff)				136,999.73	20	40	52	41,600	\$ 3.29	104	\$ 342.50
<b>Public Defender-Judicial Annex</b> 6,848 7.76%	20,404.95	40,687.14	3,914.43	65,006.52	9.8	40	52	20384	\$ 3.19	208	\$ 663.33
Office time of attorney - 2 hrs per week										104	
Office time of support staff - 2 hrs per week										104	
<b>State Courts and Judges-Annex</b> 23,040 26.09%	68,652.18	136,891.31	13,170.04	218,713.53							
Courtroom time for SA, PD and Judge - 3 hrs per week - Judicial Annex-Courtroom available 2080 hrs											
<b>Courtroom A area only</b> 3,669 15.92%	10,931.81	21,797.84	2,097.13	34,826.78	1	40	52	2,080	\$ 16.74	156	\$2,612.01
<b>Historic Courthouse-Judge Davis -office space</b>											
Office hrs of Judge Davis 2/wk 935 5.60%	1,109.50	13,119.35		14,228.85	1	40	52	2,080	\$ 6.84	104	\$ 711.44
<b>Total for State Attorney, Public Defender, Courtroom and Judge Davis</b>											<b>\$4,329.28</b>
<b>Space not utilized for Mental Health Court Purposes but part of % space allocation calculations</b>											
Work of Courts 33,516 37.96%	99,867.47	199,134.08	19,158.30	318,159.84							
Corridor Multi-Purpose Room 4,864 5.51%	14,493.24	28,899.28	2,780.34	46,172.86							
DeLoach's Place 120 0.14%	357.56	712.98	68.59	1,139.13							
Salvation Army 640 0.72%	1,907.00	3,802.54	365.83	6,075.38							
Guardian Ad-Litem 240 0.27%	715.13	1,425.95	137.19	2,278.27							
<b>Totals</b> 88,304 116.31%	261,441.81	532,217.66	49,941.42	980,600.61							

- Sources:**
- Judicial Annex square ft & costs-Chris Lacambra, Clerk Financial Services-via email 10/24/07
  - Public defender FTE and MHC hours-Brian Morrissey, PD and Michelle, PD office 10/29/07 & 10/30/07
  - State Attorney FTE factor-Faye Robinson, Office Manager-SA 10/30/07
  - State Attorney MHC hours-Judge Brian Davis, Circuit Judge Nassau County 10/29/07
  - Judge Davis office time and courtroom time-Judge Brian Davis, Circuit Judge Nassau County 10/29/07
  - Additional breakdown of "State Court and Judges" space provided by Chris-Bill Howard, Maintenance Dept. 10/30/07
  - Historic Courthouse square ft information-Daniel Salmon, Maintenance Dept. 10/30/07

**MATCH COLLECTION SUMMARY REPORT**

**DATE** - October 30, 2007

**County** - Nassau

**Type of Grant** - Implementation Grant

**Match Requirement Percentage** - 100%

**Total Match Required for the Grant** \$ 165,000.00

**Match Reported this Period:**

Cash \$ 8,000.00

In-Kind \$ 342,032.64

Total \$ 515,032.64

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared By Eron Thompson, Grants Manager

Approved By Jim B. Higginbotham, Chairman, Nassau BOCC

Appendix F

COMMITMENT OF MATCH/DONATION FORMS

TO: (name of County) Nassau County Board of Commissioners  
 FROM: Donor Name Lisa Mohr, President NAMI Nassau Cty  
 ADDRESS: P.O. Box 15816  
Fernandina Beach, FL 32035

The following \_\_\_ space, \_\_\_ equipment, \_\_\_ goods/supplies, and/or  services, is/are donated to the County

permanently (title passes to the County)

temporarily, for the period 11/1/08 to 11/1/09 (title is retained by the donor)

Description and Basis for Valuation (See next page)

	Value	Corporation USE
(1) <u>Advocacy/Support</u> <u>National Alliance on</u> <u>mental illness (NAMI)</u>	\$1,370.	_____
(2) _____	\$ _____	_____
(3) _____	\$ _____	_____
(4) _____	\$ _____	_____
TOTAL VALUE		\$ <u>1,370.</u> <sup>(C)</sup>

The above donation(s) is not currently included as a cost (either direct or matching) of any state or federal contract or grant nor has it been previously purchased from or used as match for any state or federal contract.

Lisa Mohr 10/24/07 (Donor Signature) (Date) [Signature] (County Designee Signature) (Date) 10/31/07

The grant Review Committee will review the valuation of the donated item(s) and has, in the space provided, indicated the valuation amount acceptable to the department for use in meeting a match requirement for the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant program. Donated items are subject to disallowance should they be found to be a current or previous cost or matching item of a state or federal grant or contract.

## BASIS OF VALUATION

**Building/Space**

1. Donor retains title:
  - a. Fair rental value - Substantiated in provider's records by \_\_\_\_\_ written confirmation(s) of fair rental value by qualified individuals, e.g., Realtors, property managers, etc.
  - b. (1) Established monthly rental of space \$ \_\_\_\_\_
  - (2) Number of months donated during the contract \_\_\_\_\_
  - Value to the project [b.(1) X b.(2)] \$ \_\_\_\_\_
2. Title passes to the County:
 

**Depreciation**

  - a. Cost of Fair Market Value (FMV) at acquisition (excluding land) \$ \_\_\_\_\_
  - b. Estimated useful life at date of acquisition \_\_\_\_\_ yrs.
  - c. Annual depreciation (a./b.) \$ \_\_\_\_\_
  - d. Total square footage \_\_\_\_\_ sq. ft.
  - e. Number of square feet to be used on the grant program. \_\_\_\_\_ sq. ft.
  - f. Percentage of time during contract period the project will occupy the building/space \_\_\_\_\_ %
  - g. Value to project (e./d. X f X c.) \$ \_\_\_\_\_

**Use Allowance**

  - a. To be used in the absence of depreciation schedule (i.e., when the item is not normally depreciated in the County's accounting records)
  - b. May include an allowance for space as well as the normal cost of upkeep, such as repairs and maintenance, insurance, etc.

**Equipment**

1. Donor retains title: Fair Rental Value
2. Title passes to County:
  - a. FMV at time of donation \$ \_\_\_\_\_, or
  - b. Annual value to project (not to exceed 6 2/3% X a.) = \$ \_\_\_\_\_

**Goods/Supplies**  
 FMV at time of donation

**Personnel Services**

1. Staff of another agency/organization:
 

Annual Salary    Number of hours  
 2080    X    to be provided = \$ \_\_\_\_\_
2. Volunteer
 

Comparable annual salary \$ 28,500.00  
Annual salary    Number of hours 100 hours  
 2080    X    to be provided = \$ 1370

Appendix F

COMMITMENT OF MATCH/DONATION FORMS

TO: (name of County) ALASSAU County Florida  
 FROM: Donor Name Andree Heller  
 ADDRESS: 36012 John St  
Yulee FL 32097

The following \_\_\_ space, \_\_\_ equipment, \_\_\_ goods/supplies, and/or \_\_\_ services, is/are donated to the County

\_\_\_ permanently (title passes to the County)

temporarily, for the period 1-1-08 to 1-1-09 (title is retained by the donor)

Description and Basis for Valuation (See next page)

	Value	Corporation USE
(1) <u>Peer Specialist/Advocacy/ NAME</u>	<u>\$27,000 year</u>	
(2) _____	<u>\$1298 hrs X 156 hrs</u>	
_____	<u>= 2,400.88</u>	
_____	\$ _____	
(3) _____		
_____	\$ _____	
(4) _____		
_____	\$ _____	
	TOTAL VALUE \$ <u>2,400.</u>	

The above donation(s) is not currently included as a cost (either direct or matching) of any state or federal contract or grant, nor has it/they been previously purchased from or used as match for any state or federal contract.

Andree Heller 10-24-07  
 (Donor Signature) (Date)

[Signature]  
 (County Designee Signature) (Date) 10/31/07

The grant Review Committee will review the valuation of the donated item(s) and has, in the space provided, indicated the valuation amount acceptable to the department for use in meeting a match requirement for the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant program. Donated items are subject to disallowance should they be found to be a current or previous cost or matching item of a state or federal grant or contract.

**BASIS OF VALUATION**

**Building/Space**

1. Donor retains title:  
 a. Fair rental value - Substantiated in provider's records by \_\_\_\_\_ written confirmation(s) of fair rental value by qualified individuals, e.g., Realtors, property managers, etc.  
 b. (1) Established monthly rental of space \$ \_\_\_\_\_  
 (2) Number of months donated during the contract \_\_\_\_\_  
 Value to the project [b.(1) X b.(2)] \$ \_\_\_\_\_

2. Title passes to the County:  
**Depreciation**  
 a. Cost of Fair Market Value (FMV) at acquisition (excluding land) \$ \_\_\_\_\_  
 b. Estimated useful life at date of acquisition \_\_\_\_\_ yrs.  
 c. Annual depreciation (a./b.) \$ \_\_\_\_\_  
 d. Total square footage \_\_\_\_\_ sq. ft.  
 e. Number of square feet to be used on the grant program \_\_\_\_\_ sq. ft.  
 f. Percentage of time during contract period the project will occupy the building/space \_\_\_\_\_ %  
 g. Value to project (e./d. X f. X c.) \$ \_\_\_\_\_

**Use Allowance**  
 a. To be used in the absence of depreciation schedule (i.e., when the item is not normally depreciated in the County's accounting records)  
 b. May include an allowance for space as well as the normal cost of upkeep, such as repairs and maintenance, insurance, etc.

**Equipment**

1. Donor retains title: Fair Rental Value  
 2. Title passes to County:  
 a. FMV at time of donation \$ \_\_\_\_\_, or  
 b. Annual value to project (not to exceed 6 2/3% X a.) = \$ \_\_\_\_\_

**Goods/Supplies**  
 FMV at time of donation \_\_\_\_\_

**Personnel Services**

1. Staff of another agency/organization:  
Annual Salary Number of hours  
 2080 X to be provided = \$ \_\_\_\_\_

2. Volunteer  
 Comparable annual salary \$ \_\_\_\_\_  
Annual salary Number of hours  
 2080 X to be provided = \$ \_\_\_\_\_

Appendix F

COMMITMENT OF MATCH/DONATION FORMS

TO: (name of County) Nassau County, Florida  
 FROM: Donor Name Nassau County Sheriff's Office  
 ADDRESS: 76001 Bobby Moore Circle Yulee, Florida 32097

The following  space,  equipment,  goods/supplies, and/or  services, is/are donated to the County

permanently (title passes to the County)

temporarily, for the period Annually to \_\_\_\_\_ (title is retained by the donor)

Description and Basis for Valuation (See next page)

	Value	Corporation USE
(1) See Attached Detail Report In-Kind Donation	\$ 114,357.	
(2)	\$	
(3)	\$	
(4)	\$	

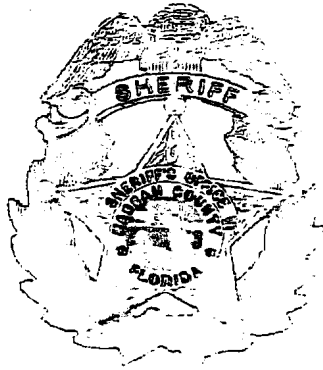
TOTAL VALUE \$ 114,357.

The above donation(s) is not currently included as a cost (either direct or matching) of any state or federal contract or grant, nor has it/they been previously purchased from or used as match for any state or federal contract.

[Signature] 10/26/07 (Donor Signature) (Date) [Signature] (County Designee Signature) (Date) 10/31/07

The grant Review Committee will review the valuation of the donated item(s) and has, in the space provided, indicated the valuation amount acceptable to the department for use in meeting a match requirement for the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant program. Donated items are subject to disallowance should they be found to be a current or previous cost or matching item of a state or federal grant or contract.





# Nassau County Sheriff's Office

Tommy Seagraves, Sheriff

October 25, 2007

Dear Nassau County Mental Health Court Program,

As you are aware, the Nassau County Sheriff's Office has partnered with the 4<sup>th</sup> Judicial Circuit Court to help establish a Mental Health Court Program in Nassau County, Florida. As a partner in this greatly needed program, and on behalf of the Nassau County Sheriff's Office, I will commit to approximately **\$114,357.00** of In-kind Donations to this program annually. I have detailed the donations for your review and acceptance. I look forward to the success of this program and will continue to partnership with any other government agency that is willing to participate in its success.

Respectfully,

Sheriff T.L. "Tommy" Seagraves

Nassau County Florida

### Law Enforcement Transport Van

Cost per hour includes Maintenance & Fuel Cost	\$25.00
Hours utilized per month for Court Transport	X 4
	\$100.00 (Per Month)
Use Annually	X 12 (Months)
	\$1,200 (Annually)
Transport to Forensic Housing (1) inmate per month	50 (Miles Round Trip)
Equates into 2 hours use of Transport Vehicle per Month	2 (Hours Use)
Cost per hour of Transport Vehicle	X \$25. (Cost Per Hour)
	\$50.00
Use Annually	X 12 (Months)
	\$600.00 (Annually)

Mental Health Court Director Vehicle

Vehicle Cost	\$10,000.
Annual Maintenance, Tires, Oil, Filter & Spark Plugs	\$ 440.
Annual Insurance	\$ 852.
Fuel, Yearly @ 2.75 per Gal. X 150 miles per month	+ \$ 4,950
	<u>\$16,242 (Annually)</u>

Sheriff's Office Employee Salaries that support the Mental Health Court

Detention Facility Nurse	\$18.84 per Hour	(X)	(2) Hours Per Day	
		(X)	(14) Days	
		(XI)	(15) MH Inmates	= <u>\$8,587.50</u>
Classification Officer	\$15.38 per Hour	(X)	(2) Hours Per Day	
		(X)	(2) Days	
		(XI)	(52) Weeks	= <u>\$3,199.04</u>
Transportation Officer	\$15.38 per Hour	(X)	(2) Detention Deputies	
		(X)	(6) Hours Per Month	
		(XI)	(12) Months	= <u>\$2,214.72</u>
Bailiff's for Court Room	\$16.31 per Hour	(X)	(2) Bailiffs	
		(X)	(2) Hours per week	
		(XI)	(52) Weeks	= <u>\$3,392.48</u>
Detention Deputy	\$15.38 per Hour	(X)	(4) Detention Deputies	
		(X)	(8) Hours Per Day	
		(XI)	(14) Days	
		(XII)	(15) MH Inmates	= <u>\$6,890.24</u>
Admin Secretary	\$16.00 per Hour	(X)	(2) Hours per week	
		(X)	(52) Weeks	= <u>\$1,664.00</u>
Nurse Clerk	\$16.26 per Hour	(X)	(2) Hours per week	
		(X)	(52) Weeks	= <u>\$1,691.04</u>
Supervisory Bailiff	\$21.16 per Hour	(X)	(2) Hours per week	
		(X)	(52) Weeks	= <u>\$2,200.64</u>
Director of Corrections	\$30.06 per Hour	(X)	(2) Hours per week	
		(X)	(52) Weeks	= <u>\$3,126.24</u>

Director for the Mental Health Board	\$30.06 per Hour (X)	(4) Hours per week (52) Weeks	= <u>\$6,252.48</u>
Assistant Chief Supervisor	\$24.29 per Hour (X)	(4) Hours per week (52) Weeks	= <u>\$5,052.32</u>
Finance Manager	\$29.13 per Hour (X)	(80) Hours per Month (X) 12 Months	= <u>\$2,330.00</u>
Total Annual Cost			= <u>\$46,598.00</u>

Mental Health Inmate Housing

Housing includes Basic Necessities such as food, clothing, and shelter. "Medical Excluded"

\$46.10 per day	(X)	(14) Days	
	(X)	(15) Inmates	= <u>\$ 9,681.00</u>

Mental Health Inmate Medical Expenses

Medical expenses include Mental Health Evaluation, Follow-up Evaluation and Medication

\$175.00 Initial Evaluation	(X)	15 inmates	= <u>\$2,625.00</u>
\$90.00 Follow-up Evaluation	(X)	15 Inmates	= <u>\$1,350.00</u>
\$70.00 Average Medication	(X)	15 Inmates (X) 14 Days	= <u>\$14,700.00</u>
Total Annual Cost			= <u>\$18,675.00</u>

Mental Health Court Program Office Space Utilization Cost

Mental Health Program Director & (2) Peer Specialist Office Space	657 Sq. Feet of Space		
Per Foot Cost Re: County Gov. Rate	(X) \$10.00		= <u>\$6,570.00</u>

Mental Health Multi-purpose Room

Utilized for class room instruction

And Mental Health Program Design

Per Foot Cost Re: County Gov. Rate

429 Sq. Feet of Space

(X) \$10.00

=\$4,290.00

Office Equipment

Desk

\$700 each (X) 3

=\$2100.00

Chairs

\$185 each (X) 3

= \$555.00

Office Panels 30" x 81"

\$334 each (X) 4

= \$1,336.00

48" x 81"

\$434 each (X) 15

= \$6,510.00

Total Annual Cost = \$21,361.00

Total Annual In-kind Match is calculated at **\$114,357.00**

Appendix F

COMMITMENT OF MATCH/DONATION FORMS

TO: (name of County) Nassau  
 FROM: Donor Name Sutton Place Behavioral Health  
 ADDRESS: 910 South 8th Street  
Fernandina Beh FL 32034

The following  space, \_\_\_ equipment, \_\_\_ goods/supplies, and/or  services, is/are donated to the County

\_\_\_ permanently (title passes to the County)

temporarily, for the period Annual to \_\_\_ (title is retained by the donor)

Description and Basis for Valuation (See next page)

(1) space: office in agency  
primary location

Value Corporation USE

\$27,720.<sup>00</sup>

(2) Services: 520 hours/yr B.A.  
level clinician

\$8,117.<sup>00</sup>

(3) \_\_\_\_\_

\$ \_\_\_\_\_

(4) \_\_\_\_\_

\$ \_\_\_\_\_

TOTAL VALUE \$ 35,837.<sup>00</sup>

The above donation(s) is not currently included as a cost (either direct or matching) of any state or federal contract or grant, nor has it been previously purchased from or used as match for any state or federal contract.

Edwin W. [Signature] 10/22/07 [Signature]  
 (Donor Signature) (Date) (County Designee Signature) (Date) 10/31/07

The grant Review Committee will review the valuation of the donated item(s) and has, in the space provided, indicated the valuation amount acceptable to the department for use in meeting a match requirement for the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant program. Donated items are subject to disallowance should they be found to be a current or previous cost or matching item of a state or federal grant or contract.

**BASIS OF VALUATION**

*SUTTON PLACE BEHAVIORAL HEALTH*

**Building/Space**

1. Donor retains title:
  - a. Fair rental value - Substantiated in provider's records by written confirmation(s) of fair rental value by qualified individuals, e.g., Realtors, property managers, etc.
  - b. (1) Established monthly rental of space \$ 2310.00
  - (2) Number of months donated during the contract 12
  - Value to the project [b.(1) X b.(2)] \$ 27,720.<sup>00</sup>

2. Title passes to the County:

Depreciation

- a. Cost of Fair Market Value (FMV) at acquisition (excluding land) \$ \_\_\_\_\_
- b. Estimated useful life at date of acquisition \_\_\_\_\_ yrs.
- c. Annual depreciation (a/b.) \$ \_\_\_\_\_
- d. Total square footage \_\_\_\_\_ sq. ft.
- e. Number of square feet to be used on the grant program. \_\_\_\_\_ sq. ft.
- f. Percentage of time during contract period the project will occupy the building/space \_\_\_\_\_ %
- g. Value to project (e/d X f X c.) \$ \_\_\_\_\_

Use Allowance

- a. To be used in the absence of depreciation schedule (i.e., when the item is not normally depreciated in the County's accounting records)
- b. May include an allowance for space as well as the normal cost of upkeep, such as repairs and maintenance, insurance, etc.

**Equipment**

1. Donor retains title: Fair Rental Value
2. Title passes to County:
  - a. FMV at time of donation \$ \_\_\_\_\_, or
  - b. Annual value to project (not to exceed 6 2/3% X a.) = \$ \_\_\_\_\_

**Goods/Supplies**

FMV at time of donation

**Personnel Services**

1. Staff of another agency/organization:
 

<u>Annual Salary</u>	<u>Number of hours</u>	
2080	X to be provided =	\$ _____

- B.A. level clinician plus benefits:
2. Volunteer
 

Comparable annual salary \$	<u>32,469.<sup>00</sup></u>
<u>Annual salary</u>	<u>Number of hours</u>
<del>520,000</del>	X to be provided = \$ <u>32,469.<sup>00</sup></u> at \$ <u>15.51/hour</u> = \$ <u>8117.<sup>00</sup>/yr</u>

(10 hours/wk)

Appendix F

COMMITMENT OF MATCH/DONATION FORMS

TO: (name of County)	<u>Nassau County</u>
FROM: Donor Name	<u>DaySpring Village, Inc.</u>
ADDRESS:	<u>P.O. Box 1080, Hilliard, FL 32046</u>

The following    space,    equipment,    goods/supplies, and/or  services, is/are donated to the County

   permanently (title passes to the County)

temporarily, for the period annual to    (title is retained by the donor)

Description and Basis for Valuation (See next page)

	Value	Corporation USE
(1) One forensic bed (year-round) at the Phoenix Program (\$85/day X 365 days/year = \$31,025)	\$ 31,025	_____
(2) Supporting services and staff for the year-round forensic bed (13 hours/week @ \$29.58 FTE = 19,997)	\$ 19,997	_____
(3) _____	\$ _____	_____
(4) _____	\$ _____	_____
TOTAL VALUE		\$ <u>51,022</u>

The above donation(s) is not currently included as a cost (either direct or matching) of any state or federal contract or grant nor has it/they been previously purchased from or used as match for any state or federal contract.	
<u>[Signature]</u> (Donor Signature) (Date) <u>10/31/07</u>	<u>[Signature]</u> (County Designee Signature) (Date) <u>10/31/07</u>

The grant Review Committee will review the valuation of the donated item(s) and has, in the space provided, indicated the valuation amount acceptable to the department for use in meeting a match requirement for the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant program. Donated items are subject to disallowance should they be found to be a current or previous cost or matching item of a state or federal grant or contract.

**BASIS OF VALUATION**

**Building/Space**

- Donor retains title:
  - Fair rental value - Substantiated in provider's records by written confirmation(s) of fair rental value by qualified individuals, e.g., Realtors, property managers, etc.
  - (1) Established monthly rental of space \$ \_\_\_\_\_
 (2) Number of months donated during the contract \_\_\_\_\_  
 Value to the project [b.(1) X b.(2)] \$ \_\_\_\_\_
- Title passes to the County:
 

**Depreciation**

  - Cost of Fair Market Value (FMV) at acquisition (excluding land) \$ \_\_\_\_\_
  - Estimated useful life at date of acquisition \_\_\_\_\_ yrs.
  - Annual depreciation (a./b.) \$ \_\_\_\_\_
  - Total square footage \_\_\_\_\_ sq. ft.
  - Number of square feet to be used on the grant program. \_\_\_\_\_ sq. ft.
  - Percentage of time during contract period the project will occupy the building/space \_\_\_\_\_ %
  - Value to project (a./d. X f. X c.) \$ \_\_\_\_\_

**Use Allowance**

  - To be used in the absence of depreciation schedule (i.e., when the item is not normally depreciated in the County's accounting records)
  - May include an allowance for space as well as the normal cost of upkeep, such as repairs and maintenance, insurance, etc.

**Equipment**

- Donor retains title: Fair Rental Value
- Title passes to County:
  - FMV at time of donation \$ \_\_\_\_\_, or
  - Annual value to project (not to exceed 6 2/3% X a.) = \$ \_\_\_\_\_

**Goods/Supplies**      1 year-round Forensic bed = \$85/day X 365 days/year = \$31,025.  
 FMV at time of donation

**Personnel Services**

- Staff of another agency/organization:
 

<u>Annual Salary</u>	<u>Number of hours</u>	
2080	X to be provided	= \$ 19,997 (13hrs/wk)
- Volunteer
 

Comparable annual salary \$ _____	
<u>Annual salary</u>	<u>Number of hours</u>
2080	X to be provided = \$ _____



Appendix F

COMMITMENT OF MATCH/DONATION FORMS

TO:(name of County)	<u>Nassau</u>
FROM: Donor Name	<u>Ten Broeck Hospital Jacksonville</u>
ADDRESS:	<u>6300 Beach Blvd. , Jacksonville FL 32216</u>

The following \_\_\_ space, \_\_\_ equipment, \_\_\_ goods/supplies, and/or XX services, is/are donated to the County

\_\_\_ permanently (title passes to the County)

\_\_\_ temporarily, for the period \_\_\_ to \_\_\_ (title is retained by the donor)

Description and Basis for Valuation (See next page)

	<u>Value</u>	<u>Corporation USE</u>
(1) <u>Inpatient Services</u>	\$50,000.00	
_____	\$ _____	
(2) _____	\$ _____	
_____	\$ _____	
(3) _____	\$ _____	
_____	\$ _____	
(4) _____	\$ _____	
_____	\$ _____	
TOTAL VALUE		\$ <u>50,000.00</u>

The above donation(s) is not currently included as a cost (either direct or matching) of any state or federal contract or grant, nor has it/they been previously purchased from or used as match for any state or federal contract.			
<u>[Signature]</u>	<u>10/31/07</u>	<u>[Signature]</u>	<u>10/31/07</u>
(Donor Signature)	(Date)	(County Designee Signature)	(Date)

The grant Review Committee will review the valuation of the donated item(s) and has, in the space provided, indicated the valuation amount acceptable to the department for use in meeting a match requirement for the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant program. Donated items are subject to disallowance should they be found to be a current or previous cost or matching item of a state or federal grant or contract.

**BASIS OF VALUATION**

Building/Space

- 1. Donor retains title:
  - a. Fair rental value - Substantiated in provider's records by written confirmation(s) of fair rental value by qualified individuals, e.g., Realtors, property managers, etc.
  - b. (1) Established monthly rental of space \$ \_\_\_\_\_
  - (2) Number of months donated during the contract \_\_\_\_\_
  - Value to the project [b.(1) X b.(2)] \$ \_\_\_\_\_

- 2. Title passes to the County:

Depreciation

- a. Cost of Fair Market Value (FMV) at acquisition (excluding land) \$ \_\_\_\_\_
- b. Estimated useful life at date of acquisition \_\_\_\_\_ yrs.
- c. Annual depreciation (a./b.) \$ \_\_\_\_\_
- d. Total square footage \_\_\_\_\_ sq. ft.
- e. Number of square feet to be used on the grant program. \_\_\_\_\_ sq. ft.
- f. Percentage of time during contract period the project will occupy the building/space \_\_\_\_\_ %
- g. Value to project (e./d. X f. X c.) \$ \_\_\_\_\_

Use Allowance

- a. To be used in the absence of depreciation schedule (i.e., when the item is not normally depreciated in the County's accounting records)
- b. May include an allowance for space as well as the normal cost of upkeep, such as repairs and maintenance, insurance, etc.

Equipment

- 1. Donor retains title: Fair Rental Value
- 2. Title passes to County:
  - a. FMV at time of donation \$ \_\_\_\_\_, or
  - b. Annual value to project (not to exceed 6 2/3% X a.) = \$ \_\_\_\_\_

Goods/Supplies

FMV at time of donation      Inpatient Services=\$50,000.00

Personnel Services

- 1. Staff of another agency/organization:
 

<u>Annual Salary</u>	<u>Number of hours</u>	
2080	X to be provided	= \$ _____
- 2. Volunteer
 

Comparable annual salary \$ _____	
<u>Annual salary</u>	<u>Number of hours</u>
2080	X to be provided = \$ _____

Appendix F

COMMITMENT OF MATCH/DONATION FORMS

TO:(name of County)	<u>NASSAU COUNTY</u>
FROM: Donor Name	<u>QUALITY LIFE CENTER</u>
ADDRESS:	<u>1823 UNIVERSITY BLVD. S.</u> <u>JACKSONVILLE, FL. 32216</u>

The following \_\_\_ space, \_\_\_ equipment, \_\_\_ goods/supplies, and/or  services, is/are donated to the County

\_\_\_ permanently (title passes to the County)

temporarily, for the period ANNUAL to \_\_\_ (title is retained by the donor)

Description and Basis for Valuation (See next page)

	Value	Corporation USE
(1) <u>PARTIAL HOSPITALIZATION PROGRAM -</u> <u>1 SLOT TO SERVE 6 PEOPLE OVER</u> <u>A 12 MONTH PERIOD</u>	<u>\$59,294.<sup>40</sup></u>	_____
(2) <u>PSYCHOSOCIAL REHABILITATION SERVICES -</u> <u>1 SLOT TO SERVE 4 PEOPLE OVER</u> <u>A 12 MONTH PERIOD</u>	<u>\$16,200.<sup>00</sup></u>	_____
(3) _____	\$ _____	_____
(4) _____	\$ _____	_____

TOTAL VALUE \$75,494.40

The above donation(s) is not currently included as a cost (either direct or matching) of any state or federal contract or grant, nor has it/they been previously purchased from or used as match for any state or federal contract.			
<u>_____</u>	<u>10-29-07</u>	<u><i>[Signature]</i></u>	<u>10/31/07</u>
(Donor Signature)	(Date)	(County Designee Signature)	(Date)

The grant Review Committee will review the valuation of the donated item(s) and has, in the space provided, indicated the valuation amount acceptable to the department for use in meeting a match requirement for the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant program. Donated items are subject to disallowance should they be found to be a current or previous cost or matching item of a state or federal grant or contract.

## BASIS OF VALUATION

### Building/Space

1. Donor retains title:
  - a. Fair rental value - Substantiated in provider's records by \_\_\_\_\_ written confirmation(s) of fair rental value by qualified individuals, e.g., Realtors, property managers, etc.
  - b. (1) Established monthly rental of space \$ \_\_\_\_\_
  - (2) Number of months donated during the contract \_\_\_\_\_
  - Value to the project [b.(1) X b.(2)] \$ \_\_\_\_\_
2. Title passes to the County:
 

Depreciation

  - a. Cost of Fair Market Value (FMV) at acquisition (excluding land) \$ \_\_\_\_\_
  - b. Estimated useful life at date of acquisition \_\_\_\_\_ yrs.
  - c. Annual depreciation (a./b.) \$ \_\_\_\_\_
  - d. Total square footage \_\_\_\_\_ sq. ft.
  - e. Number of square feet to be used on the grant program. \_\_\_\_\_ sq. ft.
  - f. Percentage of time during contract period the project will occupy the building/space \_\_\_\_\_ %
  - g. Value to project (e./d. X f. X c.) \$ \_\_\_\_\_

Use Allowance

  - a. To be used in the absence of depreciation schedule (i.e., when the item is not normally depreciated in the County's accounting records)
  - b. May include an allowance for space as well as the normal cost of upkeep, such as repairs and maintenance, insurance, etc.

### Equipment

1. Donor retains title: Fair Rental Value
2. Title passes to County:
  - a. FMV at time of donation \$ \_\_\_\_\_, or
  - b. Annual value to project (not to exceed 6 2/3% X a.) = \$ \_\_\_\_\_

### Goods/Supplies

FMV at time of donation. **SEE ATTACHED**

### Personnel Services

1. Staff of another agency/organization:
 

Annual Salary    Number of hours

2080    X    to be provided = \$ \_\_\_\_\_
2. Volunteer
 

Comparable annual salary \$ \_\_\_\_\_

Annual salary    Number of hours

2080    X    to be provided = \$ \_\_\_\_\_



## Quality Life Center

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1823 University Blvd. S. • Jacksonville, Florida 32216  
Phone: (904) 398-2020 • Fax: (904) 724-2172  
E-Mail: [admin@qualitylifecenter.com](mailto:admin@qualitylifecenter.com)  
[www.qualitylifecenter.com](http://www.qualitylifecenter.com)

**BASIS OF VALUATION**  
**FOR**  
**PARTIAL HOSPITALIZATION PROGRAM**  
**&**  
**PSYCOSOCIAL REHABILITATION SERVICES**

Partial Hospitalization Program valuation is based upon one slot at the standardized Medicare rate of \$224.60 per day of service (three hours per day) for an average of 22 days per month for 12 months. The average length of stay per person is 2 months (six people per yr.).

**$\$224.60 \times 22 \text{ days} \times 12 \text{ months} = \text{Total} - \$59,294.40 \text{ per yr.}$**

Psychosocial Rehabilitation Services valuation is based upon one slot the standardized Medicaid rate of \$9.00 per quarter hour for four hours per day (\$108.00 per day) at an average of 3 days per week for 50 weeks per year. The average length of stay per person is 3 months (4 people per yr.).

**$\$108.00 \times 3 \text{ days} \times 50 \text{ weeks} = \text{Total} - \$16,200.00 \text{ per yr.}$**

**TOTAL IN-KIND - \$75,494.40 per year**



Appendix F

COMMITMENT OF MATCH/DONATION FORMS

TO: (name of County) Nassau County  
 FROM: Donor Name University of Florida Extension Service  
 ADDRESS: 543350 US HWY 1  
Callahan, FL 32071

The following \_\_\_ space, \_\_\_ equipment, \_\_\_ goods/supplies, and/or x services, is/are donated to the County

\_\_\_ permanently (title passes to the County)

\_\_\_ temporarily, for the period \_\_\_\_\_ to \_\_\_\_\_ (title is retained by the donor)

Description and Basis for Valuation (See next page)

	<u>Value</u>	<u>Corporation USE</u>
(1) <u>Professional Services Faculty</u> <u>provide Educational Programs &amp;</u> <u>Planning</u>	<u>\$3,872.96</u>	_____
(2) _____	\$ _____	_____
(3) _____	\$ _____	_____
(4) _____	\$ _____	_____

TOTAL VALUE \$ \_\_\_\_\_

The above donation(s) is not currently included as a cost (either direct or matching) of any state or federal contract or grant, nor has it/they been previously purchased from or used as match for any state or federal contract.

Mary S. Williams 10/29/07      [Signature] 10/31/07  
 (Donor Signature) (Date)                      (County Designee Signature) (Date)

The grant Review Committee will review the valuation of the donated item(s) and has, in the space provided, indicated the valuation amount acceptable to the department for use in meeting a match requirement for the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant program. Donated items are subject to disallowance should they be found to be a current or previous cost or matching item of a state or federal grant or contract.

**BASIS OF VALUATION**

**Building/Space**

1. Donor retains title:

a. Fair rental value - Substantiated in provider's records by \_\_\_\_\_ written confirmation(s) of fair rental value by qualified individuals, e.g., Realtors, property managers, etc.

b. (1) Established monthly rental of space \$ \_\_\_\_\_

(2) Number of months donated during the contract \_\_\_\_\_

Value to the project [b.(1) X b.(2)] \$ \_\_\_\_\_

2. Title passes to the County:

**Depreciation**

a. Cost of Fair Market Value (FMV) at acquisition (excluding land) \$ \_\_\_\_\_

b. Estimated useful life at date of acquisition \_\_\_\_\_ yrs.

c. Annual depreciation (a./b.) \$ \_\_\_\_\_

d. Total square footage \_\_\_\_\_ sq. ft.

e. Number of square feet to be used on the grant program. \_\_\_\_\_ sq. ft.

f. Percentage of time during contract period the project will occupy the building/space \_\_\_\_\_ %

g. Value to project (e./d. X f. X c.) \$ \_\_\_\_\_

**Use Allowance**

a. To be used in the absence of depreciation schedule (i.e., when the item is not normally depreciated in the County's accounting records)

b. May include an allowance for space as well as the normal cost of upkeep, such as repairs and maintenance, insurance, etc.

**Equipment**

1. Donor retains title: Fair Rental Value

2. Title passes to County:

a. FMV at time of donation \$ \_\_\_\_\_, or

b. Annual value to project (not to exceed 6 2/3% X a.) = \$ \_\_\_\_\_

**Goods/Supplies**

FMV at time of donation

**Personnel Services**

1. Staff of another agency/organization:

Annual Salary Number of hours

2080 X to be provided = \$ 3,872.96

2. Volunteer

Comparable annual salary \$ \_\_\_\_\_

Annual salary Number of hours

2080 X to be provided = \$ \_\_\_\_\_

Appendix F

COMMITMENT OF MATCH/DONATION FORMS

TO: (name of County) Nassau  
 FROM: Donor Name Rebecca A. Michaels  
 ADDRESS: 95160 Sandpiper Loop  
Fernandina Beach, FL 32034-6214

The following \_\_\_ space, \_\_\_ equipment, \_\_\_ goods/supplies, and/or  services, is/are donated to the County

\_\_\_ permanently (title passes to the County)  
\_\_\_ temporarily, for the period as needed to \_\_\_ (title is retained by the donor)

Description and Basis for Valuation (See next page)

	Value	Corporation USE
(1) <u>Psychiatric evaluations as requested by Nassau County Mental Health Court</u>	\$ _____	_____
(2) _____	\$ _____	_____
(3) _____	\$ _____	_____
(4) _____	\$ _____	_____
TOTAL VALUE		\$ _____

The above donation(s) is not currently included as a cost (either direct or matching) of any state or federal contract or grant, nor has it/they been previously purchased from or used as match for any state or federal contract.

Rebecca A. Michaels 10-25-07 (Donor Signature) (Date)  
[Signature] (County Designee Signature) (Date) 10/31/07

The grant Review Committee will review the valuation of the donated item(s) and has, in the space provided, indicated the valuation amount acceptable to the department for use in meeting a match requirement for the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant program. Donated items are subject to disallowance should they be found to be a current or previous cost or matching item of a state or federal grant or contract.



## BASIS OF VALUATION

### Building/Space

1. Donor retains title:
  - a. Fair rental value - Substantiated in provider's records by \_\_\_\_\_ written confirmation(s) of fair rental value by qualified individuals, e.g., Realtors, property managers, etc.
  - b. (1) Established monthly rental of space \$ \_\_\_\_\_
  - (2) Number of months donated during the contract \_\_\_\_\_
  - Value to the project [b.(1) X b.(2)] \$ \_\_\_\_\_
2. Title passes to the County:
 

Depreciation

  - a. Cost of Fair Market Value (FMV) at acquisition (excluding land) \$ \_\_\_\_\_
  - b. Estimated useful life at date of acquisition \_\_\_\_\_ yrs.
  - c. Annual depreciation (a./b.) \$ \_\_\_\_\_
  - d. Total square footage \_\_\_\_\_ sq. ft.
  - e. Number of square feet to be used on the grant program. \_\_\_\_\_ sq. ft.
  - f. Percentage of time during contract period the project will occupy the building/space \_\_\_\_\_ %
  - g. Value to project (e./d. X f. X c.) \$ \_\_\_\_\_

#### Use Allowance

- a. To be used in the absence of depreciation schedule (i.e., when the item is not normally depreciated in the County's accounting records)
- b. May include an allowance for space as well as the normal cost of upkeep, such as repairs and maintenance, insurance, etc.

### Equipment

1. Donor retains title: Fair Rental Value
2. Title passes to County:
  - a. FMV at time of donation \$ \_\_\_\_\_, or
  - b. Annual value to project (not to exceed 6 2/3% X a.) = \$ \_\_\_\_\_

### Goods/Supplies

FMV at time of donation

### Personnel Services

1. Staff of another agency/organization:
 

Annual Salary    Number of hours  
 2080    X to be provided = \$ \_\_\_\_\_
2. Volunteer
 

Comparable annual salary \$ \_\_\_\_\_

Annual salary    Number of hours  
 2080    X to be provided = \$ \_\_\_\_\_

# PROJECT TIMELINE

## PROJECT TIMELINE

The Project Timeline for the Mental Health Court is intended to develop the necessary infrastructure for the Mental Health Court by achieving some of its fundamental goals and/or objectives.

The Goals/Objectives indicated below reflect the period of 2007-2010. Please note that initially for the first 12 months the programs and services of the Mental Health Court will focus upon misdemeanor offenders. At the onset of year 2 there will begin a partial integration of certain felony offenders into the Mental Health Court Program. This timeline contains an inherent feedback loop and a cyclical pattern regarding self-assessment and revision.

<i>Objective</i>	<i>Completion Date</i>	<i>Responsible Parties</i>
Hire the Mental Health Court Program Director	By October 31, 2007 or as soon as candidate can be selected	Sheriff's Office with DCF issuance of purchase order and help from MH Task Force
Chief Judge issues order creating mental health court, effective October 1, 2007	October 1, 2007	Judge Brian Davis, Judge Robert Foster, and Judge Donald Moran
Office space in jail secured – furnishings, computers, etc.	September 1, 2007 - October 1, 2007	Director Mike Sutton, Program Director, David Crawford
Finalize initial policies and processes	By October 31, 2007	Program Director, Director Mike Sutton, Judge Davis
Initial Training Plan Implemented and Objectives Achieved	No later than December 31, 2007	Program Director, Director Mike Sutton, SAMH Program Representative, plus providers
Communications Plan Implemented and Objectives Achieved	No later than November 30, 2007	Program Director, Judge Brian Davis and Sheriff Seagraves, plus individual agencies and parties identified in plan achieve their objectives in this area.
DCF and Sheriff's Office execute contract, effective date October 1, 2007	By November 15, 2007	SAMH representative, Mr. Wes Ordonez and Mr. David Crawford
First Peer Specialist begins	By October 15, 2007	SAMH Program Office
The Mental Health Court begins	October 3, 2007	Judge Brian Davis

Electronic record and database system implemented	November 30, 2007	Program Director and Mr. David Crawford, assistance from SAMH staff
Second Peer Specialist begins	April 1, 2008	SAMH Program Office
Evaluate mental health court to date – how is it working, strengths, weaknesses, collaboration, funding, etc.	April 2008	Mental Health Court Team, Mental Health Court Task Force, Mental Health Court Program Director leads, DCF participates
Develop and implement performance improvement plan based on evaluation	May 2008	Mental Health Court Team, Mental Health Court Program Director leads
Assess current statistics and programmatic features; begin phasing plan for some felony offenders into the Mental Health Court Program.	May – October 2008	Mental Health Court Program Director; Judge Brian Davis, Mental Health Court Planning Council, Director Mike Sutton, Mental Health Court Team
Develop objectives and outcome measure standards for the next fiscal year (2008-2009, 2009-2010)	May 2008*  *This will occur in May of each year in preparation for the upcoming fiscal year.	Mental Health Court Team, Mental Health Court Program Director leads, DCF input needed
Mental Health Court Program meets financial expectations – Begin Quarterly evaluations of the program	June 30, 2008	Program Director and Mr. David Crawford

# LETTERS OF COMMITMENT

NAMI NASSAU COUNTY

National Alliance on Mental Illness (NAMI)  
Of Nassau County  
P.O. Box 18818  
Fernandina Beach, FL 32035  
(904) 277-1888

To: Nassau County Board of County Commissioners

From: Lisa Mohn, President of NAMI Nassau County

Date: October 30, 2007

Subject: In kind donations to Mental Health Court

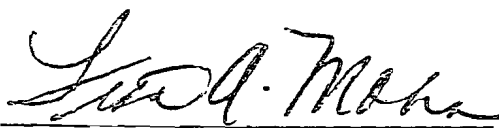
This statement is to verify my personal willingness to donate 100 hours of support, education, and advocacy work for, and on behalf of individuals with a mental illness who are referred to Mental Health Court. This calculation is based on two hours a week for 50 weeks during the 2008 calendar year, beginning January 1 and ending December 31.

Members of NAMI have been very active in the planning and implementation of Mental Health Court and will continue to support it with at least 100 hours of service.

The fair market value rate is calculated as follows:

Comparable annual salary: \$28,500 = \$13.70 per hour

100 hours x \$13.70 = \$1,370.00



Lisa A. Mohn, President  
NAMI Nassau County



# Nassau County Sheriff's Office

Sheriff T. L. "Tommy" Seagraves, Jr.

October 29, 2007

The Honorable Judge Brian Davis  
Nassau County Historic Courthouse  
416 Centre Street  
Fernandina Beach, Florida 32035

RE: NASSAU COUNTY MENTAL HEALTH COURT  
2007 CRIMINAL JUSTICE REINVESTMENT GRANT PARTNERSHIP  
LETTER OF COMMITMENT – NASSAU COUNTY SHERIFF'S OFFICE

Dear Honorable Judge Davis:

As you are aware, the Nassau County Sheriff's Office has partnered with the 4<sup>th</sup> Judicial Circuit Court to help establish a Mental Health Court Program in Nassau County, Florida. The Nassau County Sheriff's Office will employ the Mental Health Court Program Director and provide office space and ancillary support to the Program Director and the two Peer Specialists who will serve as support staff for the Mental Health Court. As a partner in this greatly needed program, and on behalf of the Nassau County Sheriff's Office, I commit approximately **\$114,357.00** of In-kind Donations to this program. I have detailed the donations as an attachment to for Appendix F for your review and acceptance. I look forward to the success of this program and will continue to partner with your office, the Board of County Commissioners, civic and community groups, and other service providers and government agencies to strengthen this alliance and cultivate success in the program.

Respectfully,

SHERIFF T.L. "TOMMY" SEAGRAVES  
NASSAU COUNTY FLORIDA



**Sutton Place Behavioral Health, Inc.**

Help for Today. Hope for Tomorrow.

910 South 8th St., Suite 300 • Fernandina Beach, FL 32034 • (904) 491-2001 • Fax (904) 491-2007

October 30, 2007

The Honorable Judge Brian Davis  
Nassau County Historic Courthouse  
416 Centre Street  
Fernandina Beach, Florida 32035

RE: Nassau County Mental Health Court  
2077 Criminal Justice Reinvestment Grant Partnership

Dear Honorable Judge Davis:

It is with honor and delight that Sutton Place Behavioral Health, Inc. is able to partner with your office and the Nassau county board of County Commissioners to serve the clients of the Nassau County Mental Health Court. As a partner with the Nassau County Mental Health Court, the Nassau County Board of County Commissioners, and the Nassau County Planning Council, Sutton Place Behavioral Health, Inc. will make available the following services; psychiatric consultation, medication management, outpatient behavioral health therapy and case management.

The mission of our agency is to provide high quality mental health and addiction services for the residents of Nassau County. We are committed to advocating for the rights, respect and dignity of those who are afflicted with mental illness or addiction, to teach independent living skills to those in need in order for them to become self sufficient within the community, to reduce the social stigma associated with behavioral health issues through community education and to be a leader in the collaboration of social service agencies to assure the most effective continuum of care for those in need.

Respectfully submitted,  
Ed Dews

Executive Director  
Sutton Place Behavioral Health, Inc.

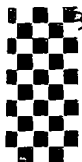
**Hilliard Office**

371015 Eastwood Rd. • Hilliard, FL 32046  
(904) 845-7777 Fax (904) 845-7621

**Yulee Office**

86207 Felmor Rd. • Yulee, FL 32097  
(904) 225-8215 Fax (904) 225-8125





October 29, 2007

The Honorable Judge Brian Davis  
Nassau County Historic Courthouse  
416 Centre Street  
Fernandina Beach, Florida 32035

RE: NASSAU COUNTY MENTAL HEALTH COURT  
2007 CRIMINAL JUSTICE REINVESTMENT GRANT PARTNERSHIP  
LETTER OF COMMITMENT - DAYSPRING VILLAGE

Dear Honorable Judge Davis:

Thank you for affording Daysprings Village, Inc. an opportunity to partner with your office and the Nassau County Board of County Commissioners to serve the clients of the Nassau County Mental Health Court through our Phoenix Program. The Phoenix Program is a specialized program that has been established within Dayspring Village, Inc. a licensed limited mental health assisted living facility that is designed to serve the needs of adults with schizophrenia and schizoaffective disorders.

As you are aware the Phoenix Program is a 12 bed program that offers a specialized array of personal and programmatic supports aimed at the needs of adult forensic clients who are being stepped down from the 916 forensic facilities under a plan of conditional release. Phoenix Program offers dedicated staff specialist on each shift. The program also features a full time forensic mental health case manager. Through our partnership Daysprings Village will provide year-round one (1) forensic bed dedicated to participants in the Nassau County Mental Health Court program.

As a partner with the Nassau County Mental Health Court, the Nassau County Board of County Commissioners, and the Nassau County Planning Council, Daysprings Village will also make available the following services:

- Access to and participation in the drop in center in Hilliard, a morning social rehab program in Hilliard, an afternoon social rehab program in Hilliard, an on site social rehab at DSV, a partial hospital program in Callahan and a social rehab program in Callahan. The program also offers access to adult GED program in Hilliard and access to a sheltered workshop in Jacksonville.
- Access to individual therapy on site at the facility through a mental health provider
- Psychological care through Colter Health Care with a licensed psychologist two days per week
- Support services such as managing personal funds, assistance with managing cigarette needs, accessing a clothing room, access to a dental program, personal laundry services
- Evening groups each night of the week that include, bingo, bible study, praise and worship music, AA support group and specialized outings and other groups as needed or requested.

Additionally, the Phoenix Program is exploring contracts with Elite Rehab to provide services that would include physical and occupational therapy on site support.

The integration of a wide array of community based systems of support work together to create a supportive environment that is uniquely qualified to respond to the needs of individuals with forensic involvement. The collaboration and communication between the Phoenix Program and the agencies that providers services and support all combine to help improve the medical management of symptoms and improve quality of life on the road to recovery. Thank you for your commitment to that recovery.

Respectfully submitted,  
DOUGLAS D. ADKINS



EXECUTIVE DIRECTOR  
DAYSPRING VILLAGE, INC.

October 30, 2007



The Honorable Judge Brian Davis  
Nassau County Historic Courthouse  
416 Centre Street  
Fernandina Beach, Florida 32035

RE: NASSAU COUNTY MENTAL HEALTH COURT  
2007 CRIMINAL JUSTICE REINVESTMENT GRANT PARTNERSHIP  
LETTER OF COMMITMENT - TEN BROECK HOSPITAL

Dear Honorable Judge Davis:

On behalf of Ten Broeck Hospital Services, I am thankful to be able to partner with the Nassau County Board of County Commissioners, the Nassau County Mental Health Court, and the Nassau County Planning Council, to serve the clients of the new Nassau County Mental Health Court. As a community partner in this necessary initiative Ten Broeck Hospital will make available the following services:

- Adult Psychiatric Inpatient (Baker Act and voluntary),
- Adult chemical Dependency Inpatient and Detox,
- Adolescent Residential (long-term),
- Adolescent Acute Inpatient Services,
- Adult Electroconvulsive Therapy (Inpatient and Outpatient),
- Adult and Adolescent Partial Hospitalization (full day),
- Adult and Adolescent Intensive Outpatient (half day),
- Adult Evening chemical dependency outpatient program

Additionally, through the Wekiva Springs Services the following services will also be available: Women's Acute Inpatient Services (psychiatric and dual diagnosis); Men's Acute Inpatient Services (psychiatric and dual diagnosis); Women's Residential Eating Disorders Program; Women's Residential Psychiatric Program; Women's Residential Addictions Program, Adolescent Female Residential Eating Disorders Program; Adolescent Female Residential Chemical Dependency Program; Women's PHP (full day) and IOP (half-day) Programs; Workplace Wellness Intensive Outpatient Program; and Senior Perspectives Geriatric Outpatient Program.

Ten Broeck Hospital is delighted to participate in the Mental Health Court process and support its participants in obtaining treatment in the community.

Respectfully Submitted,  
Paul Andrews

Chief Executive Officer  
TEN BROECK HOSPITAL



## Quality Life Center

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1823 University Blvd. S. • Jacksonville, Florida 32216

Phone: (904) 398-2020 • Fax: (904) 724-2172

E-Mail: [admin@qualitylifecenter.com](mailto:admin@qualitylifecenter.com)

[www.qualitylifecenter.com](http://www.qualitylifecenter.com)

October 29, 2007

The Honorable Judge Brian Davis  
Nassau County Historic Courthouse  
416 Centre Street  
Fernandina Beach, Florida 32035

RE: NASSAU COUNTY MENTAL HEALTH COURT  
2007 CRIMINAL JUSTICE REINVESTMENT GRANT PARTNERSHIP  
LETTER OF COMMITMENT – QUALITY LIFE CENTER

Dear Honorable Judge Davis:

It is with honor and delight that Quality Life Center is able to partner with your office and the Nassau County Board of County Commissioners to serve the clients of the new Nassau County Mental Health Court. As a partner with the Nassau County Mental Health Court, the Nassau County Board of County Commissioners, and the Nassau County Planning Council, Quality Life Center will make available the following services:

- Partial Hospitalization Program,
- Medication Management (Psychiatric through the PHP),
- Day Treatment,
- Psychosocial Rehabilitation,
- Pre-Vocational Services,
- Supported Employment (a service which is forthcoming),
- Individual Therapy, and
- Respite Services through the Jo Heller Transitions Home.

The Quality Life Center is looking forward to participating in the Mental Health Court process and supporting people in obtaining treatment in the community.

Respectfully submitted,  
MARK ULERIE

PRESIDENT AND CEO  
QUALITY LIFE CENTER





Institute of Food and Agriculture Sciences  
Nassau County  
Florida Cooperative Extension Service

543350 US Highway 1  
Callahan, FL 32011  
904-879-1019  
904-879-2097 Fax

October 29, 2007

To: The Honorable Judge Brian Davis  
Nassau County Historic Courthouse  
Fernandina Beach, Florida 32035

From: Mary S. Williams, Ed. D.  
Nassau County Extension Director

A handwritten signature in cursive script that reads 'Mary S. Williams'.

Re: NASSAU COUNTY MENTAL HEALTH COURT  
2007 CRIMINAL JUSTICE REINVESTMENT GRANT PARTNERSHIP  
LETTER OF COMMITMENT - NASSAU COUNTY SHERIFF'S OFFICE

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The purpose of this memorandum is to affirm the commitment of the University of Florida / Nassau County Extension Services in building a lasting partnership with the Nassau County Mental Health Court, the Nassau County Board of County Commissioners and our community partners dedicated to fostering hope and help among those in need. As you are aware, the Cooperative Extension Service is nationwide and was established by the Smith-Lever Act of 1914. It is a partnership between state land grant universities, the United States Department of Agriculture (USDA) and the county governments throughout the nation. All of these groups share in the planning, financing, and operation of extension educational programs. Nassau County Extension faculty conduct programs in 4-H and Youth Development, Agriculture & Natural Resources, Environmental Horticulture, Community and Organizational Development, and Family & Consumer Sciences. In Florida, the Cooperative Extension Service is administered by the University of Florida.

Through our partnership with the Nassau County Mental Health Court, the University of Florida Nassau County Extension Service will through our Fundamental in Landscape Maintenance program create and teach workforce development skills to the participants of the Mental Health Court. The objective of the Nassau County Extension program "Fundamentals in Landscape Maintenance (FILM)" is to provide the adults of the Nassau County Detention Facility with another viable vocational option by giving them basic landscape maintenance skills needed to potentially obtain a job. This six to eight hour program consists of the following topics: Basic Botany, Integrated Pest Management (IPM), Operating and Care of Edgers & Weed Eaters, Reading a Pesticide Label, Proper Mixing and Handling of Pesticides, Personal Protective Equipment (PPE) Other topics include identification of weeds, harmful and beneficial insects, and common landscape plants. The group will learn how to properly plant a tree or shrub and pruning basics. Additional topics will include preparing for employment and personal life skill management. This program will be taught twice a year, 6-7 classes per session, with 10-15 persons per class.

Thank you for allowing us to partner in this much needed program.

The Foundation for The Gator Nation

**SUPPLEMENTAL AND  
SUPPORTING INFORMATION**

**IN THE CIRCUIT COURT, FOURTH JUDICIAL CIRCUIT  
IN AND FOR NASSAU COUNTY FLORIDA**

**ADMINISTRATIVE ORDER NO. 2007-03**

**IN RE: CREATION OF A MENTAL HEALTH COURT**

**WHEREAS**, the creation of "specialized courts" within other divisions of the Court has enhanced the expediency, effectiveness and quality of Judicial Administration; and

**WHEREAS**, the rapidly increasing number of misdemeanor cases involving persons with mental illnesses, has contributed to congesting and overburdening the court dockets; and

**WHEREAS**, a centralized Mental Health program would increase the efficiency of the criminal court system in this Circuit;

**NOW THEREFORE**, by the authority vested in me as the Chief Judge of the Fourth Judicial Circuit and pursuant to Rule 2.050, Florida Rules of Judicial Administration, it is,

**ORDERED** that effective October 1, 2007, a Mental Health Court shall be operational as a subdivision within Nassau County's Circuit Court and County Divisions to adjudicate cases deemed eligible in this Order.

**I. ELIGIBILITY**

Eligibility for the Mental Health Court includes a review of several factors, which are listed below.

**A. CRIMINAL CHARGES**

1. Persons charged with misdemeanors and criminal traffic offenses (With certain exceptions; e.g., driving or boating under the influence, violence, domestic violence, sexual offenses) may be referred to the Mental Health Court.
2. Felony reductions to misdemeanors may be acceptable on an individual case basis.
3. Defendants charged with a violation of county court probation, with the consent of the county judge to which the case is assigned.
4. Persons charged with simple battery, a violent crime, may be admitted with the victim's consent. On an individual case basis,

persons charged with domestic violence may be referred and admitted after consultation with the victim.

5. The Mental Health Court, state attorney and defense attorney will consider the defendant's previous criminal record. The Mental Health Court may refuse entry into the Mental Health Court on an individual case situation based on a history of violence, domestic violence, sexual offenses or other factors.
6. The Mental Health Court, state attorney and defense attorney will also consider whether transfer of all pending cases of a defendant would preclude the acceptance into the Mental Health Court.

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## **B. MENTAL ILLNESS**

### **1. Permissible Diagnoses**

- a. Persons referred to the Mental Health Court must have a primary Axis I mental illness diagnosis of schizophrenia disorders, schizophrenia-like disorders, bi-polar disorder, major depressive disorder or other psychotic disorders of an unspecified nature.
- b. Co-occurring substance abuse disorders are permissible, actually expected in many cases.
- c. A mental health expert, acceptable to the Mental Health Court, must provide the diagnosis.
- d. The Diagnostic and Statistical Manual of Mental Disorders 4<sup>th</sup> Edition (DSM IV) will be used by evaluators to provide diagnoses to the Mental Health Court.

### **2. Disqualifying Diagnoses**

- a. Persons with primary mental retardation or autism.
- b. Persons with Axis I diagnoses, which are not mental illness diagnoses described in Section B.1.a.

## **C. COMPETENCY, INCOMPETENT TO PROCEED AND NOT GUILTY BY REASONS OF INSANITY CASES**

1. Defendants adjudged incompetent to proceed, contesting competency or commitment, or found not guilty by reason of insanity will not participate in the Mental Health Court.
2. Defendants will not be referred to the Mental Health Court for competency determination.
3. Criminal Courts will maintain their authority to enter orders of competency and forensic commitment in cases.
4. Defendants that do not meet the criteria for forensic commitment



or are returned from forensic institutions and deemed competent by the referring court may be referred provided they meet other criteria outlined in the Order.

#### **D. EXCEPTIONS**

1. The Mental Health Court, with the concurrence of the state attorney, may consider cases that do not meet every stated eligibility criterion.

### **II. PROCEDURAL MATTERS**

#### **A. REFERRALS AND TRANSFERS**

1. Defendants may be referred from a variety of sources and some may have cases already pending and in process, and others may be on probation. Referrals will not just come from persons newly arrested.
2. Referrals may be accepted from the Mental Health Court Program Director, First Appearance Court, county and circuit courts, jail, defense attorney, state attorney, mental health agency, probation officers, and the Department of Children and Families.
3. The Mental Health Court will establish administrative procedures for referrals, transfers and hearings. Referrals may be pre-screened by the Mental Health Court Program Director.
4. Cases can be assigned to the Mental Health Court by the First Court of Appearance.
5. When cases have already been assigned to a Criminal Court, the Criminal Court will issue an Order Requesting Transfer of the Case to Mental Health Court.
6. In all cases in which the Mental Health Court agrees to accept the case, it will issue an Order Accepting the Case into Mental Health Court.
7. Referrals and acceptance into the Mental Health Court must be approved by the originating Court, Mental Health Court, state attorney, defense attorney, defendant, and in some cases, the victim, though the Mental Health Court may hold a hearing when there is not approval of all parties.

#### **B. ADDITIONAL CONDITIONS FOR ENTRY INTO MENTAL HEALTH COURT**

1. Defendant must comply with the conditions set forth below, though not all have to be completed immediately upon admission to the Mental Health

Court.

- a. Voluntarily agree to participate in Mental Health Court.
  - b. Enter into a Plea Agreement.
  - c. Or, enter into a Deferred Prosecution Agreement.
  - d. Sign a waiver of speedy trial.
  - e. Sign a consent for release of information permitting disclosure of certain confidential information, including prior and current mental health treatment, to the Mental Health Court and other parties.
  - f. Agree to and sign a treatment and service plan as part of the Conditional Release or Deferred Prosecution Agreement.
  - g. A surrogate healthcare directive may be offered to defendant, but is not required as a condition of participation.
- 

### **III. CONDITIONS FOR CONTINUATION, SUCCESSFUL, COMPLETION AND DISQUALIFICATION IN MENTAL HEALTH COURT**

#### **A. CONDITIONS FOR CONTINUATION**

1. Conditions for the defendant's continued participation in the Mental Health Court include, but are not limited to, those listed below. Not all will apply to each case.
  - a. Comply in good faith effort with provisions of Conditional Release or Deferred Prosecution Agreement.
  - b. Attend and participate all appearances before the Mental Health Court.
  - c. Attend all meetings with Mental Health Court Project Manager, defense attorney and other persons designated by the Mental Health Court.
  - d. Obey all laws and do not commit additional crimes.
2. The Mental Health Court Judge will have the authority to impose graduated sanctions for non-compliance and re-incarceration if appropriate. The Mental Health Court Judge could offer various forms of recognition for accomplishments; e.g., movement to a higher phase, if phases are used, and less frequent appearances in court.

#### **B. CONDITIONS FOR SUCCESSFUL COMPLETION OF MENTAL HEALTH COURT**

1. In addition to the conditions set forth above, the defendant's participation in the Mental Health Court will end upon successful

completion of his or her treatment and service plan, or upon attainment of substantial progress to completion of the treatment and service plan.

2. The Mental Health Court may then issue an Order, with the concurrence of the state attorney, dismissing charges or terminating the violation of parole, and any related criminal case will be closed.

### **C. GENERAL CONDITIONS FOR DISQUALIFICATION AND RETURN TO CRIMINAL COURT**

1. The Mental Health Court will have the authority to have defendants re-arrested and to have cases transferred back to the Criminal Court for reasons which include, but are not limited to:
  - a. Any violation of actions I Section III.A.
  - b. If a defendant is determined not to meet criteria for mental illness; indicates that he or she no longer desires to participate in the Mental Health Court; or, at any time demands a trial or hearing on a motion to determine legal issues unrelated to mental health, he or she is not longer eligible for the Mental Health Court.
  - c. If the Court determines that the defendant is not longer sufficiently participating in or benefitting from the Mental Health Court, or that the defendant poses a great threat to public safety, he or she is not longer eligible for the Mental Health Court.
  - d. If the defendant is arrested for or charged with any new offense, the defendant is no longer eligible for the Mental Health Court without the consent of the Criminal Court, State Attorney and Defense Attorney as to any or all of the defendant's cases.
  - e. Thereupon, the Defendant's right to a speedy trial and formal discovery may be reinstated upon a written demand.

### **IV. ACCESS TO MENTAL HEALTH COURT RECORDS**

The public is entitled to access judicial records; however, patient treatment records are an exception to this rule and are deemed confidential by Florida law.

### **V. ADMINISTRATION**

**FURTHERMORE, IT IS ORDERED** that the Honorable Brian J. Davis is hereby designated as the Judge assigned to this specialized court. In that capacity, Judge Davis will be


responsible for administering the Mental Health Court and coordinating the role of the judiciary with the functions of the Department of Children and Family Services, Mental Health Court Program Director, Nassau County Sheriff's Office, Sutton Place, private mental health care providers, Department of Corrections, County Court Probation and other organizations and individuals that may participate on the behalf of the defendants referred to or assigned to the Mental Health Court. In that Judge Davis has proven himself to be learned in the field of mental health and possesses a unique understanding with respect to the needs of the mentally ill, and handles said cases accordingly, without compromising the safety of the public, the Office of the State Attorney concurs in the assignment of Judge Davis, and if for some reason Judge Davis ceases to preside over said Mental Health Court, any judicial replacement shall be assigned by the Chief Judge who may consult with the Office of the State Attorney, the Office of the Public Defender and the criminal defense bar.

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**IT IS FURTHER ORDERED** that this Order supersedes any conflicting language in any previous Administrative Orders concerning mental health in these criminal courts.

**IT IS FURTHER ORDERED** that this Administrative Order shall be recorded in the Official Records of Nassau County and copies shall be furnished to the local bar association.

**DONE AND ORDERED** at Jacksonville, Duval County, Florida, this 26<sup>th</sup> day of October, 2007, *nunc pro tunc* to October 1, 2007.

  
DONALD R. MORAN, JR.  
CHIEF JUDGE

Original to be recorded in Nassau  
County Clerk's Office

Copies to:

Honorable Brian J. Davis  
Honorable Robert Foster  
Honorable Granville C. Burgess  
Honorable Harry Shorstein, State Attorney  
Honorable Bill White, Public Defender  
H. Britt Beasley, Court Administrator

## *Mental Health Court Planning Council*

Name	Organization	Address	Telephone
Stephen Bledsoe	State Attorney	76347 Veterans Way, Suite # Yulee, FL 32097	548-4700
Brian Morrissey	Public Defender	76347 Veterans Way, Suite # Yulee, FL 32907	548-4750
Judge Brian J. Davis	Circuit Court Judge	416 Centre Street Fernandina Beach, FL 32034	491-7275
Judge Granville C. Burgess	County Court Judge	76347 Veterans Way, Suite # Yulee, FL 32097	548-4940
Captain Mike Sutton	Nassau County Sheriff's Office	76001 Bobby Moore Circle Yulee, FL 32097	753-0231
Chief James Hurley	Fernandina Beach Police Department	1525 Lime Street Fernandina Beach, FL 32034	277-7342
Patrice Bryant	Dept. of Corrections (Probation)	919 S. 14th Street Fernandina Beach, FL 32034	277-7250
Conni Lewis	Court Administration	76347 Veterans Way, Suite # Yulee, FL 32097	548-4909
Marianne Marshall	Board of County Commissioners	36116 Gage Road Callahan, FL 32011	813-6920 (c) / 879-2729 (h)
Colleen Reardon	Salvation Army Correctional Services	76347 Veterans Way, Suite # Yulee, FL 32097	548-3906
Ed Dews	Sutton Place Behavioral Health	910 S. 8th Street Fernandina Beach, FL 32034	
Laureen Pagel	Sutton Place Behavioral Health	910 S. 8th Street Fernandina Beach, FL 32034	491-2001
Cindy Vallely	Dept. of Children & Families	5920 Arlington Expressway Jacksonville, FL 32211	723-2134
Andrea Heller		86012 John Street Yulee, FL 32097	225-8104
Tonya Pilch		409 Fir Street Fernandina Beach, FL 32034	261-3288
Lisa Mohn	NAMI of Nassau County (Pres.)	P. O. Box 15816 Fernandina Beach, FL 32035	548-4903

Paul Stasi	The Salvation Army	900 W. Adams Street Jacksonville, FL 32204	356-8641
Stephenny Durham	Detention Center Superintendent	1241 E. 8th Street Jacksonville, FL 32206	798-4840
Donna Webb	Dept. of Juvenile Justice Supervisor	1303 Jasmine Street Fernandina Beach, FL 32034	277-7230 / 219-2190
John Crawford	Clerk of Court	76347 Veterans Way, Suite # Yulee, FL 32097	548-4600, x1002
Deputy Kevin Thrisk	Chief Corrections Officer	76001 Bobby Moore Circle Yulee, FL 32097	548-4024
Lyn King	Guardian Ad Litem Program of Nassau County	96467 Veterans Way Yulee, FL 32097	548-4903

*Page 2 of 2  
(updated 10/31/2007)*



NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
416 CENTRE STREET  
FERNANDINA BEACH, FLORIDA 32034

Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Laws of Florida Chapter 2007-200).

We further understand that the Stephen V. Bleasoe is a designated member\* and have established that said person will serve on the planning council as a representative for the State Attorney Office.

Name of Person  
Name of Agency / Organization

Submitted by:

[Handwritten Signature]  
Signature

10/20/17  
Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: The state attorney, or an assistant state attorney designated by the state attorney.



NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
416 CENTRE STREET  
FERNANDINA BEACH, FLORIDA 32034

Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Laws of Florida Chapter 2007-200).

We further understand that the BRIAN D. MORRISSEY is a designated member\* and have established that said person will serve on the planning council as a representative for the LAW OFFICE OF THE PUBLIC DEFENDER.

Name of Person  
Name of Agency / Organization

Submitted by:

*Billy White*  
Signature

10-23-07  
Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: The public defender, or an assistant public defender designated by the public defender.





NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
416 CENTRE STREET  
FERNANDINA BEACH, FLORIDA 32034

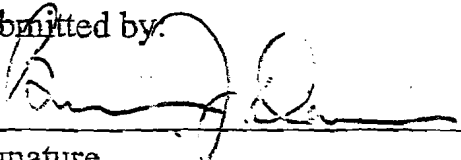
Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Laws of Florida Chapter 2007-200).

We further understand that the BRIAN J DAVIS is a designated member\* and have established that said person will serve on the planning council as a representative for the Circuit Court 4<sup>th</sup> Judicial Circuit

Name of Person  
Name of Agency / Organization

Submitted by:

  
Signature

10-19-07  
Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: A circuit judge designated by the chief judge of the circuit.



NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
416 CENTRE STREET  
FERNANDINA BEACH, FLORIDA 32034

Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Laws of Florida Chapter 2007-200).

We further understand that the GRANVILLE C. BURGESS is a designated member\* and have established that said person will serve on the planning council as a representative for the COUNTY COURT - NASSAU.

Name of Person  
Name of Agency / Organization

Submitted by:

Granville C. Burgess  
Signature

10/22/07  
Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: A county court judge designated by the chief judge of the circuit.



NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
416 CENTRE STREET  
FERNANDINA BEACH, FLORIDA 32034

Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Laws of Florida Chapter 2007-200).

We further understand that the Dir. Mike Smith is a designated member\* and have established that said person will serve on the planning council as a representative for the NASSAU County Sheriff's Office.

Name of Person  
Name of Agency / Organization

Submitted by:

Dir. [Signature]  
Signature

10/22/2007  
Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: The sheriff, if the sheriff is the chief correctional officer, or a person designated by the sheriff.



NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
416 CENTRE STREET  
FERNANDINA BEACH, FLORIDA 32034

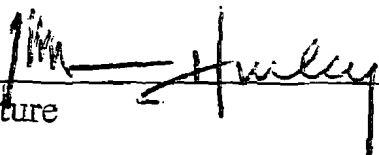
Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Laws of Florida Chapter 2007-200).

We further understand that the James T. Hurley is a designated member\* and have established that said person will serve on the planning council as a representative for the Fernandina Beach Police Department.

Name of Person  
Name of Agency / Organization

Submitted by:

  
Signature

10/23/07  
Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: The police chief, or a person designated by the local police chiefs association.



NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
414 GUNN STREET  
SEASIDE, FLORIDA 32084

Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Law's of Florida Chapter 2007-206).

We further understand that the PATRICE BEYANT Name of Person is designated member\* and have established that said person will serve on the planning council as a representative for the Florida Department of Corrections Name of Agency / Organization

Submitted by:  
Jim J. Haynes  
Signature

10/29/07  
Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: The state probation circuit administrator, or a person designated by the state probation circuit administrator.



NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
416 CENTRE STREET  
FERNANDINA BEACH, FLORIDA 32034

Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Laws of Florida Chapter 2007-200).

We further understand that the Conni Lewis-Romero is a designated member\* and have established that said person will serve on the planning council as a representative for the FOURTH JUDICIAL CIRCUIT NASSAU

Name of Person  
Name of Agency / Organization

Submitted by:

C. D. Romero  
Signature

10/23/07  
Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: The local court administrator, or a person designated by the local court administrator.



NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
416 CENTRE STREET  
FERNANDINA BEACH, FLORIDA 32034

Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Laws of Florida Chapter 2007-200).

We further understand that the MARIANNE MARSHALL is a designated member\* and have established that said person will serve on the planning council as a representative for the NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Name of Person  
Name of Agency / Organization

Submitted by:

Marianne Marshall 10-22-07  
Signature Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: The chairperson of the board of county commissioners, or another county commissioner designated by the chairperson, or, if the planning council is a consortium of counties, a county commissioner or designee from another member county.



NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
416 CENTRE STREET  
FERNANDINA BEACH, FLORIDA 32034

Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Laws of Florida Chapter 2007-200).

We further understand that the Colleen Reardon is a designated member\* and have established that said person will serve on the planning council as a representative for the The Salvation Army Correctional Services

Name of Person  
Name of Agency / Organization

Submitted by:

Colleen Reardon  
Signature

10/19/07  
Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: The director of any county probation or pretrial intervention program, if the county has such a program.





NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
416 CENTRE STREET  
FERNANDINA BEACH, FLORIDA 32034

Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Laws of Florida Chapter 2007-200).

We further understand that the Edwin W. Dews is a designated member\* and have established that said person will serve on the planning council as a representative for the SUTTON PLACE BEHAVIORAL HEALTH.

Name of Person  
Name of Agency / Organization

Submitted by:

Edwin W. Dews  
Signature

10-22-07  
Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: The director of a local substance abuse treatment program, or a person designated by the director.



NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
416 CENTRE STREET  
FERNANDINA BEACH, FLORIDA 32034

Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Laws of Florida Chapter 2007-200).

We further understand that the Laureen Pagel is a designated member\* and have established that said person will serve on the planning council as a representative for the Sutton Place Behavioral Health

Name of Person

Name of Agency / Organization

Submitted by:

[Signature]  
Signature

10/22/07  
Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: The director of a community mental health agency, or a person designated by the director.



NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
416 CENTRE STREET  
FERNANDINA BEACH, FLORIDA 32034

Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Laws of Florida Chapter 2007-200).

We further understand that the Cindy Valledor is a designated member\* and have established that said person will serve on the planning council as a representative for the Department of Children & Families, SAMH program of

Submitted by:

Cindy Valledor  
Signature

10/23/07  
Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: A representative of the substance abuse program office and the mental health program office of the Department of Children and Family Services, selected by the substance abuse and mental health program supervisor of the district in which the county is located.



NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
416 CENTRE STREET  
FERNANDINA BEACH, FLORIDA 32034

Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Laws of Florida Chapter 2007-200).

We further understand that the Andrea Heller is a designated member\* and have established that said person will serve on the planning council as a representative for the CONSUMER.

Name of Person

Name of Agency / Organization

Submitted by:

Andrea Heller  
Signature

10-24-07  
Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: A primary consumer of mental health services, selected by the substance abuse and mental health program supervisor of the district in which the primary consumer resides. If multiple counties apply together, a primary consumer may be selected to represent each county.



NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
416 CENTRE STREET  
FERNANDINA BEACH, FLORIDA 32034

Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Laws of Florida Chapter 2007-200).

We further understand that the Tonya Pilch is a designated member\* and have established that said person will serve on the planning council as a representative for the Mental Health and Substance Abuse Reinvestment AC  
Name of Person  
Name of Agency / Organization

Submitted by:

Tonya Pilch  
Signature

10-20-07  
Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: A primary consumer of substance abuse services, selected by the substance abuse and mental health program supervisor of the district in which the primary consumer resides. If the planning council is a consortium of counties, a primary consumer may be selected to represent each county.



NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
416 CENTRE STREET  
FERNANDINA BEACH, FLORIDA 32034

Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Laws of Florida Chapter 2007-200).

We further understand that the Lisa A. Mohr is a designated member\* and have established that said person will serve on the planning council as a representative for the N.A.M.I. Nassau County.

Submitted by:

Lisa A. Mohr  
Signature

10/29/07  
Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: A family member of a primary consumer of community-based treatment services, selected by the abuse and mental health program supervisor of the district in which the family member resides.



NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
416 CENTRE STREET  
FERNANDINA BEACH, FLORIDA 32034


Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Laws of Florida Chapter 2007-200).

We further understand that the Paul Stasi is a designated member\* and have established that said person will serve on the planning council as a representative for the The Salvation Army.

Name of Person  
Name of Agency / Organization

Submitted by:

  
Signature

10/23/07  
Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: A representative from an area homeless program or a supportive housing program.



NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
416 CENTRE STREET  
FERNANDINA BEACH, FLORIDA 32034

Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Laws of Florida Chapter 2007-200).

We further understand that the Stephany Durham III is a designated member\* and have established that said person will serve on the planning council as a representative for the Dual Regional Juvenile Detention Center /DJJ

Name of Person  
Name of Agency / Organization

Submitted by:

Stephany Durham III  
Signature

10/22/07  
Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: The director of the detention facility of the Department of Juvenile Justice, or a person designated by the director.





NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
416 CENTRE STREET  
FERNANDINA BEACH, FLORIDA 32034

Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Laws of Florida Chapter 2007-200).

We further understand that the Donna Webb is a designated member\* and have established that said person will serve on the planning council as a representative for the Florida Department of Juvenile Justice

Name of Person

Name of Agency / Organization

Submitted by:

Donna Webb  
Signature

Oct 23, 2007  
Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: The chief probation officer of the Department of Juvenile Justice or an employee designated by the chief probation officer.



NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
416 CENTRE STREET  
FERNANDINA BEACH, FLORIDA 32034

Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Laws of Florida Chapter 2007-200).

We further understand that the Kevin Thirsk is a designated member\* and have established that said person will serve on the planning council as a representative for the Nassau County Sheriff's Office.

Name of Person

Name of Agency / Organization

Submitted by:

K. Thirsk 823  
Signature

10/30/07  
Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: The chief correctional officer, (as designated by the Sheriff for purposes of the grant).



NASSAU COUNTY MENTAL HEALTH COURT

NASSAU COUNTY COURTHOUSE  
416 CENTRE STREET  
FERNANDINA BEACH, FLORIDA 32034

Memorandum of Understanding

We hereby agree to partner with the Nassau County Mental Health Court by serving on the Nassau County Planning Council. We understand that the formulation of the planning council is in accordance with HB 1477 (Laws of Florida Chapter 2007-200).

We further understand that the Lyn King is a designated member\* and have established that said person will serve on the planning council as a representative for the Guardian of Litem Program of Nassau County

Name of Person  
Name of Agency / Organization

Submitted by:

Lyn King, M.J., CAP  
Signature

10/24/07  
Date

\* Pursuant to HB 1477, Section 2.(2)(a) providing for membership by: A family member of a primary consumer of community-based treatment services, selected by the abuse and mental health program supervisor of the district in which the family member resides.

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
Department of Children and Families, Circuit 4  
AND  
The Nassau County Sheriff's Office

This MEMORANDUM OF UNDERSTANDING (MOU) is hereby made and entered into by and between the Department of Children and Families, Circuit 4 herein referred to as DCF and the Nassau County Sheriff's Office, herein referred to as Sheriff's Office.

A. PURPOSE:

The purpose of this MOU is to define the elements of the partnership between the two agencies for the Nassau County Mental Health Court.

B. STATEMENT OF MUTUAL BENEFIT AND INTERESTS

To avoid or reduce jail time by using community based treatment as an alternative.

C. Sheriff's Office Shall:

1. Employ a Program Director, who shall be located at the jail.
2. Implement Crisis Intervention Training for the Nassau County Sheriff Officers.
3. Coordinate with the Board of County Commission to secure additional funding.
4. Subcontract with community based providers for the purpose of purchasing community based services for non Medicaid eligible consumers supervised by this Mental Health Court.
5. Work with DCF and community based providers to modify and enhance the Mental Health Court as needed.

D. DCF Shall:

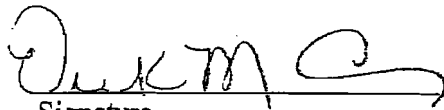
1. Provide funding in fiscal year 2007/08 in the amount of \$150,000. Funds shall be annualized at \$200,000 for two subsequent years subject to availability.
2. Work with advocates and other interested parties to raise awareness of the need for additional mental health services to support the work of the Mental Health Court.
3. Participate in Mental Health Court.

4. Provide contractual and programmatic assistance in regards to the Mental Health Court contract # DH656 with the Nassau County Sheriff's Office.
5. Monitor the Nassau County Sheriff's Office in accordance with contracted requirements.

E. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. MODIFICATION: Upon request of either, both parties will review this Agreement at least annually in order to determine whether its terms and conditions are still appropriate. The parties agree to renegotiate terms and conditions hereof if it is mutually determined that significant changes in this Agreement are necessary. There are no obligations to agree by either party.
2. TERMINATION: This Memo of Understanding may be terminated by either party without cause upon no less than thirty (30) calendar days notice in writing to the other party unless an alternative date is mutually agreed upon in writing by all parties. Said notice shall be delivered by U.S. Postal Service or any expedited delivery service that provides verification of delivery or by hand delivery to the contract manager or the representative of the provider responsible for administration of the program.
3. PRINCIPAL CONTACTS: The principal contacts for this instrument are:

\_\_\_\_\_  
Signature  
Print/Type  
Name: T.L. (Tommy) Seagraves Jr  
Title: Nassau County Sheriff  
Date: \_\_\_\_\_

  
\_\_\_\_\_  
Signature  
Print/Type  
Name: Vicki M. Abrams  
Title: Circuit 4 Operations Manager  
Date: 10/29/87

*Opante*

FILE COPY

# Strategic Plan of the Nassau County Mental Health Court

A subset of the Business Plan for the Nassau County Mental Health Court

*A. Statement of the Problem/Critical Issues facing the County (careful analysis of the scope of the problem using current data, implications of the data, critical issues for the various constituents, such as law enforcement, courts, treatment providers, etc.)*

Nearly 2.1 million individuals with severe mental illness are incarcerated in U.S. jails each year.<sup>i,ii</sup> Approximately 72% of these inmates also meet criteria for co-occurring substance abuse disorders. The National Alliance for the Mentally Ill stated that prisoners with mental illness cost the nation an average of nearly \$9 billion a year (NAMI, 2004). In a discussion regarding the mentally ill in the jail system, the Legal Director of the National Alliance on Mental Illness stated, "This is a national problem, and it's a direct reflection of the lack of adequate beds and coordination between the criminal justice and mental health systems". At this time, there are only 40,000 beds in psychiatric hospitals around the nation, down from 69,000 in 1995. The State of Florida has also reduced its institutional capacity during the past 30 years. In addition, the Florida Legislature mandated the closure of G. Pierce Wood Memorial Hospital in 2002. This state civil institution had 266 beds.

In an article published by the Center for Mental Health Services, it concluded, "In 1970, the Nation counted more than 400,000 public psychiatric hospital beds, but by 1998, the number had decreased to just over 63,000, an 85% decline. During the same period, the number of private psychiatric hospital beds increased more than twofold, from just over 14,000 to more than 33,000. In addition, the number of psychiatric beds in general hospitals more than doubled, increasing from approximately 22,000 in 1970 to just over 54,000 by 1998."<sup>iii</sup>

The article also states, "In sum, public psychiatric hospitals represented the overwhelming majority of psychiatric hospital beds in 1970, but the picture changed dramatically by 1998. The loss of nearly 350,000 public psychiatric hospital beds during this period was only partially offset by the combined increase in the number of private and general hospital psychiatric beds (approximately 50,000)."<sup>iv</sup>

With few exceptions, such as in states that utilize Medicaid managed care strategies, specialty psychiatric hospitals are prohibited from directly billing Medicaid for persons under 18 and over 65 years of age, further reducing access to care. This prohibition, referred to as the Institute for Mental Diseases (IMD) exclusion does not apply to general hospitals. As Florida has implemented its Medicaid managed care strategies for behavioral health, managed care companies now have the ability to contract with specialty psychiatric hospitals. The managed care companies also contract with Crisis Stabilization Units, which are normally operated by community mental health centers.

It is important to note, however, in Florida from 1992 to 2001 there was a significant reduction in the number of psychiatric hospitals and some psychiatric hospitals discontinued operating units for adults. It is interesting to note, however, that the number of adult psychiatric beds in general hospitals remained almost constant during that period. In its Annual CON Report for 2002, the Agency for Health Care Administration (AHCA) reported the reductions shown below during the 10-year period.<sup>v</sup>

Reduction in psychiatric hospitals (including SA) – 62 to 28, a reduction of 34 hospitals  
Reduction in adult psychiatric hospitals – 41 to 20, a reduction of 21 hospitals  
Reduction in adult psychiatric beds – 1,853 to 998, a reduction of 855 beds  
Reduction in average daily census – 1,145 persons to 532, a reduction of 613

In several locations in Florida, Crisis Stabilization Units operated by community mental health centers have far exceeded licensed capacity. These situations place additional burdens on persons served, their families and providers.

The U.S. Department of Justice reports that at midyear 2005 more than half of all prison and jail inmates had a mental health problem, including 705,600 inmates in State prisons, 70,200 in Federal prisons and 479,000 in local jails.<sup>vi</sup> These estimates represented 56% of state prisoners, 45% of federal prisoners, and 64% of jail inmates. The findings in this report were based on data from personal interviews with state and federal prisoners in 2004 and local jail inmates in 2002.

In Florida, until very recently, there were a significant number of inmates adjudicated Incompetent to Proceed (ITP) or Not Guilty By Reason of Insanity (NGI), as many as 300, held in jails because the state's forensic institutional beds were occupied. State law requires that these ITP and NGI inmates be transferred to state care within 15 days of going to jail. In 2005, the State of Florida reported 72% of mentally ill inmates were waiting for a bed and were waiting longer than the statutory limit of 15 days. In 2006 mentally ill offenders waited an average of 82 days for a bed to become available; the longest wait was 147 days.

The Florida Legislature and the Department of Children and Families have recently allocated \$48 million for forensic services, most of which was to pay for increases in bed capacity in locked facilities in Indiantown and South Miami. Forensic in this context means persons accused of felonies who are Incompetent to Proceed or who have been found Not Guilty By Reason of Insanity (Florida Statute 916).

Florida Partners in Crisis reports that Florida's local jails have become the largest public psychiatric hospital, housing over 10,000 offenders with mental illnesses, many of whom are low-level offenders. There are more than 4 times as many people with mental illnesses in Florida jails than in state psychiatric hospitals (NAMI, 2004). Inmates with mental illness are 6 times more expensive to care for than other inmates. According to Florida Partners in Crisis, 92% of sheriff and jail administrators in Florida believe that local jails are ill equipped to provide appropriate mental health and substance abuse services (FPIC, 2004).

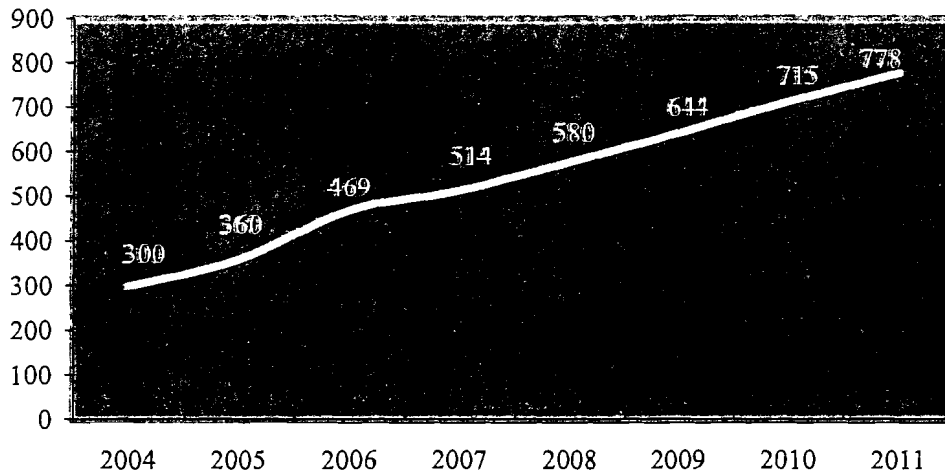
In an Escambia County Jail in Pensacola, Florida, two mentally ill inmates died over the last year and a half after being subdued by guards. In Pinellas County, Florida a schizophrenic inmate recently gouged out his eyes after waiting weeks for a hospital bed. Reports from public defenders in Miami-Dade County describe psychotic clients who have hallucinated, mutilated themselves and attempted suicide while awaiting transfer to hospitals. If people with co-occurring disorders can be diverted to more effective treatment programs in the community, then correctional facilities can be managed more effectively. Nearly 10% of male inmates require medication and other forms of treatment for serious mental disorder (Florida Commission on Mental Health Services and Substance Abuse, 2001).

The Sheriff's Office reports approximately 3,000 inmates were booked into the Nassau County Detention Center in 2005-2006. Of those 3,000 inmates, 16% of those were treated for mental illness. The top five mental health disorders encountered upon incarceration were: depressive disorders which include bi-polar disorder and major depression, substance abuse, adjustment disorders, post-traumatic stress disorder, and anxiety disorders.

In the Nassau County Detention Facility, the three-year trend for mental health services provided to inmates upon incarceration reflects a significant increase in the number of persons with mental health disorders. The chart below shows an estimate of future demand for mental health services based on current trends, without diversion strategies. It reflects a significant increase in the number of persons needing treatment.



Nassau County Detention Center  
Inmates Evaluated with Mental Illnesses



The Sheriff's Office Detention Facility reports that the 2005-2006 fiscal year costs for mental health services were \$230,970. This includes cost for initial evaluation of \$36,500, follow-up treatment costs of \$13,600 and medication costs for inmates of \$181,140. There is a significant concern regarding the fiscal ramifications this population will have on the jail system given the projected increase in need for services over the next 4 years. The review of the Sheriff's Office statistics for 2005 and 2006 show that 51 and 58 respectively, misdemeanor inmates with mental health issues would have qualified for participation in the Nassau County Mental Health Court. The 2007 statistics through September 30<sup>th</sup> indicate that 49 misdemeanor inmates with mental health issues would have qualified for this specialty court.

Nassau County is located in the Northeast corner of Florida, just 30 miles north of Jacksonville, Florida and south of the Georgia border. Nassau County comprises 652 square miles and encompasses three incorporated areas: Hilliard in the northwest region, Callahan in the southwest, and Fernandina Beach in the east. Yulee is an unincorporated community located in the heart of the county. Nassau County has experienced a population increase of 15% from 2002-2005. As the populations in the suburbs of Jacksonville grow and the commuters from Georgia extend south, it is anticipated that Nassau County's population will continue to grow. Nassau County is a predominately rural community with the employment found in the fishing or forestry industries.

Interestingly enough, Nassau County's demographic data are skewed by tremendous wealth on its barrier island of Amelia, where many have retired to live, in contrast to the rural west side of the county. Census data estimates out of a total of 21,952 households in Nassau County, 8,124 (37%) have incomes less than \$33,488 per year (Source: 2003 census data). However, data from the 2005 Yulee Community Assessment indicated that in 2003, approximately 9.1% of the population was living below the poverty level with 14.2% of children under the age of 18 living below the poverty rate. In 2002, these numbers were 8.99% and 10.9%, respectively. Overall, these figures underestimate the desperate pockets of poverty in the county and these are the targeted areas for this program because they have the greatest need and are the ones often forgotten.

The overarching goals of the Mental Health Court Program are to:

Reduce the involvement of persons with mental illnesses, including those with co-occurring substance abuse disorders, in the criminal justice system.

Reduce recidivism and re-incarceration of persons with mental illnesses in the criminal justice system.

Incorporate the principles of recovery throughout the criminal justice, mental health and substance abuse systems.

Improve the capacity of persons with mental illnesses to successfully live and work in the community.

Improve access to mental health treatment, community services and supports for persons with mental illnesses.

Improve treatment engagement and outcomes.

Reduce burden and cost on law enforcement and the jail.

Improve collaboration and coordination of services among criminal justice, mental health and drug treatment, physical health care, and other social service systems.

Increase public safety.

The initial goal of the Mental Health Court is to maintain a docket of 15 individuals and to have 10 participants successfully complete the Mental Health Court program in year #1, and thereafter increase the docket and the number of person to successfully complete the program by 5 persons in each of the following years, year #2 and year #3.

*B. Regional Partnerships Strategic Planning Process and Its Participants (how planning occurred, strategic alliances, plans for leveraging funds and other resources)*

For the Nassau County Mental Health Court an effective communication plan is a key component of the success of the partnerships and strategic alliances for this new multi-system venture. The communication plan serves to link the overall planning function of the Mental Health Court with the mission and purpose of our partners and funders in this process. Through the communication plan, the Mental Health Court is able to garner support by being a vehicle for positive change and also provide a positive impact on persons with mental illnesses and their families, and for the criminal justice system, mental health system and the community as a whole. A goal of the communications plan is to educate participants and gain their support for the project.

The communication plan for the Mental Health Court is a dynamic and growing interpersonal and intrapersonal communication system which will be an effective means to convey a consistent message over time to all stakeholders. The message of the Mental Health Court Program will always be understandable across a range of people with different educational, cultural and racial backgrounds, clearly describing/defining the Mental Health Court's role and goals.

These communications are targeted to specific audiences because of the specialization of the Mental Health Court and the targeted populations in which it serves. The communication plan separates audiences based on internal and external factors. Certainly there will be, and it is expected, some overlap. Internal communications target all persons who are directly connected to the Mental Health Court and employees of agencies who provide services on behalf of the participants in the Mental Health Court. Overall, these communications are part of a larger education (training) plan which focuses on the individuals and families involved with operating and participating in the Mental Health Court Program. External groups represent the Nassau County sphere of influence and include the public at large, community (and regional) service providers, the media, mental health support groups, educational

institutions, health care providers, and all others interested in effecting change in our community and among the target audience.

## 1. Internal Groups

- a. The Nassau County Sheriff's Office, its Officers, and Nassau County Detention Facility;
- b. Nassau County and Circuit Court Judges, The Honorable Clerk of the Court, the Court Administrator and associated staff of the court system;
- c. The Office of the Public Defender;
- d. The Office of the State Attorney;
- e. Employees involved with and working at the Nassau County Judicial Annex (the location of the Mental Health Court and the Nassau County Detention Center);
- f. The Nassau County Board of Commissioners;
- g. Employees of the Nassau County Board of County Commissioners and other Government Employees associated with the Mental Health Court System;
- h. Mental Health Service Providers;
- i. Participating Health Care Providers;
- j. Local and Regional Offices of the Department of Children and Families; and
- k. Program Partners not identified elsewhere.

## 2. External Groups

- a. Media
- b. General Public
- c. Health Care Providers
- d. Attorneys servicing Nassau County and surrounding areas
- e. Legislators and the Local legislative Delegation
- f. Ancillary units of the state or federal governments
- g. National local Foundations
- h. Community Partners not identified elsewhere.

### An overview of the Communication Plan Objectives includes:

- a. Identification of the purpose and goals of the Mental Health Court for clear articulation and presentation of a uniform and consistent message – e.g. reducing involvement of persons with mental illness in the criminal justice system.
- b. Emphasis upon the long-term commitment the Mental Health Court, the Department of Children and Families, the Nassau County Sheriff's Office, the Nassau County Board of County Commissioners, Mental Health Court Service providers and all other participants in the Mental Health Court Program.
- c. Orchestration and the forging of valuable partnerships, community based and regional, which add to the vision and role of the Mental Health Court Team.
- d. Emphasis upon grassroots community focus, involvement, and participation within the 4<sup>th</sup> Judicial Circuit geographical area.
- e. Introduction of the new Mental Health Court Program Director.
- f. Identification of the terms, conditions and strategic focus of the Mental Health Court Program, including who will be enrolled and resource limitations.
- g. Representation that the initial focus of the Mental Health Court is upon misdemeanor offenders, and after the first 12 months of the court the adding certain types of felony cases.
- h. Building ongoing support for the mission and role of the Mental Health Court.

- i. Establishing a resource based of potential funders for the Mental Health Court and continuing to grow that resource.
- j. Welcoming and gather feedback from staff, community partners and external (ancillary) leaders who support the Mental Health Court Program.
- k. Securing staff support for the Mental Health Court throughout each team member's organization.
- l. Alleviating concerns and anxieties about the Mental Health Court's role and program.
- m. Addressing issues relevant to staffing/support groups such as Sheriff's Officers, Probation Officers, CIT Trained Officers, local attorneys, court staff and Community Service providers.
- n. Gaining support from key external leaders from federal, state and local politicians, civil servants, non-profit community, foundations, and health care professionals.
- o. Identification of future leaders who could strategically assist the Mental Health Court Program in securing future funding and support.

The elements of the Communication Plan consist of:

- a. Written and Printed Material /Literature
  - (1) Mental Health Court Brochure – brief descriptions of major program components
  - (2) Mental Health Court Fact Sheet – list of major program components and discussion topics
  - (3) Brief Narrative Descriptions – for media, FCCMH and FADAA
  - (4) Narrative for public service announcements
  - (5) PowerPoint or video presentation under development and revision
  - (6) The Mental Health Court Program Official Website
- b. Meetings and Presentations
  - (1) Internal and external stakeholder meetings
  - (2) Public service announcements
  - (3) Mailing brochures to various mailing lists identified by the Mental Health Court Board
  - (4) Website announcements and updates – The Department of Children and Families, The Nassau County, Sheriff's Office, NAMI Nassau, Sutton Place Behavioral Health, Ten Broeck Hospital, DaySpring Village, Quality Life Center and others

Completing and implementation of the Nassau County Mental Health Court Program's Communication Plan is projected to be completed by December 2007 with annual review and formal updates.

*C. Vision (a picture of the future you seek to create, described in the present tense) and Mission Statements (concise statement of what are you here to do together)*

The vision of the Mental Health Court Program is a community which does not include persons who have unnecessarily lost liberties because of their mental illness.

The mission of the Nassau County Mental Health Program is to provide a problem-solving approach for persons with mental illness who are charged with certain misdemeanors and to afford them and their families the opportunity to voluntarily participate through conditional releases in community treatment and court approved service plans as an alterative to incarceration and the normal criminal prosecution process and punishment.

*D. Values (the collective, fundamental beliefs that drive your imitative)*

The fundamental values or tenants of the Mental Health Court Program are to:

Reduce the involvement of persons with mental illnesses, including those with co-occurring substance abuse disorders, in the criminal justice system.

Reduce recidivism and re-incarceration of persons with mental illnesses in the criminal justice system.

Improve the capacity of persons with mental illnesses to successfully live and work in the community and not to commit additional crimes.

Improve access to mental health treatment, community services and supports for persons with mental illnesses.

Improve treatment engagement and outcomes.

Reduce burden and cost on law enforcement and jail.

Improve collaboration and coordination of services among criminal justice, mental health and drug treatment, physical health care, and related social service systems.

Increase public safety.

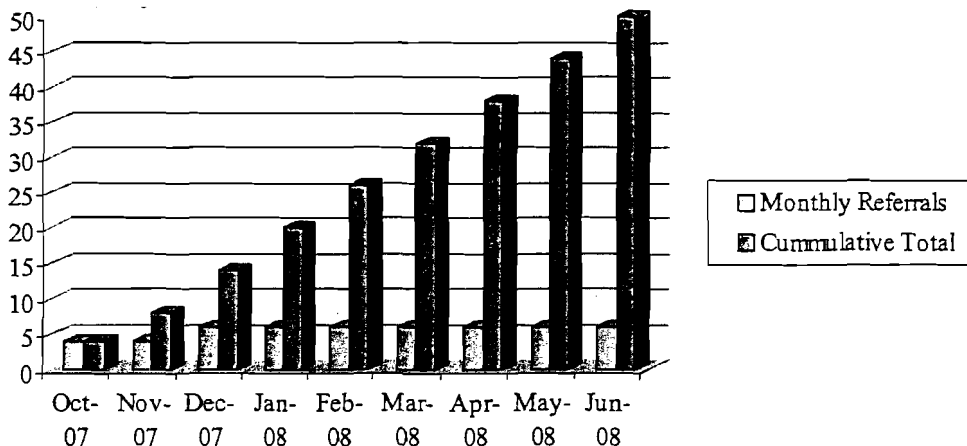
### *E. Conceptual Model for Addressing Criminal Justice Reinvestment for Person with Mental Health, Substance Abuse or Co-occurring Disorders*

Mental Health, Substance Abuse and Co-occurring Disorder participants in the Mental Health Court Program will receive mental health care, support services and physical health care from providers within the geographical area of the 4<sup>th</sup> Judicial Circuit. The baseline contract between the Department of Children and Families (DCF) and the Nassau County Sheriff's Office will provide limited funds for the purchase of services from any licensed Mental Health Care Provider within the geographical area within the 4<sup>th</sup> Judicial Circuit. The funds will be used in situations in which persons served do not have Medicaid or insurance; in situations where existing DCF funded services do not have sufficient capacity; and in situations in which Medicaid or insurance will not cover needed services; e.g., housing.

The Department of Children and Families and the Nassau Board of County Commissioners currently provide funding for mental health services for persons that meet eligibility criteria. Providers receiving these funds will be able to offer some services to Mental Health Court participants through designated funding sources. However, current funding is limited and the resultant capacity of the public mental health system is not at an optimal level. The contract between DCF and the Sheriff's Office will help to supplement existing services, but additional funding and alternative funding sources will be explored in an effort to cover the cost as the Mental Health Court Program caseload grows.

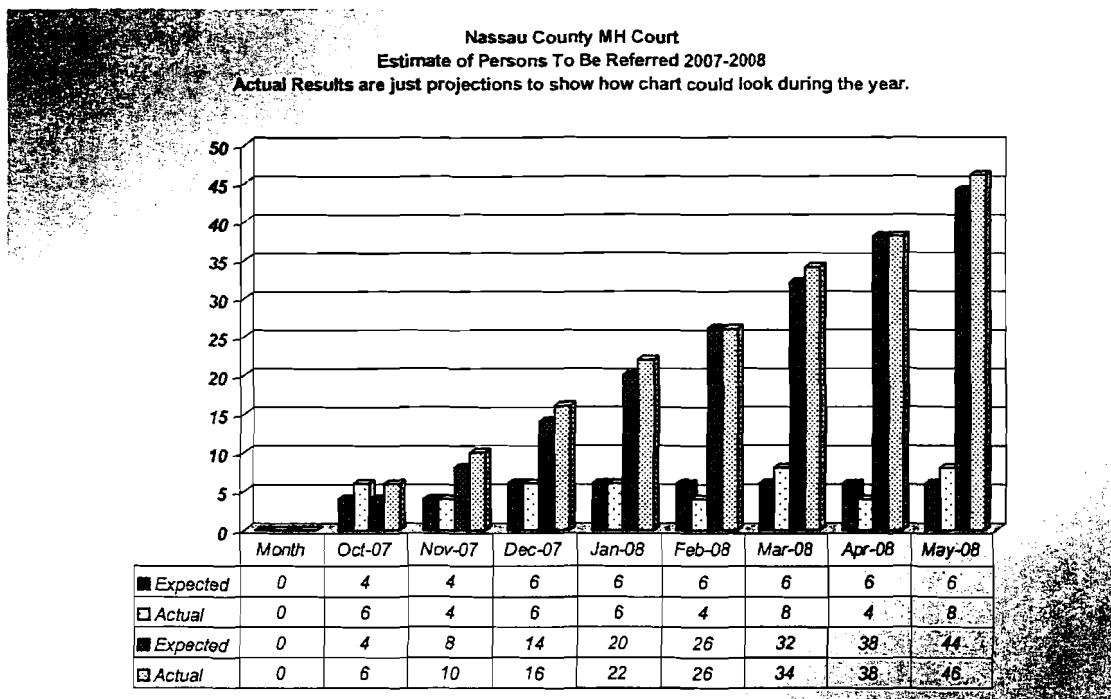
The Mental Health Court program will use the 2007-2008 fiscal year to gather a variety of data and identify various items that might be measured or evaluated. The initial nine-month period in 2007-2008 will establish the baseline data and metrics for the program. Baseline measures will aid in establishing performance objectives and mapping future targets for fiscal year 2008-2009 and beyond in the ongoing development process as the Mental Health Court Program grows and matures. Sample charts illustrating the measurements of the Mental Health Court Program are included below. Chart 1 reflects the number of persons generally expected to be referred to the Mental Health Court in the first nine months of the program.

### Referrals to Mental Health Court 2007-2008

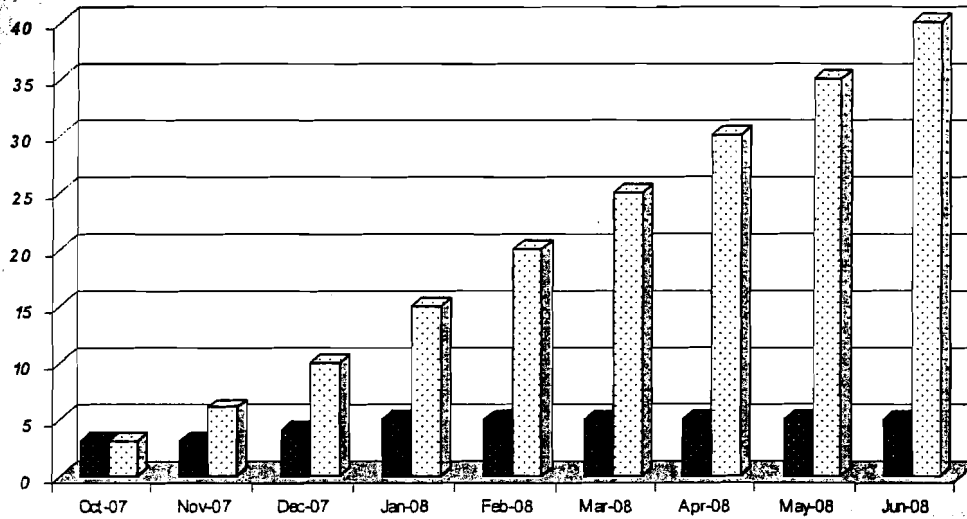


One process for setting/evaluating future types of measurements is to concisely during the first year of the system, gather information on days in jail prior to and after entrance into the Mental Health Court Program. Then for the following year track the number of jail days persons enrolled in the Mental Health Court Program in year #1 (including after graduation) and compare this with the number of jail days during the three years prior to enrollment in the Mental Health Court Program.

The following charts are self titled and further illustrate outcome measures.

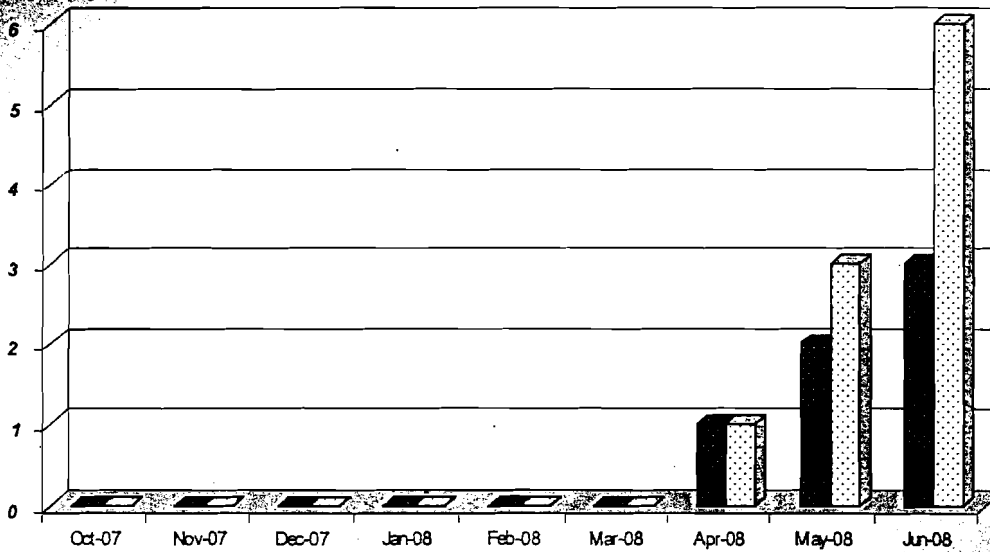


**Nassau County MH Court  
Estimate of Number of Persons Admitted 2007-2008**



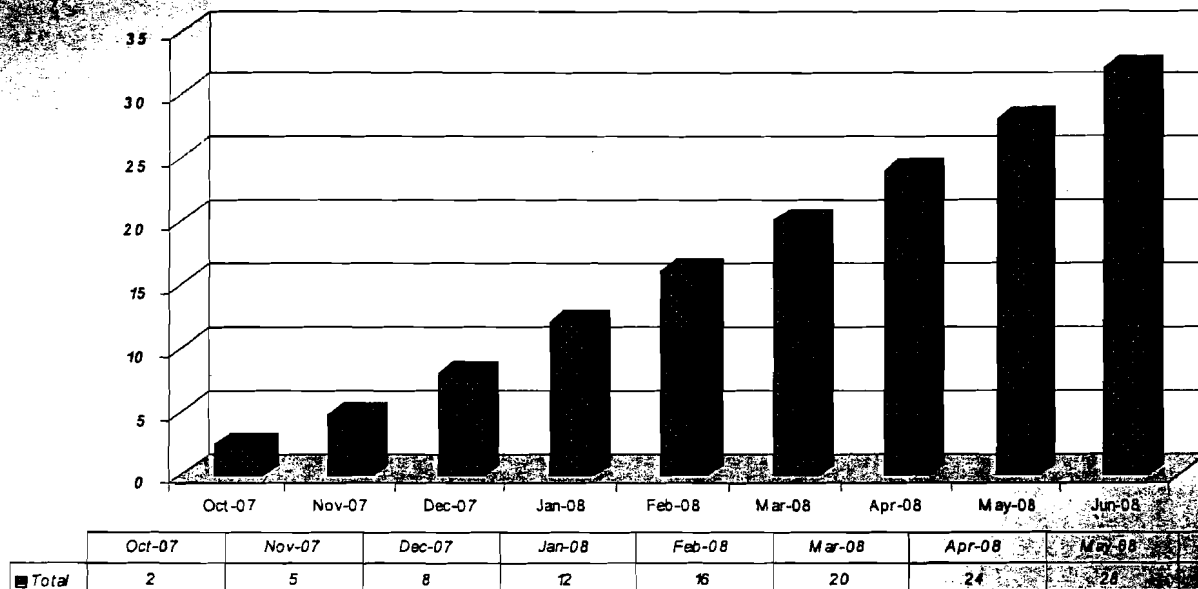
	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08
# Accepted in Court	3	3	4	5	5	5	5	5	5
Total	3	6	10	15	20	25	30	35	40

**Nassau County Mental Court  
Estimate of Number of Persons Graduating 2007-2008**



	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08
# Graduated	0	0	0	0	0	0	1	2	3
Total	0	0	0	0	0	0	1	3	6

Nassau County Mental Health Court  
Persons Not Re-Arrested 2007-2008



Examples of Baseline Data to be Collected and Outcome Measures for the Mental Health court include:

- Number of persons referred to Mental Health Court
- Percentage of persons referred to Mental Health Court that Are Accepted – of persons that make it to the docket.
- Number of persons accepted into Mental Health Court
- Days from referral to Project Director to presentation of case to court
- Days from arrest to presentation of case to mental health court
- Days from referral until covenant is signed
- Percentage of persons successfully completing Mental Health Court plan – graduation
- Percentage of participants terminated for non-compliance
- Length of stay in mental health court by those graduating – 9 months
- Number of active case management MH court cases
- Number of persons on referral docket
- Number of active participants
- Number of jail days prior to mental health court (e.g., previous 5 years)
- Number of jail days during mental health court
- Number of jail days after mental health court (e.g., 1<sup>st</sup> year after)
- Number of CSU/Hospital Admissions and Days prior to, during and after Mental Health Court
- Percentage of Persons in Mental Health Court that Are Not Re-Arrested for New Crimes while in Mental Health Court
- Percentage of Persons in Mental Health Court that Are Not Re-Arrested for New Crimes within first year of graduation from MH court

*F. Strategic Goals*

The following matrix includes the strategic goals of the Mental Health Court Program and they are woven throughout the objectives and strategies of the Mental Health Court Program included



in this strategic summary of the overall Business Plan for the Nassau County Mental Health Court Program.

Goal	How Performance will be measured	Lead Person or Organization	Projected Date of Completion
Improve Access to mental health treatment, community services and supports for persons with mental illness.	Through the collection of numerical data from initial program assessment forms, through case management, and outcomes from participation in the Mental Health Court Program	Mental Health Court Program Director and the Nassau County Sheriff's Office	Ongoing with quarterly review dates beginning January 2008.
Improve treatment engagement and outcomes	Through monitoring and tracking of participants involved in the Mental Health Court.	The Mental Health Court Program Director.	This is ongoing.
Reduce the burden and cost on law enforcement and jail	Tracking the cost associated the normal operations of the Nassau County Detention Facility and also tracking & reporting (in an open feedback loop) the costs associated with persons involved in the Mental Health Court.	The Nassau County Sheriff's Office.	This is not projected to be realized until year 2 in the implementation of the program.
Improve collaboration and coordination of services among criminal justice, mental health and drug treatment, physical health care, and related social service systems.	Through the operations of the Mental Health Court, community collaborations and advocacy measures	The Mental Health Court Team and the Mental Health Court Program Director	This began in the summer of 2006 and is ongoing.
Increase public safety	Through community collaboration and the Mental Health Court Program's Communication Plan	The Mental Health Court Program Director and the Nassau County Sheriff's Office	This is ongoing and
Reduce recidivism and re-incarceration of person with mental illness in the criminal	Through case management, coordination with Probation Officers and	The Mental Health Program Director and Peer Specialists	Beginning October 3, 2007 and thereafter.

justice system.	working with the Mental Health Court participant and his/her family support unit.		
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<sup>i</sup> Dr. Lauren Pagel, Ph.D., Director of Clinical Operations, Sutton Place, as part of a grant proposal submitted in April 2007 to the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice, wrote much of Sections III and IV.

<sup>ii</sup> New Freedom Commission on Mental Health, *Achieving the Promise: Transforming Mental Health Care in America. Final Report*. DHHS Pub. No. SMA-03-3832. Rockville, MD: 2003.

<sup>iii</sup> Draper DA, McHugh MC, Achman L, Kuo S. *Medicaid Financing of State and County Psychiatric Hospitals*. DHHS Pub. No. (SMA) 03-3830 Rockville, MD: Center for Mental Health Services, Substance Abuse and Mental Health Services Administration, 2003.

<sup>iv</sup> Draper, *Medicaid Financing of State and County Psychiatric Hospitals*.

<sup>v</sup> Florida Agency for Health Care Administration. (2002). *Annual CON Report Tables 2002*.

<sup>vi</sup> James, D., Glaze, Lauren. (2006). *Mental Health Problems of Prison and Jail Inmates*. U.S. Department of Justice, Office of Justice Programs.

Attachment II

**FISCAL YEAR 2007-2008  
Criminal Justice, Mental Health and  
Substance Abuse Reinvestment Grant**

**Request for Applications**

**ISSUED BY**

**FLORIDA SUBSTANCE ABUSE AND MENTAL  
HEALTH CORPORATION**

**Eligibility**

A county or a consortium of counties within Florida may apply for funding under this Request for Applications.

**Deadline**

**All applications are due by 5:00 p.m. on November 1, 2007.**

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## **I. INTRODUCTION**

### **A. Statement of Purpose/Overview**

In the 2007 legislative session, CS/CS/HB 1477 [Chapter No. 2007-200, L.O.F.] passed and created within the Department of Children and Family Services the Criminal Justice, Mental Health, and Substance Abuse Reinvestment Grant Program (CJMHSARG). The purpose of the program is to provide funding to counties with which they can plan, implement, or expand initiatives that increase public safety, avert increased spending on criminal and juvenile justice, and improve the accessibility and effectiveness of treatment services for adults and juveniles who have a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders and who are in, or at risk of entering, the criminal or juvenile justice systems. It is expected that these grants will demonstrate that investment in diversion strategies and in treatment efforts related to mental illness, substance abuse disorders, or co-occurring mental health and substance abuse disorders will result in a reduced demand on the resources of the judicial, corrections, juvenile detention, and health and social services systems.

A total of \$3.8 million is available for the Planning (1-year) and Implementation/Expansion (3-years) grants that will be funded through this program. Matching funds are required at the rate of 100% of the proposed budget; for fiscally-constrained counties the match rate is 50% of the proposed budget. Participation in a consortium by both fiscally-constrained counties and non-fiscally-constrained counties will not alter the statutorily required percentages of matching funds for each.

All recipients of grants funded under this initiative are required to submit semi-annual reports on progress and performance until all grant funded activities are completed. Further, grantees will be expected to capture and report project data to the Florida Substance Abuse and Mental Health Corporation and the Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center located within the Florida Mental Health Institute, University of South Florida.

### **B. Terminology.**

The following terms are used in this solicitation:

- a. Applicant. This refers to counties or a consortium of counties within Florida; counties are the only eligible applicants that can respond to this solicitation.
- b. Application. This refers to the applicant's response to this solicitation.
- c. At-Risk of Involvement in the Criminal/Juvenile Justice System. Applicants addressing at-risk populations are asked to identify factors that put the target population at risk of entering/re-entering the criminal justice and/or juvenile justice systems (See page 14, Application Components). As examples, literature has defined "at-risk" factors at link to criminal behavior for adults, including: homelessness and other unstable living situations, history of victimization/abuse, significant transitions such as a recent release from jail or re-entry to the community from prison, and history of involvement in the juvenile justice system.

For youth, literature has linked factors that influence the likelihood of delinquent behaviors, for example: the characteristics of an individual (e.g. a child's impulsivity, tendency to aggressive behavior, low IQ, learning disabilities); the family (e.g. a parent's harsh discipline or weak supervision); the social group (e.g. a social group that encourages or tolerates the occurrence of crime); the school (poor academic performance); and, the community (e.g. a community that is disorganized and offers few alternatives to crime as a source of money or activity).

- d. Awardee. A county or a consortium of counties that is awarded a Planning or Implementation/Expansion grant.
- e. Budget. The full budget is the amount requested in grant funds plus the amount of the matching funds, i.e. the grant request is \$100,000 and matching funds are \$100,000 (at 100% match), for a total budget of \$200,000 detailed in this application.
- f. Certification of Assurances. This is a written and signed list of performance requirements and business conditions to which the applicant agrees to be bound.
- g. Criminal Justice Reinvestment Grant. The abbreviated version of the full title of the Criminal Justice, Mental Health, and Substance Abuse Reinvestment Grant program.
- h. Corporation. This refers to the Florida Substance Abuse and Mental Health Corporation.
- i. Grant Review Criteria. A list of weighted requirements, established by the Florida Substance Abuse and Mental Health Corporation for determining which applications best meets the purposes of this solicitation.
- j. Grant Review Methodology. The procedures used to assess how well the application submitted by applicants complies with the evaluation criteria contained in this solicitation.
- k. Negotiation. A telephone call or a face-to-face meeting held between the Florida Substance Abuse and Mental Health Corporation and counties, who are awarded a grant, to make minor changes and to clarify any minor uncertainty about such issues as the description of the projects to be provided, matching funds, outcomes, and outcome measurement, etc.
- l. Strategic Plan. A document that is the result of a formal systemic and strategic planning process. It documents participation by stakeholders, and it is data and research driven. It establishes a path to the accomplishment of prioritized goals and objectives that are written statements that describe an intended outcome and measurable targets of achievement.
- m. Supplantation. Refers to the approved use of funds. Funds received shall be used to plan, implement, or expand initiatives that increase public safety, avert increased spending on criminal justice, and improve the accessibility and effectiveness of treatment services for adults and juveniles who have a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders and who are in, or at risk of entering, the criminal or juvenile justice systems. Funds may be used only for the program authorized in CS/CS/HB 1477, and may not be used to pay the

expenses of any other program or service administered in whole or in part by the county. Funds provided under this grant program shall not *supplant* (replace) funds that would otherwise be used for proposed activities during the time period delineated in this application. Funds may not be substituted for moneys appropriated from other sources for proposed programs or services.

- n. Sustainability. Refers to the capacity of the county and its partners to maintain planning or service coverage, as provided by this grant, at a level that continues to deliver the intended benefits of the initiative after the financial and technical assistance from the state is terminated. Sustainability is viewed as a dynamic process requiring the formulation of sustainability goals and objectives, *and* developing and implementing strategies specifically to foster sustainability. Clarifying long-term goals and establishing benchmarks for measuring progress, securing the fiscal resources needed to accomplish long-term goals, developing financing strategies, building broad-based community support, cultivating key champions, and writing a formal sustainability plan are examples of sustainability strategies.

### C. Eligibility

A county or a consortium of counties within Florida may apply. In order to be eligible to receive grants under this solicitation, a county applicant must have a county planning council or committee that is in compliance with the membership requirements set forth below.

The board of county commissioners, in each applicant county, must designate the county public safety coordinating council established under s. 951.26, Florida Statutes, or designate another criminal or juvenile justice mental health and substance abuse council or committee, as the planning council or committee for the Criminal Justice Reinvestment Grant. The public safety coordinating council or other designated criminal or juvenile justice mental health and substance abuse council or committee, in coordination with the county offices of planning and budget, must make a formal recommendation to the board of county commissioners regarding how the Criminal Justice Reinvestment Grant Program may best be implemented within a community. The board of county commissioners may assign any entity to prepare the application on behalf of the county administration for submission to the Corporation for review.

The applicant county or consortium of counties must have a county planning council or committee that is in compliance with the membership requirements set forth in CS/CS/HB 1477, [Chapter No. 2007-200, L.O.F.]:

- a. The state attorney, or an assistant state attorney designated by the state attorney.
- b. A public defender, or an assistant public defender designated by the public defender.
- c. A circuit judge designated by the chief judge of the circuit.
- d. A county court judge designated by the chief judge of the circuit.
- e. The chief correctional officer.
- f. The sheriff, if the sheriff is the chief correctional officer, or a person

- designated by the sheriff.
- g. The police chief, or a person designated by the local police chiefs association.
  - h. The state probation circuit administrator, or a person designated by the state probation circuit administrator.
  - i. The local court administrator, or a person designated by the local court administrator.
  - j. The chairperson of the board of county commissioners, or another county commissioner designated by the chairperson, or, if the planning council is a consortium of counties, a county commissioner or designee from each member county.
  - k. The director of any county probation or pretrial intervention program, if the county has such a program.
  - l. The director of a local substance abuse treatment program, or a person designated by the director.
  - m. The director of a community mental health agency, or a person designated by the director.
  - n. A representative of the substance abuse program office and the mental health program office of the Department of Children and Family Services, selected by the substance abuse and mental health program supervisor of the district in which the county is located.
  - o. A primary consumer of mental health services, selected by the substance abuse and mental health program supervisor of the district in which the primary consumer resides. If multiple counties apply together, a primary consumer may be selected to represent each county.
  - p. A primary consumer of substance abuse services, selected by the substance abuse and mental health program supervisor of the district in which the primary consumer resides. If the planning council is a consortium of counties, a primary consumer may be selected to represent each county.
  - q. A family member of a primary consumer of community-based treatment services, selected by the abuse and mental health program supervisor of the district in which the family member resides.
  - r. A representative from an area homeless program or a supportive housing program.
  - s. The director of the detention facility of the Department of Juvenile Justice, or a person designated by the director.
  - t. The chief probation officer of the Department of Juvenile Justice, or an employee designated by the chief probation officer.

If a public safety coordinating council established under s. 951.26, Florida Statutes (F.S.), acts as the planning council, its membership must include all persons listed above. A public safety coordinating council that is acting as the planning council must include an assessment of the availability of mental health programs in addition to the assessments required under s. 951.26(2), F.S.



**D. Types, Amounts, and Duration of Awards**

This solicitation will support two types of grants. Applicants may seek only one type of grant per program announcement and may seek funding that is less than the maximum limits set for each type of grant. Applicants must build their application budgets based on the amount of state grant funds requested, as dictated in the grant maximums in this section, plus the percent of matching funds required (Section I.F. below).

**1) Planning Grants**

Grant Maximum: \$100,000

Project Period: 12 months

This grant will not be awarded unless the applicant county or consortium of counties make available resources in an amount equal to the total amount of the grant (see Matching Funds Requirements, Section F). Grant funding must be spent within 12 months from date of award letter. Planning grants will not be renewed. Awardees may apply for Implementation Grants in the next state fiscal year, if the Criminal Justice Reinvestment Grant program is continued.

**2) Implementation/Expansion Grants.**

Grant Maximum: \$1,000,000

Project Period: 36 months

The maximum allowable grant award is \$1,000,000 total for the 36 month period (i.e. \$333,333 per year). This grant will not be awarded unless the applicant county or consortium of counties makes available resources in an amount equal to the total amount of the grant (see Matching Fund Requirements, Section I.F.). Grant funding must be spent within 36 months from date of award letter. Funding will be allocated annually based on available funds.

**E. Expected/Allowable Activities**

**1) Planning Grants**

Awardees in this grant category will *develop, write, and submit as a final product* a strategic plan to initiate systemic change for the identification and treatment of adults and/or juveniles who have a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders and who are in, or at risk of entering, the criminal and/or juvenile justice systems.

The Planning Grant must be used to develop effective collaboration efforts among participants in affected governmental agencies, including the criminal, juvenile, and civil justice systems, mental health and substance abuse treatment service providers, transportation programs, and housing assistance programs. This collaboration must form the basis for a strategic plan to intercept individuals from the system at the earliest point possible while promoting public safety. The strategic plan must also include strategies to divert individuals from judicial commitment to community-based service programs offered by the Department of Children and Family Services in accordance with ss. 916.13

and 916.17, F.S.

The activities that are supported for Planning Grants, include, but are not limited to, the following:

- Conduct a thorough needs assessment, including clear delineation of the target population(s) to be served;
- Involve key stakeholders as dictated in Section I.C. and other potential sources of subject matter expertise and funding in planning actions;
- Provide key stakeholders with expert consultation and education on specific approaches and their linkage to best known/effective mental health and substance abuse treatment practices, diversion strategies, and support services;
- Develop/write a strategic plan for creating a comprehensive service system for criminal justice-diverted persons with mental health and/or substance use disorders;
- Deriving methodologies for sharing data among partners, and collecting and reporting data to the Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center (FMHI, University of South Florida).
- Conduct a performance assessment of the planning actions.

The strategic plan must closely follow the template provided in Appendix A which includes vision and mission statements, goals, objectives, activities, timeline and persons responsible for implementing the activities. Examples of the types of strategies the plan could also include are:

- Identifying resources to support and sustain the comprehensive service system during and beyond the state funding period;
- Developing the workforce (e.g., training, licensure, credentialing, accreditation, etc.);
- Identifying progressive actions that move mental health and substance abuse treatment services towards use of evidence-based and/or best practices;
- Modifying/adapting treatment services to meet the unique needs of the target population;
- Assuring that social services including peer support, life skills training, housing placement, vocational training, job placement, and health care will be available;
- Obtaining memoranda of understanding or other documents demonstrating agreement among agencies to provide and coordinate services;
- Identifying and addressing policy, legal, social and other barriers within the county, and
- Measuring performance and assuring quality improvement.

Applicants are urged to use the Sequential Intercept Model (GAINS Center, [http://gainscenter.samhsa.gov/pdfs/integrating/GAINS\\_Sequential\\_Intercept.pdf](http://gainscenter.samhsa.gov/pdfs/integrating/GAINS_Sequential_Intercept.pdf)) as a conceptual framework for structuring strategies that relate to the identified target populations and points of interception at which interventions can be made to prevent individuals from entering, penetrating deeper into the criminal justice system, or re-entering the criminal justice system after release.

## **2) Implementation/Expansion Grants.**

Awardees in this grant category will implement—and may expand—their established strategic plan that includes public-private partnership models and the application of evidence-based and/or best practices. The strategic plan must be submitted at the time of grant application, and must closely follow the format set forth in Appendix A.

As noted above, applicants are urged to use the Sequential Intercept Model (GAINS Center, [http://gainscenter.samhsa.gov/pdfs/integrating/GAINS\\_Sequential\\_Intercept.pdf](http://gainscenter.samhsa.gov/pdfs/integrating/GAINS_Sequential_Intercept.pdf)) as a conceptual framework for proposing strategies that relate to the identified target population and points of interception at which interventions can be made to prevent individuals from entering, penetrating deeper into the criminal justice system, or re-entering the criminal justice system after release.

The types of services that Implementation/Expansion grants can support, but are not limited to:

- mental health courts;
- justice diversion programs (police-based, jail-based, court-based);
- alternative prosecution and sentencing programs;
- crisis intervention teams;
- mental health and/or substance abuse treatment services;
- specialized training for justice and treatment services professionals;
- service delivery for collateral services such as housing; and
- corrections, transitional, and reentry services to create or expand mental health, substance abuse, and support services.

In order for grant initiatives to be successful, the types of services offered and practices used must be effective. Applicants must document in their application that the treatment services and diversion practices they propose to implement incorporate the best objective evidence available regarding effectiveness. In addition, applicants must justify the use of proposed services/practices for the target population along with any adaptations or modifications necessary to meet the unique needs of the target population or otherwise increase the likelihood of achieving positive outcomes. Further guidance on how to access information on the services and practices that fulfill this requirement can be found in Appendix B.

**F. Matching Funds Requirements**

Matching funds are required for grants awarded under this program according to the following stipulations:

- (1) 1-year Planning Grants must make available resources equal to the total amount of the grant. For fiscally constrained counties, the available resources may be at 50 percent of the total amount of the grant.
- (2) 3-year Implementation/Expansion Grants must make available resources equal to the total amount of the grant. For fiscally constrained counties, the available resources may be at 50 percent of the total amount of the grant.

A fiscally constrained Florida county is defined as a county designated as a rural area of critical economic concern under s. 288.0656, F.S., for which a value of a mill in the county is no more than \$3 million, based on the property valuations and tax data. See Appendix D for the list of 33 counties that currently meet this designation.

If the applicant is a consortium of counties and is a combination of fiscally-constrained county(ies) and non-fiscally-constrained county(ies), this will not alter the statutorily required percentages of matching funds for each. Additional detail on matching funds requirements can be found in Appendix C.

**G. Performance Tracking and Measures**

To assist in fulfilling the intent of the legislation in CS/CS/HB 1477, F.S., applicants who receive funding under this solicitation must provide data that measures the results of their work. Both process and outcome data related to the core set of outcome measures, as well as program specific outcomes, are to be collected and reported. Awardees are required to provide data and other information requested by the Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center at the Florida Mental Health Institute to enable the Center to perform the statutory duties established in the authorizing legislation.

**Planning Grants.** The core set of outcome measures for this grant category is:

Desired Outcomes	Core Outcome Measures
Establish on-going communication, collaboration, and partnerships among all relevant county partners.	1. Increase the number of partnerships formed among municipal, county, mental health, substance abuse and other entities to identify, divert, and treat adults and/or juveniles who have a mental illness, substance abuse disorder, or co-occurring disorders, as demonstrated by formal Memoranda of Understanding, including partnerships about the exchange of information and data related to the target population.
Have in place a strategic plan for systemic change in order to identify,	2. Submit a completed strategic plan.

divert, and treat adults and/or juveniles who have a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders and who are in, or at risk of entering, the criminal and/or juvenile justice systems.	
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**Implementation/Expansion Grants.** The core set of outcome measures for this grant category is:

Desired Outcomes	Core Outcome Measures
Establish on-going communication, collaboration, and partnerships among all relevant county partners with respect to people with mental illness, substance use disorders, or co-occurring disorders who are in, or at risk of entering, the criminal and/or juvenile justice systems.	1. Increase the number of partnerships formed as demonstrated by formal Memoranda of Understanding, including partnerships about the exchange of information and data related to the target population.
Protect public safety.	2. Reduce recidivism among program participants in the adult criminal justice and/or juvenile justice systems (as applicable to target population). 3. Increase access to mental health and/or substance abuse treatment services for program participants (as applicable to the services offered).
Effectively divert and treat people with mental illness, substance use disorders, or co-occurring disorders who are in, or at risk of entering, the criminal and/or juvenile justice systems.	4. Prevent program participants from entering into the criminal and/or juvenile justice systems (as applicable to target population). 5. Increase the effectiveness of mental health and/or substance abuse treatment services for program participants (as applicable to the services offered). 6. Increase connections to housing, and employment and/or educational resources.
Avert increased spending on criminal and/or juvenile justice.	7. Reduce jail and/or detention bed day utilization among the target population.

If an applicant believes that one or more of these core measures do not apply to the strategies proposed, the applicant must justify why the measures are not applicable and must propose alternative measures. Additional performance measures, related to the specific strategies and programs detailed in the county's grant application, are allowable and encouraged.

## **II. GENERAL INFORMATION**

### **A. Contact Person**

This solicitation is issued by the Florida Substance Abuse and Mental Health Corporation. For questions you may have about this solicitation, the applicant should contact in writing:

Linda Rayner  
Florida Substance Abuse and Mental Health Corporation  
1317 Winewood Blvd., Building 1, Suite 206  
Tallahassee, FL 32399  
Linda@samhcorp.org

### **B. Limitations on Contacting the Corporation**

Applicants are advised to limit their contact regarding this solicitation to the contact person listed above. With reference to this solicitation, no representations, other than those distributed by the contact persons, in writing, are binding and applicants are cautioned that verbal responses do not bind the point of contact organization.

### **C. Schedule of Events and Deadlines**

Listed below are the activities, dates, times, and locations, which this process will follow. If the Corporation finds it necessary to change any of these activities, dates, times or locations, it will be accomplished by addenda. All times refer to Eastern Standard Time.

<b>EVENTS</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
1. Solicitation Advertised and Released	August 21, 2007	5:00 pm	Florida Substance Abuse and Mental Health Corporation website: www.samhcorp.org
2. Last Date for Inquiries	September 14, 2007	5:00 pm	Linda@samhcorp.org
3. Response to Inquiries	September 26, 2007	5:00 pm	Florida Substance Abuse and Mental Health Corporation website: www.samhcorp.org
4. Webinar for Questions and Answers to Inquiries about this RFA	October 5, 2007	TBD	Exact URL and time to be announced by September 14, 2007
5. Applications Due	November 1, 2007	5:00 pm	Florida Substance Abuse and Mental Health Corp. c/o Florida Certification Board, 1715 South Gadsden St., Tallahassee, FL 32301
6. Completed Review of Grant Applications	December 31, 2007	5:00 pm	Not Applicable (N/A)

EVENTS	DATE	TIME	LOCATION
7. Notification of Grant Award	January 18, 2008	N/A	Not Applicable

**D. Written Inquiries**

Inquiries must be made in writing to the contact persons listed above, or at the website listed below, no later than September 14, 2007. Responses to all questions will be posted to the following website: <http://www.samhcorp.org> With reference to this solicitation, no representations, other than those distributed in writing or posted to the website are binding.

**E. Obtaining a Copy of the Criminal Justice Reinvestment Grant Application**

Interested parties can obtain a copy of the application either by sending a letter to the contact person requesting a copy, by e-mailing a request to the contact persons, or by downloading the application from the following website: <http://www.samhcorp.org>

**F. Directions for Submitting Criminal Justice Reinvestment Grant Applications**

1. Applications not received at either the specified place or by the specified date and time, will be rejected and returned to the prospective applicant. The Corporation will retain one copy for use in the event of a dispute as to the contents of the original submission.
2. No changes, modifications, or additions to the applications submitted (after the submission deadline for the application opening has passed) will be accepted.
3. The Corporation must receive one signed original, which must be clearly labeled "Original", and ten (10) hard copies of the application by the deadlines set forth in the schedule of events and deadlines. Applicants may choose, and be responsible for, the method of delivery to the Corporation, except that facsimiles or electronic transmissions will not be accepted at any time.
4. Clearly mark the envelope - **APPLICATION FOR CRIMINAL JUSTICE, MENTAL HEALTH & SUBSTANCE ABUSE REINVESTMENT GRANT PROGRAM** - and mail to:

Florida Substance Abuse and Mental Health Corporation  
c/o Florida Certification Board  
1715 South Gadsden Street  
Tallahassee, FL 32301

**G. Application Formatting Instructions**

The application must be submitted in the order shown below with sections labeled as stated below. Pages should be typed and single-spaced in black ink with one column per page. Pages should not have printing on both sides.

Typing must be no smaller than 12-point font. All applications should be stapled in upper left-hand corner of document and not placed in any binder, folder or other

covering. The pages of the application must be numbered on the bottom, beginning with the cover sheet. **A completed application consists of the following:**

- Cover Page
- Signed Assurances
- Project Narrative
  1. Statement of Problem
  2. Project Design and Implementation
  3. Capability and Experience
  4. Evaluation and Sustainability
- Budget/Budget Narrative/Match Commitment Forms and Summary
- Project Timeline
- Letters of Commitment
- Strategic Plan (for Implementation/Expansion grants only)

#### **H. Method of Payment**

Upon notification from the Grant Review Committee, the Florida Department of Children and Family Services will issue a letter of grant award and quarterly payments to the counties selected for grant awards.

#### **I. Statement of Mandatory Assurances**

Applicants must initial and sign the Statement of Mandatory Assurances given in Appendix G.

#### **J. Submission of Data and Reports**

Awardees are required to provide data and other information requested by the Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center at the Florida Mental Health Institute as noted in Section I.G. Awardees are also required to send to the Corporation documentation about the use of grant funds in the form of semi-annual progress reports and annual fiscal reports that are to be signed by the County Administrator.

### **III. APPLICATION COMPONENTS**

The applicant must complete a Project Narrative (Sections 1 – 4), Budget and Project Timeline using the sections delineated below. The total number of pages for the Project Narrative may not exceed **10 pages** for Planning Grants, and may not exceed **15 pages** for Implementation/Expansion Grants, not counting the Budget/Budget Narrative, Project Timeline, and allowable attachments.

#### **A. Cover Page**

The applicant shall complete the Cover Page (found as the last page of this solicitation) describing the total amount of the requested grant, indication of the type of grant sought, and the point of contact at the county to serve a grant manager. A point of contact shall



be identified who can be notified in the event of a grant completeness issue. A phone and fax number shall be provided for the contact person for completeness issues. A duly authorized official of the county shall sign this form.

## **B. Project Narrative**

### **1. Statement of the Problem**

For both Planning, Implementation/Expansion Applicants, describe the problem the project will address. Document the extent of the problem with local/state data and include trend analysis. Describe the project's geographic environment, target population, socioeconomic factors, and priority as a community concern.

Each application must specifically include an analysis of the current population of the jail and/or juvenile detention center in the county or region, which includes:

- a. The screening and assessment process that the county uses to identify an adult and/or juvenile who has a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders;
- b. The percentage of each category of persons admitted to the jail and/or juvenile detention center that represents people who have a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders; and
- c. An analysis of observed contributing factors that affect population trends in the county jail and/or juvenile detention center.
- d. Data or other descriptive narrative that delineates the specific factors that put the target population at-risk of entering or re-entering the criminal and/or juvenile justice systems (if the applicant plans to serve an at-risk population).

#### Implementation Applicants Only

Provide a concise analysis of the target population, including the projected number of individuals to be served. Applicants must show that the identified needs are consistent with the priorities of the county strategic plan.

### **2. Project Design and Implementation**

#### Planning Applicants

Describe the proposed planning council, activities, and expected outcomes. Planning activities should include a needs and resource assessment and also can include: a model to effectively identify, coordinate, and share funding and related resources; organizational or structural changes; a strategy for interagency coordination and communication; the expansion of professional, consumer, and family support systems; a design for policy development and implementation for system improvements and sustainability; professional development for staff; and public awareness and educational initiatives.

#### Implementation/Expansion Applicants

Describe the proposed approach and the project's purpose, goals, and objectives. Describe how the goals will address the overall program purpose and identified needs in

the Statement of the Problem, and provide a conceptual model that links key project components with goals, objectives and strategies. Specifically describe the evidence-based and/or best practices the county intends to use to serve one or more clearly defined subsets of the population of the jail and/or juvenile detention center who have a mental health and/or substance use disorders, or to serve those at risk of arrest and incarceration. In addition, justify the use of proposed services/practices for the target population along with any adaptations or modifications necessary to meet the unique needs of the target population or otherwise increase the likelihood of achieving positive outcomes (see Appendix B).

Other specific items required for this section are:

- Describe the plan to screen potential participants and to conduct tailored, validated needs-based assessments.
- For law enforcement programs, describe the strategies to identify and respond to incidents involving mentally ill offenders, including the number of individuals to be screened and enrolled.
- Discuss how mental health and co-occurring substance abuse treatment services will be made available to participants.
- Outline how ancillary social services, such as housing placement and vocational training, will be coordinated and accessed.

### **3. Capability and Experience**

For both Planning and Implementation/Expansion Applicants, discuss the capability and experience of the county and other participating organizations to meet the goals and objectives detailed in this application. Describe the project's collaboration structure and how it will ensure successful project planning and/or implementation. Describe the anticipated role of consumers, advocates, and family members in the project. Indicate key activities, milestones, and responsible partners, as well as the resources available for the proposed project (e.g., facilities, equipment, etc.).

Provide a list of staff and subcontractors who will participate in the project, showing the role of each and their level of effort and qualifications. Include the Project Director and other key personnel, such as treatment/prevention personnel. Briefly discuss the responsibilities of each participating organization.

### **4. Evaluation, and Sustainability**

Both Planning and Implementation/Expansion Applicants are required to describe how the project's effectiveness will be demonstrated, including assessments of planning or implementation outcomes. Discuss how variables like stakeholder support and service coordination will be defined and measured. Describe the process for collecting performance measurement data, and any other state or local outcome data to measure

project effectiveness in promoting public safety, reduction of recidivism and access to services for the target population(s).

Both Planning and Implementation/Expansion grants are also required to address sustainability in the application. Describe the proposed strategies that the county intends to use to preserve and enhance its community mental health and substance abuse systems. Describe how sustainability methods will be used and evaluated: i.e. how collaborative partnerships and funding will be leveraged to build long-term support and resources to sustain the project when the state grant ends. Examples of sustainability outcomes for planning grants could be: the continuation of the planning council or committee and/or formal measures of sustained collaboration such as Memorandums of Understanding among key constituencies, agencies, units of government or law enforcement, etc. Examples of sustainability outcomes for implementation/expansion grants could be: a fully-articulated Sustainability Plan, securing the needed continuation funding, and garnering multi-level, formal collaboration.

#### Implementation Grants Only

Project the effect the proposed initiatives will have on the population and the budget of the jail and juvenile detention center. The information must include:

- a. The county's estimate of how the initiative will reduce the expenditures associated with the incarceration of adults and the detention of juveniles who have a mental illness;
- b. The methodology that the county intends to use to measure the defined outcomes and the corresponding savings or averted costs;
- c. The county's estimate of how the cost savings or averted costs will sustain or expand the mental health and substance abuse treatment services and supports needed in the community; and
- d. How the county's proposed initiative will reduce the number of individuals judicially committed to a state mental health treatment facility.

#### **C. Budget and Budget Narrative**

Provide a detailed budget and budget narrative that is complete, allowable, and tied to the proposed activities. The budget must show line item costs broken down by the proposed funding (grant and match), plus the total amounts. Implementation/Expansion grant applications require a budget breakdown for each of the three years. See Appendix E for full instructions on completing this section.

Applicants are required to use the **Commitment to Match/Donation Forms** found in Appendix F to verify cash and attach valuation to in-kind contributions. A signed form from each match donor must accompany this application as an attachment to the Budget Section. A Match Summary Sheet is to be used to show the proportions of cash and in-kind match.

#### D. Project Timeline

Provide a realistic time line for the entire project period, indicating goals/objectives, key activities, milestones, and responsible partners.

#### E. Letters of Commitment

Provide Letters of Commitment (not general support) from any individuals or organizations that will be involved in the implementation of the project; the letters must reflect the specific role of the partner.

### IV. APPLICATION REVIEW CRITERIA AND METHODOLOGY

#### A. Review Methodology

All eligible proposals will be graded according to the stated criteria, and ranked in order of overall score from highest to lowest. Awards will be made in order of rank, beginning with the top ranked proposals and continuing until available funds are exhausted, or until all worthwhile projects are funded, whichever occurs first.

Each application will be evaluated in two stages. In the **first stage**, the application will be screened to insure compliance with the mandatory criteria given in Appendix H.

#### B. Review Criteria

The **second stage** of grant application review involves the evaluation of all applications that are in compliance with the mandatory criteria. The second stage evaluation will be based and weighted as follows:

<b>Application Review Criteria</b>	<b>Maximum Score</b>
<b><u>Statement of the Problem</u></b> The applicant: <ul style="list-style-type: none"><li>• Used specific data where available to:<ul style="list-style-type: none"><li>✓ Describe the environment (organization, community, city, or State) where the project will be implemented.</li><li>✓ Describe the target population and the geographic area to be served, and justify the selection of both.</li><li>✓ Describe the nature of the problem and extent of the need</li></ul></li><li>• Included an analysis of the current population of the jail and/or juvenile detention center in the county.</li></ul>	Planning = 25 <hr/> Imp./Exp. = 20
<b><u>Project Design and Implementation</u></b> For Planning Grants: The applicant:	

Application Review Criteria	Maximum Score
<ul style="list-style-type: none"> <li>• Described the readiness of the county and its partners to undertake a planning process.</li> <li>• Described proposed planning activities.</li> <li>• Identified a county planning council or committee that is in compliance with the membership requirements.</li> <li>• Provided a realistic time line for the entire project period, indicating goals/objectives, key activities, milestones, and responsible partners.</li> </ul>	
<p><b>For Implementation/Expansion Grants:</b></p>	
<p>The applicant:</p> <ul style="list-style-type: none"> <li>• Showed that the necessary groundwork (attachment of strategic plan, consensus development, development of memoranda of agreement, identification of potential facilities) has been completed or is near completion so services can be readily implemented.</li> <li>• Described the intercept points (pre/post booking, mental health court, etc.) and why it is the best choice for the County and target population.</li> <li>• Provided a complete description of its approach design and proposed implementation.</li> <li>• Provided adequate detail about the schedule and location of project activities, and the kind and number of participants to determine that project expectations are realistic.</li> <li>• Provided a realistic implementation plan for the entire project period, indicating goals/objectives, key activities, milestones, and responsible partners</li> <li>• Described the specific evidence-based or best practices the applicant intends to use to serve one or more clearly defined subsets of the population.</li> <li>• Provided the required descriptions of: <ul style="list-style-type: none"> <li>✓ the plan to screen potential participants and to conduct tailored, validated needs-based assessments.</li> <li>✓ the strategies to be used by law enforcement programs to identify and respond to incidents involving mentally ill offenders, including the number of individuals to be screened and enrolled.</li> <li>✓ how mental health and co-occurring substance abuse treatment services will be made available to participants.</li> <li>✓ how ancillary social services, such as housing placement and vocational training, will be coordinated and accessed.</li> </ul> </li> </ul>	<p>Planning = 25</p> <hr/> <p>Imp./Exp.= 30</p>
<p><b>Capability and Experience</b></p>	
<p>The applicant:</p> <ul style="list-style-type: none"> <li>• Discussed the capability and experience of the applicant county to undertake a planning process or implementation actions.</li> </ul>	

<b>Application Review Criteria</b>	<b>Maximum Score</b>
<ul style="list-style-type: none"> <li>• Provided a list of staff who will participate in the project, showing the role of each and their level of effort and qualifications. Included the Project Director and other key personnel.</li> <li>• Described the resources available for the proposed project (e.g., facilities, equipment).</li> <li>• Described the project's collaboration structure and how it will ensure successful project planning and/or implementation; identified the key stakeholders who will be participating in the strategic planning or implementation process.</li> <li>• Included Letters of Commitment or Memoranda of Agreement that describe how they are going to support this program.</li> </ul>	Planning = 20 <hr/> Imp./Exp.= 20
<p><b><u>Evaluation and Sustainability</u></b></p> <p>The applicant:</p> <ul style="list-style-type: none"> <li>• Sufficiently explained how the project's effectiveness will be demonstrated.</li> <li>• Adequately documented their ability to collect and transmit data.</li> <li>• Detailed how project data will be assessed in the measurement of the impact of proposed efforts to: increase public safety, avert of increased spending on criminal justice, and improve the accessibility and effectiveness of treatment services for the target population.</li> <li>• Provided a feasible description of the proposed sustainability actions that the county will use to preserve and enhance the initiatives that are funded under this grant program.</li> </ul>	Planning = 20 <hr/> Imp./Exp.= 20
<p><b><u>Budget</u></b></p> <p>The applicant:</p> <ul style="list-style-type: none"> <li>• Provided a detailed line-item Budget and Budget Narrative, with all costs in the budget allowable.</li> <li>• Included the correct percentage of allowable Matching Funds in the budget detail, with accompanying documentation of the sources of match.</li> <li>• Included the signed Match Commitment Forms.</li> </ul>	Planning = 10 <hr/> Imp./Exp.= 10
<b>Total Points</b>	<b>100</b>

**C. Grant Review Committee**

The Grant Review Committee will consist of ten (10) individuals consisting of:

- (a) Five current members or appointees of the Corporation;
  1. Judge Melanie May, Corporation member, Fort Lauderdale
  2. Lisa DeVitto, Corporation member, Tampa
  3. Michele Saunders, Florida Partners in Crisis
  4. Patrick Hendry, Executive Director, Florida Peer Network
  5. Amanda Ghaffari, Florida Association of Counties

- (b) One representative of the Department of Children and Family Services;
- (c) One representative of the Department of Corrections;
- (d) One representative of the Department of Juvenile Justice;
- (e) One representative of the Department of Elderly Affairs; and
- (f) One representative of the Office of the State Courts Administrator.

#### **D. Selection of Awardees**

The Corporation will award Planning and Implementation/Expansion Grants to applicants whose applications: are in compliance with the mandatory criteria; are deemed most advantageous to the goals of the Criminal Justice Reinvestment Grant program; conform to the requirements of this solicitation; and are acceptable in regards to the evaluation criteria. Grants will be ranked in the order of highest score to the lowest score based on the 100 allowable points set forth in the review criteria.

The Corporation reserves the right to:

- reject any or all proposals received with respect to this RFA;
- waive or modify minor irregularities in proposals received after prior notification and concurrence of the applicant;
- request from an applicant additional information as deemed necessary to more fully evaluate its proposal;
- make all final decisions with respect to the amount of State funding and the timing of payments to be provided to an applicant.

# APPENDICES



## Appendix A

### STRATEGIC PLAN FORMAT

Applicants for Planning Grants need to adhere closely to the following Strategic Plan format in the accomplishment of their prime objective during the year of funding. Applicants for Implementation Grants are required to submit a Strategic Plan as an attachment to the initial grant application. This Strategic Plan must adhere closely to the following plan components.

- A. Statement of the Problem/Critical Issues facing the County (careful analyses of the scope of the problem using current data, implications of the data, critical issues for the various constituents, such as law enforcement, courts, treatment providers, etc.)
  - B. Regional Partnership Strategic Planning Process and Its Participants (how planning occurred, strategic alliances, plans for leveraging funds and other resources)
  - C. Vision (a picture of the future you seek to create, described in the present tense) and Mission Statements (concise statement of what are you here to do together)
  - D. Values (the collective, fundamental beliefs that drive your initiative)
  - E. Conceptual Model for Addressing Criminal Justice Reinvestment for Persons with Mental Health, Substance Abuse or Co-Occurring Disorders
  - F. Strategic Goals with accompanying Objectives/Strategies (setting priorities within the conceptual framework, setting clear and achievable goals and objectives, assigning responsibility for actions, data sharing and collecting, measuring success)
- Goal (broad statements of what you wish to accomplish, addressing specific to key areas)  
Objectives (support the goals and state how the goals will be accomplished)

Strategies	How Performance will be Measured	Lead Person or Organization	Projected Date of Completion

## Appendix B

### GUIDANCE FOR INCORPORATING EVIDENCE-BASED OR BEST PRACTICES

Many federal agencies have published resource lists of services and practices that have already determined to be effective and can be found in the following sources:

- **SAMHSA's National Registry of Evidence-based Programs and Practices (NREPP)** is a searchable online registry of mental health and substance abuse interventions that have been reviewed and rated by independent reviewers. The purpose of this registry is to assist the public in identifying approaches to preventing and treating mental and/or substance use disorders that have been scientifically tested and that can be readily disseminated to the field.  
**[www.nrepp.samhsa.gov](http://www.nrepp.samhsa.gov)**

NREPP is a new registry and currently has several dozen reviewed interventions. New intervention summaries are continually being added as reviews are completed. The registry is expected to grow to a large number of interventions over the coming months and years. Please check back regularly to access the latest updates. To access SAMHSA's Model Programs Web site (the old NREPP) go to **<http://modelprograms.samhsa.gov>**.

- **Center for Mental Health Services (CMHS) Evidence-based Practice Toolkits -** SAMHSA's Center for Mental Health Services and the Robert Wood Johnson Foundation initiated the Evidence-Based Practices Project to: 1) help more consumers and families access services that are effective; 2) help providers of mental health services develop effective services; and 3) help administrators support and maintain these services. A website (**<http://www.mentalhealth.samhsa.gov/cmhs/communitysupport/toolkits/>**) is available that contains the first cluster of evidence-based practices, and the design of implementation resource kits to help people understand and use these practices successfully.

Basic information about the first five evidence-based practices is available on the website. The five practices are:

1. Illness Management and Recovery
2. Family Psychoeducation
3. Assertive Community Treatment
4. Supported Employment
5. Integrated Dual Disorders Treatment

Each of the resource kits contains information and materials written by and for the following groups: Consumers, Families and Other Supporters, Practitioners and Clinical Supervisors, Mental Health Program Leaders, and Public Mental Health Authorities. Material on the Web site can be printed or downloaded with Acrobat Reader, and references are provided where additional information can be obtained. The full kits will be available from National Mental Health Information Center at **[www.mentalhealth.org](http://www.mentalhealth.org)** or 1-800-789-CMHS (2647).

- **The Criminal Justice/Mental Health Consensus Project** – This Project, coordinated by the Council of State Governments Justice Center, is a national effort to help local, state, and federal policymakers and criminal justice and mental health professionals improve the response to people with mental illnesses who come into contact with the criminal justice system. It supports the implementation of practical, flexible criminal justice/mental health strategies through on-site technical assistance; the dissemination of information about programs, research, and policy developments in the field; continued development of policy recommendations; and educational presentations. Their website contains many resources by special focus areas – law enforcement, courts, corrections, victims, jail diversion, etc. – as well as other resources for research information and practice guidelines.  
<http://consensusproject.org/>
- **Criminal Justice/Mental Health Information Network** - The Council of State Governments Justice Center collaborates with the Criminal Justice/Mental Health Information Network to offer an exhaustive, easy-to-use resource that serves as both an inventory of programs as well as a tool for peer-to-peer networking. The InfoNet looks at programs in the broad context of criminal justice/mental health activity. It catalogs media articles which may describe and bring greater profile to a program; research studies, which may examine program outcomes and processes; legislation, which may provide critical funding; state-level efforts, which are designed to support and guide programs within the state; and advocacy initiatives, which support and enhance program activities. The website has established links between the various content items that refer to one another, and offers a search and navigation tool that serves as a framework for discussing the issues that arise and represents the sequence of events that may occur for individuals with mental illnesses who come into contact with the criminal justice system. <http://cjmh-infonet.org/>
- **National Center for Mental Health and Juvenile Justice** – This Center assists the field in developing improved policies and programs for youth with mental health disorders in contact with the juvenile justice system, based on the best available research and practice. The Center, which is operated by Policy Research, Inc. in Delmar, NY in partnership with the Council of Juvenile Correctional Administrators (CJCA), aims at providing a centralized national focal point that pulls together and links the various activities and research that are currently underway, maximizing the awareness and usefulness of new products and learnings, and using the best available knowledge to guide practice and policy.  
<http://www.ncmhjj.com/>
- **GAINS Center** - The GAINS Center is funded by SAMHSA to focus on expanding access to community based services for adults diagnosed with co-occurring mental illness and substance use disorders at all points of contact with the justice system. This Center provides many free publications in a variety of related areas, and they also provide consultation and technical assistance to help communities achieve integrated systems of mental health and substance abuse services for individuals in contact with the justice system.  
<http://gainscenter.samhsa.gov/html/>

- **Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center.** The Technical Assistance Center is located at the Louis de la Parte Florida Mental Health Institute. The Center was created by CS/CS/HB 1477 to provide technical assistance and consultation to grant applicants and awardees. The Center draws on the expertise of faculty at FMHI and also works closely with the GAINS Center, the Council of State Governments' Criminal Justice/Mental Health Consensus Project, Florida Partners in Crisis, and others. The TA Center faculty and staff have particular experience with co-occurring disorders (mental health and substance abuse); best practices in supportive housing, supported employment, and recovery; therapeutic courts; jail and prison re-entry; and assessment and restoration of criminal competency. A web site is being developed for the TA Center, and in the interim requests for information may be made to John Petrilu (Petrilu@fmhi.usf.edu) and Mark Engelhardt (mengelhardt@fmhi.usf.edu).

### *Showing that Your Services/Practices are Effective*

If you are proposing services/practices that are not included in the above-referenced sources, you must provide a narrative justification that summarizes the evidence for effectiveness of the proposed services/practice. The preferred evidence of effectiveness will include the findings from clinical trials, efficacy, and/or effectiveness studies published in the peer-reviewed literature.

In areas where little or no research has been published in the peer-reviewed scientific literature, you may present evidence involving studies that have not been published in the peer-reviewed research literature and/or documents describing formal consensus among recognized experts. If consensus documents are presented, they must describe consensus among multiple experts whose work is recognized and respected by others in the field. Local recognition of an individual as a respected or influential person at the community level is not considered a "recognized expert" for this purpose. In presenting evidence in support of the proposed services/practice, you must show that the evidence presented is the best objective information available.

### *Using Services/Practices that are Appropriate for Your Target Population*

You must also show that these services/practices are appropriate for your target population(s). It is preferred that you provide information from research studies that shows the services/practices are effective for your target population. However, if this type of information is not available, you may provide information from other sources, such as unpublished studies or documents describing formal consensus among recognized experts. You may describe your own experience either with the target population or in managing similar programs. However, you will need to convince the people reviewing your application that the services/practices you propose are appropriate for your target population.

### *Describing Necessary Changes to the Services/Practices*

It is expected that you will implement your services/practices in a way that is as close as possible to the original services/practices. However, it is understood that you may need to make minor changes to the services/practices to meet the needs of your target population or your program, or to allow you to use resources more efficiently. You must describe any changes to your proposed

services/practices that you believe are necessary for these purposes. You may describe your own experience either with the target population or in managing similar programs. However, you will need to convince the people reviewing your application that the changes you propose are justified.

## Appendix C

### MATCHING FUNDS

Grantee match is that portion of project property and services—staff time, fringe benefits, supplies, equipment, travel, rent, etc.—coming from other than State funds. The matching share must constitute a 100% of the grant amount. A minimum match of 50% is allowable for fiscally constrained counties (Appendix D). The match may be derived from the county or private sources. Both “cash” contributions (provided directly by the grantee) and “in-kind” contributions (from a third party) may be utilized to satisfy the match requirement.

“In-kind” means third-party contributions of property or services that benefit this grant-supported project or program and that are contributed by the county or third parties without charge to the grantee. Neither the actual cost nor the value of third-party in-kind contributions may count towards satisfying a matching requirement of the Criminal Justice Reinvestment Grant if it has been, or will be, counted towards satisfying a cost-sharing or matching requirement of another grant, a State procurement contract, or any other award of State funds.

If an applicant chooses to include in-kind contributions in its matching share, specific dollar values must be assigned. Applicants are required to use the **Commitment to Match/Donation Forms found in Appendix F** to verify cash and attach valuation to in-kind contributions. A signed form from each match donor must accompany this application as an attachment to the Budget Section. A Match Summary Sheet is to be used to show the proportions of cash and in-kind match.

Examples of in-kind contributions and methods for determining values are as follows:

**Volunteer Services** - Unpaid services provided to a grant awardee by individuals shall be valued at rates consistent with those ordinarily paid for similar work in the grant recipient's organization. If the awardee does not have employees performing similar work, the rates shall be consistent with those ordinarily paid by other employers for similar work in the same labor market. In either case, a reasonable amount of fringe benefits may be included in the valuation.

**Supplies** - If the county or a third party donates supplies, the contribution shall be valued at the market value of the supplies at the time of donation.

**Loaned/Donated Equipment or Space** - If a county or a third party donates the use of equipment or space in a building but retains title, the contribution shall be valued at the fair rental rate of the equipment or space. If the county or a third party donates equipment and the title passes to the grant recipient, the market value of that equipment at the time of the donation that is applicable to the period which the matching requirement applies, may be counted toward matching in-kind funds. See Appendix F for worksheets to set the value.

Matching funds and/or grant funds used in the Administrative Costs of the budget need to adhere to the legislative cap of 10% of the requested state grant funds. For example, if an applicant applies

for \$100,000 for a Planning Grant, \$10,000 is the total allowable portion of the entire budget for Administrative costs. This \$10,000 can be proposed in several ways:

- as grant funded entirely (with no matching funds in that line)
- as matching funds (with no requested grant funds in that line)
- or as a combination of match and grant funds to comprise the \$10,000.

### **Criteria for Allowable and Unallowable Match**

**(1) Allowable for Matching.** Matching requirements may be satisfied by any or all of the following:

- (a) Allowable costs supported by the county and/or non-state or federal grants incurred by the county during the effective period of the contract;
- (b) Funds from partnering organizations or units of government;
- (c) The value of third-party funds and in-kind contributions applicable to the matching requirement period.
- (d) The value of volunteer services up to and including 10 percent of the total budget.
- (e) Costs supported by fees and program income.

**(2) Unallowable for Matching.**

- (a) Costs paid for by another state or federal contract or grant except as provided by State or Federal statute.
- (b) Costs or third-party funds and in-kind contributions that are used to satisfy a matching requirement of another State contract or Federal grant.
- (c) Income from sale of printed material, food, and books purchased with State funds.

## Appendix D

### LIST OF FISCALLY-CONSTRAINED FLORIDA COUNTIES

A county designated as a rural area of critical economic concern under s. 288.0656, F.S., for which a value of a mill in the county is no more than \$3 million, based on the property valuations and tax data. This list is taken from:

<http://www.florida-arts.org/grants/RuralEconomicDevelopmentInitiative.htm>

- Baker
- Bradford
- Calhoun
- Columbia
- DeSoto
- Dixie
- Flagler
- Franklin
- Gadsden
- Gilchrist
- Glades
- Gulf
- Hamilton
- Hardee
- Hendry
- Highlands
- Holmes
- Jackson
- Jefferson
- Lafayette
- Levy
- Liberty
- Madison
- Nassau
- Okeechobee
- Putnam
- Sumter
- Suwannee
- Taylor
- Union
- Wakulla
- Walton
- Washington

NOTE: Participation in a consortium by both fiscally-constrained counties and non-fiscally-constrained counties will not alter the statutorily required percentages of matching funds for each.



## Appendix E

### BUDGET INSTRUCTIONS

The budget section of the application consists of a line-item **Budget** and a **Budget Narrative**. The line-item budget must show the total project costs and proposed allocation of the requested grant funds. The budget must also indicate the sources and amounts of matching funds. For Implementation/Expansion grants, a 3-year budget must be provided.

Applicants are required to use the **Commitment to Match/Donation Forms** found in Appendix F to verify cash and attach valuation to in-kind contributions. A signed form from each match donor must accompany this application as an attachment to the Budget Section. A Match Summary Sheet is to be used to show the proportions of cash and in-kind match.

Following is a brief line-by-line explanation of the categories to be used in developing the grant budget.

**Personnel** - List each position by title whose salary (or portion of total salary) is to be charged to the grant's budget. Indicate the salary rate for each position and if the position is to be full-time or part-time. If part-time, please identify the level of effort (percent of total). For Implementation grants, you may show personnel expenditures for the 3-year period at a cost of living increase commensurate with County practices.

**Fringe Benefits** - Indicate the fringe benefit rate (fixed percentage of total personnel). If the fringe benefit rate varies by position, list each staff position covered and show the rate for each position. Possible partial coverage could be any combination of social security, health insurance, retirement, or worker's compensation.

**Administrative Costs** - The administrative costs for each applicant may not exceed 10% of the total funding received by the state for each grant. Administrative costs typically include: grant management activities; fiscal, personnel, and procurement management; related office services and record keeping; costs of necessary insurance, auditing, etc. Evaluation activities are considered a direct program cost and are not included in this section.

**Staff Travel** - This item is for travel expenses for project staff. Any travel listed in this category must be for the purpose of supporting grant activities as described in this application. Identify the approximate total mileage to be traveled during the proposed grant period. Mileage reimbursement and other travel rates cannot exceed the maximum rates established by the Department of Children and Families.

**Consultants & Contracted Services** - Show a calculation of charges giving hourly or daily rates for each consultant. List all sub-contracted services, including vendor, purpose and amount. A copy of all subcontracts must be made available to the Corporation upon request. Agency employees or persons who would normally provide consultant services without charge may not be included in the budget.

**Equipment** - An item of equipment is an article of property procured that is of a durable nature, and has an expected service life of more than one year. Purchase of equipment is dependent upon program intent and requires appropriate justification. List each item of equipment to be purchased and the specific dollar amount for each item, including installation, insurance, freight and accessories.

**Supplies** - Supplies are consumable or expendable items that are used routinely or that have an expected life of one year or less.

**Rent/Utilities** - For each rental required to support grant programs, present monthly cost and number of months rented. If rental expense is to be shared, display grant portion only and explain in the budget justification the other dimensions of the shared costs. Specify the total rental expense and also indicate the monthly rate. If utilities are not included in the rent, list those expenses separately and also provide an estimated monthly utility charge.

**Other** - List expenses for printing, as well as any other charges (**except capital expenses**) that can not be identified within the other budget categories. Include sufficient descriptive detail (as needed) to facilitate Corporation review and approval.

**Unallowable Costs** - When completing the budget, please note that the following are types of costs that cannot be included. Below is an inclusive list of unallowable costs:

1. Supplanting of staff costs;
2. Administrative costs not related to the implementation of the proposed project;
3. Indirect costs (i.e., cost not related to the project being funded by this grant);
4. Office supplies not related to the project being funded by this grant;
5. Cash payments to intended recipients of services;
6. For the purpose of purchasing or improving land;
7. To purchase, construct or permanently improve (other than minor remodeling) any building or other facility; and,
8. Food and entertainment costs.

### **Line-Item Budget**

Provide a detailed budget that is complete, allowable, and tied to the proposed activities. Provide the detailed budget as indicated in the sample format shown here or in a similar Excel format. You are not required to use this table; the budget categories and details are what are important.

Funding Category	Grant Funds Requested	Matching Funds and Other In-Kind Contributions	
		Funding	Source of Funds
Salaries:			
Fringe Benefits:			
Administration:			
Equipment:			
Travel:			
Contractual:			
Supplies:			
Rent/Utilities:			
Other Expenses:			
Totals:			
Total Project Cost:		= Grants Funds Requested + Matching Share.	
Match Percentage:		= Match / Total Project Cost	

**Budget Justification Narrative.**

Include a narrative description, according to the line item budget categories, with detail as indicated in the previous page. The budget justification states why and how funds in each budget category are to be used. Justifications need not be elaborate, but they must present a clear rationale for the use of the requested funds. Each statement should describe each of the following:

- A general description of the line item, including justification for the need
- How the item relates to the project activities
- How the amount shown in the budget table was arithmetically determined.

**Appendix F**

**COMMITMENT OF MATCH/DONATION FORMS**

TO:(name of County) _____ FROM: Donor Name _____ ADDRESS: _____
---

The following \_\_\_ space, \_\_\_ equipment, \_\_\_ goods/supplies, and/or \_\_\_ services, is/are donated to the County

\_\_\_\_\_ permanently (title passes to the County)

\_\_\_\_\_ temporarily, for the period \_\_\_\_\_ to \_\_\_\_\_ (title is retained by the donor)

**Description and Basis for Valuation (See next page)**

	<u>Value</u>	<u>Corporation USE</u>
(1) _____ _____ _____	\$ _____	_____
(2) _____ _____ _____	\$ _____	_____
(3) _____ _____ _____	\$ _____	_____
(4) _____ _____ _____	\$ _____	_____

TOTAL VALUE \$ \_\_\_\_\_

The above donation(s) is not currently included as a cost (either direct or matching) of any state or federal contract or grant, nor has it/they been previously purchased from or used as match for any state or federal contract.

\_\_\_\_\_  
(Donor Signature) (Date)

\_\_\_\_\_  
(County Designee Signature) (Date)

The grant Review Committee will review the valuation of the donated item(s) and has, in the space provided, indicated the valuation amount acceptable to the department for use in meeting a match requirement for the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant program. Donated items are subject to disallowance should they be found to be a current or previous cost or matching item of a state or federal grant or contract.

## BASIS OF VALUATION

### Building/Space

1. Donor retains title:
  - a. Fair rental value - Substantiated in provider's records by \_\_\_\_\_ written confirmation(s) of fair rental value by qualified individuals, e.g., Realtors, property managers, etc.
  - b. (1) Established monthly rental of space \$ \_\_\_\_\_
- (2) Number of months donated during the contract \_\_\_\_\_  
 Value to the project [b.(1) X b.(2)] \$ \_\_\_\_\_
2. Title passes to the County:
 

Depreciation

  - a. Cost of Fair Market Value (FMV) at acquisition (excluding land) \$ \_\_\_\_\_
  - b. Estimated useful life at date of acquisition \_\_\_\_\_ yrs.
  - c. Annual depreciation (a./b.) \$ \_\_\_\_\_
  - d. Total square footage \_\_\_\_\_ sq. ft.
  - e. Number of square feet to be used on the grant program. \_\_\_\_\_ sq. ft.
  - f. Percentage of time during contract period the project will occupy the building/space \_\_\_\_\_ %
  - g. Value to project (e./d. X f. X c.) \$ \_\_\_\_\_

#### Use Allowance

- a. To be used in the absence of depreciation schedule (i.e., \_\_\_\_\_ when the item is not normally depreciated in the County's \_\_\_\_\_ accounting records)
- b. May include an allowance for space as well as the normal cost of upkeep, such as repairs and maintenance, insurance, etc.

### Equipment

1. Donor retains title: Fair Rental Value
2. Title passes to County:
  - a. FMV at time of donation \$ \_\_\_\_\_, or
  - b. Annual value to project (not to exceed 6 2/3% X a.) = \$ \_\_\_\_\_

### Goods/Supplies

FMV at time of donation

### Personnel Services

1. Staff of another agency/organization:
 

Annual Salary    Number of hours  
 2080    X to be provided = \$ \_\_\_\_\_
2. Volunteer
 

Comparable annual salary \$ \_\_\_\_\_  
Annual salary    Number of hours  
 2080    X to be provided = \$ \_\_\_\_\_

MATCH COLLECTION SUMMARY REPORT

DATE - \_\_\_\_\_

County - \_\_\_\_\_

Type of Grant - \_\_\_\_\_

Match Requirement Percentage - \_\_\_\_\_

Total Match Required for the Grant \$ \_\_\_\_\_

Match Reported this Period:

Cash \$ \_\_\_\_\_

In-Kind \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared By \_\_\_\_\_

Approved By \_\_\_\_\_

**Appendix G**

**STATEMENT OF MANDATORY ASSURANCES**

1. <u>Infrastructure</u> : The applicant shall possess equipment and Internet access necessary to participate fully in this solicitation.	_____ Initial
2. <u>Site Visits</u> : The applicant will cooperate fully with the Corporation in coordinating site visits, if desired by the Corporation.	_____ Initial
3. <u>Non-discrimination</u> : The applicant agrees that no person will, on the basis of race, color, national origin, creed or religion be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination pursuant to the Act governing these funds or any project, program, activity or sub-grant supported by the requirements of, (a) Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended which prohibits discrimination the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended which prohibits discrimination in employment or any program or activity that receives or benefits from federal financial assistance on the basis of handicaps; (d) Age Discrimination Act 1975, as amended which prohibits discrimination on the basis of age, (e) Equal Employment Opportunity Program (EEOP) must meets the requirements of 28 CFR 42.301.	_____ Initial
4. <u>Lobbying</u> : The applicant is prohibited by Title 31, USC, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," from using Federal funds for lobbying the Executive or Legislative Branches of the federal government in connection with a specific grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal funds if grants and/or cooperative agreements exceed \$100,000 in total costs (45 CFR Part 93).	_____ Initial
5. <u>Drug-Free Workplace Requirements</u> : The applicant agrees that it will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76.	_____ Initial
6. <u>Smoke-Free Workplace Requirements</u> : Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library projects to children under the age of 18, if the projects are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's projects provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.	_____ Initial

7. <u>Compliance and Performance</u> : The applicant understands that grant funds in Years 2 and 3 for Implementation/Expansion Grants are contingent upon compliance with the requirements of this grant program and demonstration of performance towards meeting the grant goals and objectives, as well as availability of funds.	_____ Initial
8. <u>Certification of Non-supplanting</u> : The applicant certifies that funds awarded under this solicitation will not be used for programs currently being paid for by other funds or programs where the funding has been committed.	_____ Initial
9. <u>Submission of Data</u> : The applicant agrees to provide data and other information requested by the Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center at the Florida Mental Health Institute to enable the Center to perform the statutory duties established in the authorizing legislation.	_____ Initial
10. <u>Submission of Reports</u> : The applicant agrees to submit semi-annual progress reports and an annual fiscal report, signed by the County Administrator, to the Florida Substance Abuse and Mental Health Corporation.	_____ Initial

By signing and submitting this agreement, the Applicant certifies that it will comply with all the above requirements.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



## Appendix H

### CHECKLIST OF MANDATORY APPLICATION CRITERIA

Criteria	Check, if in Compliance
1. Fully Completed and Signed Cover Page	
2. Fully Completed and Signed Statement of Mandatory Assurances	
3. Fully Completed Project Narrative	
4. Line Item Budget, Budget Justification, and Match Commitment and Summary Forms	
5. Detailed Project Timeline	
6. Letters of Commitment	
7. County Strategic Plan (for Implementation/Expansion Grants only)	

# Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant

## Cover Page

PROPOSAL INFORMATION					
Project Type:	<input type="checkbox"/> Planning Grant <input type="checkbox"/> Implementation/Expansion Grant				
County or Counties:					
GRANT POINT OF CONTACT					
Contact Name:					
Department:					
Address Line 1:					
Address Line 2:					
City:		State:		Zip:	
Email:					
Phone:		Fax:			
ADDITIONAL CONTACTS					
Contact Name (if any):					
Organization:					
Address Line 1:					
Address Line 2:					
City:		State:		Zip:	
Email:					
Phone:		Fax:			
FUNDING REQUEST AND MATCHING FUNDS					
1. Total Amount of Grant Funds Requested:					
2. Total Matching Funds (Provided by applicant and project partners):					
3. Total Project Cost (Add amounts in 1 and 2):					
CERTIFYING OFFICIAL					
Certifying Official's Signature					
Certifying Official's Name (printed):					
Title:					
Date:					

### Attachment III

The administration of resources awarded by the Department of Children & Families to the provider may be subject to audits as described in this attachment.

### MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised, the department may monitor or conduct oversight reviews to evaluate compliance with contract, management and programmatic requirements. Such monitoring or other oversight procedures may include, but not be limited to, on-site visits by department staff, limited scope audits as defined by OMB Circular A-133, as revised, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures deemed appropriate by the department. In the event the department determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the department regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the department's inspector general, the state's Chief Financial Officer or the Auditor General.

### AUDITS

#### PART I: FEDERAL REQUIREMENTS

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

In the event the recipient expends \$500,000 or more in Federal awards during its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. In determining the Federal awards expended during its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Children & Families. The determination of amounts of Federal awards expended should be in accordance with guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part. In connection with the above audit requirements, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the department shall be fully disclosed in the audit report package with reference to the specific contract number.

## PART II: STATE REQUIREMENTS

This part is applicable if the recipient is a non-state entity as defined by Section 215.97(2), Florida Statutes.

In the event the recipient expends \$500,000 or more in state financial assistance during its fiscal year, the recipient must have a State single or project-specific audit conducted in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial assistance expended during its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Children & Families, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.

In connection with the audit requirements addressed in the preceding paragraph, the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 or 10.650, Rules of the Auditor General.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the department shall be fully disclosed in the audit report package with reference to the specific contract number.

## PART III: REPORT SUBMISSION

Any reports, management letters, or other information required to be submitted to the department pursuant to this agreement shall be submitted within 180 days after the end of the provider's fiscal year or within 30 days of the recipient's receipt of the audit report, whichever occurs first, directly to each of the following unless otherwise required by Florida Statutes:

A. Contract Manager for this contract (2 copies)

Jimmers Micallef  
1317 Winewood Blvd.,  
Bldg. 6, Rm. 259  
Tallahassee, FL 32399-0700

B. Department of Children & Families  
Office of the Inspector General, Provider Audit Unit  
Building 5, Room 237  
1317 Winewood Boulevard

Tallahassee, FL 32399-0700

- C. Copies of the reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by Part I of this agreement shall be submitted, when required by Section .320(d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to the Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320(d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Auditing Clearinghouse), at the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10<sup>th</sup> Street  
Jeffersonville, IN 47132

and other Federal agencies and pass-through entities in accordance with Sections .320(e) and (f), OMB Circular A-133, as revised.

- D. Copies of reporting packages required by Part II of this agreement shall be submitted by or on behalf of the recipient directly to the following address:

Auditor General's Office  
Room 401, Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

Providers, when submitting audit report packages to the department for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit or for-profit organizations), Rules of the Auditor General, should include, when available, correspondence from the auditor indicating the date the audit report package was delivered to them. When such correspondence is not available, the date that the audit report package was delivered by the auditor to the provider must be indicated in correspondence submitted to the department in accordance with Chapter 10.558(3) or Chapter 10.657(2), Rules of the Auditor General.

#### **PART IV: RECORD RETENTION**

The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of six years from the date the audit report is issued and shall allow the department or its designee, Chief Financial Officer or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the department or its designee, Chief Financial Officer or Auditor General upon request for a period of three years from the date the audit report is issued, unless extended in writing by the department.

NASSAU COUNTY  
CRIMINAL JUSTICE, MENTAL HEALTH &  
SUBSTANCE ABUSE REINVESTMENT GRANT  
PLANNING COUNCIL

---

PLEASE PRINT

Stephen Bledsoe  
STATE ATTORNEY OR DESIGNEE

Brian Morrissey  
PUBLIC DEFENDER OR DESIGNEE

The Honorable Brian J. Davis  
CIRCUIT COURT JUDGE

The Honorable Granville G. Burgess  
COUNTY COURT JUDGE

Chief James Hurley  
POLICE CHIEF OR DESIGNEE

Captain Mike Sutton  
SHERIFF OR DESIGNEE

Patrice Bryant  
STATE PROBATION CIRCUIT  
ADMINISTRATOR

Conni Lewis  
LOCAL COURT ADMINISTRATOR

Marianne Marshall  
COUNTY COMMISSION CHAIR

Colleen Reardon  
COUNTY DIRECTOR OF PROBATION

Ed Dews  
LOCAL SUBSTANCE ABUSE TREATMENT  
DIRECTOR

Laureen Pagel  
COMMUNITY MENTAL HEALTH AGENCY  
DIRECTOR

Cindy Vallely  
DCF - SUBSTANCE ABUSE PROGRAM  
OFFICE REPRESENTATIVE

Andrea Heller  
PRIMARY CONSUMER OF MENTAL  
HEALTH SERVICES

Tonya Pilch  
PRIMARY CONSUMER OF SUBSTANCE  
ABUSE SERVICES

Lisa Mohn  
PRIMARY CONSUMER OF COMMUNITY-  
BASED TREATMENT FAMILY MEMBER

Paul Stasi  
AREA HOMELESS PROGRAM  
REPRESENTATIVE

Stepheny Durham  
DJJ - DIRECTOR OF DETENTION  
FACILITY

Donna Webb  
DJJ - CHIEF OF PROBATION OFFICER