

**CRIMINAL JUSTICE MEETING**  
**5/27/10**  
**PROBATION DEPARTMENT AGENDA**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

1. **REQUEST:** Resolution Request to ratify actions of Probation Director to apply for Legislative Award in the amount of \$5,000 with NYS Division of Criminal Justice Services (DCJS) and subsequently enter into a contract with DCJS for this amount. All submission and contract will be done electronically.

Grant application has already been completed and submitted to DCJS.

**RATIONAL:** Legislative Award was made available to this Department via Sen. Little's Office. No matching funds are required.

2. **REQUEST:** Resolution request to apply for Shared Services for probationers with mental illness grant with NYS Division of Probation and Correctional Alternatives in the amount of \$22,238 and subsequently enter into contract with DPCA.

**RATIONAL:** This will be the fourth year of this grant through DPCA. The Grant was originally for only a two year period.

3. **REQUEST:** Resolution Request to amend county budget to accept \$5,000 in a Legislative Award. These funds will be utilized in the Probation Day Reporting Budget to off set the salary for the Probation Office in this budget.

**RATIONAL:** Funds were made available after the 2010 Budget was enacted.

4. **REQUEST:** Resolution Request to submit Ignition Interlock Plan to NYS Division of Probation and Correctional Alternative.

**RATIONAL:** Mandated pursuant to DPCA Rules and Regulations 9 NYCRR Section 358.4. It should be noted that Warren County is expected to receive approximate \$26,000 in funding through DPCA for the first year of this program.

# **RESOLUTION REQUEST FORM NO. 5**

## ***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME: Probation Department**

**DATE: May 25, 2010**

- (a) Purpose of Grant: To ratify the actions of the Director of Probation with respect to completing an application with NYS Division of Criminal Justice Service regarding a Legislative Award Grant in the amount of \$5,000.
- (b) Name of Grantor: NYS Division of Criminal Justice Services (DCJS) - DCJS Number: LG00008591
- (c) Address of Contractor: 4 Tower Place, Albany, NY 12203-3702
- (d) Grantor's Contact Person and Telephone Number: Larry Signer, (518)485-9905
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? Attached
- (f) Effective Date of Grant: 1/1/11
- (g) Termination Date of Grant: 12/31/11
- (h) Total Dollar Amount Involved (not to exceed): \$5,000
- (i) Deadline to Submit Grant Application and/or Grant Agreement: 5/15/10
- (j) Is a Budget amendment required? Yes If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? No. If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? No If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx**

**Canital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

**Grant Application****Legislative Initiatives****Project No.**

LG10-1149-D00

**Grantee Name**

Warren County

04/09/2010

**Project Title: Day Reporting Center & Drug Court Program****Contacts**

Mr. Robert F. Iusi Jr.  
 Director of Probation  
 Warren County Probation Department  
 1340 State Route 9  
 Lake George, NY 12845  
 Phone:(518) 761-6444, Ext: Fax:(518) 761-6566  
 Email:iusr@co.warren.ny.us

Ms. Kathleen Johnston  
 Probation Officer  
 1340 State Route 9  
 Lake George, NY 12845  
 Phone:518-761-6444, Ext: Fax:518-761-6566  
 Email:johnstonk@co.warren.ny.us

Mr. Francis X. OKeefe  
 Treasurer  
 1340 State Rt. 9  
 Lake George, NY 12845  
 Phone:(518) 761-6379, Ext: Fax:(518) 761-6470  
 Email:okeefef@co.warren.ny.us

Mr. Frederick H. Monroe  
 Chairman of the Board  
 1340 State Route 9  
 Lake George, NY 12845  
 Phone:(518) 761-6563, Ext: Fax:  
 Email:monroef@co.warren.ny.us

Project Start: 01/01/2011  
 Project End: 12/31/2011  
 Project Period: Years 1 Months 0  
 Submission Date: not submitted

EIN:  
 14-6002576  
 Municipality No:  
 520100000 000  
 Dun & Bradstreet No:

Charities Registration No:

Not For Profit  
 Sectarian Entity

County:  
 Warren  
 Region:  
 Capital District

**BUDGET SUMMARY**

Grant Funds:	\$5,000.00	100.00%
Matching Funds	\$0.00	0.00%
Total Funds	\$5,000.00	

**Grant Application****Legislative Initiatives****Project No.**

LG10-1149-D00

**Grantee Name**

Warren County

04/09/2010

**Summary Description of Project**

Funds will be used to maintain the Day Reporting Center and Drug Court Program.

**Federal Program Purpose Area**

Program Purpose Code	Description
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**Participants**

Participant Name	Type	Comments
Warren County	Grantee	

**Contacts for Warren County**

Contact Name	Type	Phone
Mr. Robert F. Iusi jr.	Primary	(518) 761-6444
Ms. Kathleen Johnston	Secondary	518-761-6444
Mr. Francis X. OKeefe	Fiscal	(518) 761-6379
Mr. Frederick H. Monroe	Signatory	(518) 761-6563

Participant Name	Type	Comments
Warren County Probation Department	Implementing Agency	

**Contacts for Warren County Probation Department**

Contact Name	Type	Phone
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**Grant Application****Legislative Initiatives****Project No.**

LG10-1149-D00

**Grantee Name**

Warren County

04/09/2010

**Work Plan****Goal:**

To maintain a Day Reporting/Drug Court program to divert appropriate convicted first time offenders who would otherwise be sentenced to the NYS Dept. of Correctional Services (DOCS) for a minimum of one year incarceration.

**Objective #1**

Continue to provide intensive case management services and community supervision for a minimum of ten first time felony offenders.
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**Task #1 for Objective #1**

Screen a minimum of eighteen first time offenders and accept ten into the program.
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**# Performance Measure**

1	1. Number of offenders screened. 2. Number of offenders accepted.
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**Task #2 for Objective #1**

Utilize protocol for assessing the offenders risk and needs by using the COMPAS Risk/Needs Assessment Instrument. Assessment materials will be incorporated in the initial supervision plan when an offender is released under community supervision to include Drug Treatment Court.
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**# Performance Measure**

1	Number of COMPAS assessments on file.
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**Task #3 for Objective #1**

Implement a system of graduated sanctions and explore alternative sentencing options through interagency collaboration involving the Probation Dept., the Court, and the District Attorney's Office.
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**# Performance Measure**

1	Number and percentage of offenders who successfully complete their personalized treatment plans.
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**Task #4 for Objective #1**

Assign a Probation Assistant to help assist with sobriety maintenance.
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**# Performance Measure**

1	Number of breath tests and on site urine screen tests performed.
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**Grant Application****Legislative Initiatives****Project No.**

LG10-1149-D00

**Grantee Name**

Warren County

04/09/2010

**Specific Questions****Question #1**

Provide a brief summary of your proposed project. State the problem to be addressed through this project using appropriate statistical data where applicable. NOTE: IF YOU ARE A MUNICIPAL AGENCY AND YOUR ONLY GOAL AND OBJECTIVE IS TO PURCHASE EQUIPMENT AND ARE APPLYING FOR AN EQUIPMENT ONLY GRANT, ANSWER THIS SECTION BY STATING "NOT APPLICABLE", OTHERWISE YOU MUST COMPLETE THE FOLLOWING. When completing this section, keep in mind the following issues need to be addressed: WHAT IS THE PROJECT? Describe your project. Is it a mobile patrol, neighborhood watch, equipment purchase, etc.? WHY IS THE PROJECT NEEDED? Describe what services will be provided and how the project will meet the needs of the target population. WHERE WILL THE PROJECT OPERATE? Describe the physical location(s) of the project. WHEN WILL THE PROJECT OPERATE? State the hours and/or days of operation. Also include the schedule of the project. For example, you may be running different projects throughout the year, or you may need to hire personnel or develop project materials. ALL APPLICANTS MUST COMPLETE THE FOLLOWING SECTION: WHAT OTHER RESOURCES, IF ANY, WILL BE UTILIZED TO SUPPORT THE IMPLEMENTATION OF THIS PROJECT? (INCLUDE OTHER GRANT OR AGENCY FUNDS, OR EXISTING AGENCY RESOURCES SUCH AS EQUIPMENT, PERSONNEL, VOLUNTEERS, ETC.)

**Answer**

Day Reporting Center that offers intensive case management services and community supervision, drug testing, development of daily itineraries for each offender, drug treatment evaluation and referrals, employment and life skills training, community service and electronic monitoring. The Center will operate Monday-Friday, 9:00 am to 5:00 pm with after-hour weekend home/employment visits as needed. The program is presently under operation at the Court wing of the Warren County Municipal Center and operates in conjunction with the Warren County Treatment Court program. Weekend drug testing at the Municipal Center is also mandatory. Each of these program elements will be implemented as follows: A Probation Officer from this department will be responsible for intensive case management services and community supervision which will focus on strict accountability of offenders. This officer will further develop individual supervision/treatment plans for offenders as well as daily itineraries. The Day Reporting Program will maintain a daily caseload of 60 probationers. Drug testing will be conducted both on site with Multi-panel Urine Screens and by referrals to Quest Diagnosis. Substance abuse evaluations will be handled by one of three outpatient clinics – Family Treatment Center, Conifer Outpatient Services or Baywood Center – which are all located in the greater Glens Falls area. In addition, it is important to note that this department has a good working relationship with St. Lawrence Alcohol Treatment Center and has weekly access to an outreach counselor for inpatient evaluations. The Road to Recovery Program is in our County and provides needed long term residential treatment programming. Moreover, via daily itineraries, offenders time in the community, will be accounted for in whole. Employment and/or appropriate life skills training will be a requirement. If an offender does not have a legitimate full time job, he/she will be expected to undertake job skills training either through Workforce Investment Act of the Department of Labor. The Probation Officer assigned to the Day Reporting Center will be responsible for said training requests and follow up. It should be noted that community service will also be expected for offenders who lack employment. As mentioned above, our department operates its Day Reporting Program in conjunction with Warren County Drug Court. By combining forces with Drug Court, we now have the capabilities to handle difficult cases with a team approach. Further, the team approach has allowed us to expand our caseloads from 30 probationers to 60 probationers.

**Grant Application**

**Legislative Initiatives**

**Project No.**

**Grantee Name**

LG10-1149-D00

Warren County

04/09/2010

**Budget Summary by Participant**

Warren County

Version 1

#	Personnel	Number	Unit Cost	Total Cost	Grant Funds	Matching Funds
1	Probation Officer Total Salary (\$47,874) Grant Provides 10.4% of P.O. Salary	1	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
Justification: A seasoned probation Officer is needed to operate the program.						
Total				\$5,000.00	\$5,000.00	\$0.00

Version 1 Total	Total Cost	Grant Funds	Matching Funds
	\$5,000.00	\$5,000.00	\$0.00

Warren County Probation Department

**Advance Request**

**Advance:** \$0.00

**Justification:**

**Grant Application****Legislative Initiatives****Project No.****Grantee Name**

LG10-1149-D00

Warren County

04/09/2010

**Assurance****NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES OFFICE OF PROGRAM DEVELOPMENT AND FUNDING**

Certified Assurances for Federally-supported Projects, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug Free Workplace Requirements; Standard Assurances

The applicant hereby assures and certifies compliance with all Federal and State statutes, regulations, policies, guidelines, and requirements, including OMB Circulars No. A-21, A-87, A-102, A-110, A-122, A-133, , E.O. 12372 (intergovernmental review of federal programs) and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66 or 70 (administrative requirements for grants or programs), Common Rule, that govern the application, acceptance, and use of Federal funds for this federally-assisted project. The applicant also assures and certifies that:

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, 'Disclosure of Lobbying Activities', in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620 A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an on-going drug-free awareness program to inform employees about
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to:
 

Department of Justice  
Office of Justice Programs  
ATTN: Control Desk  
810 Seventh Street, N.W.,  
Washington, D.C. 20531
- Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

4. It possesses legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application); that a resolution, motion, or similar action, has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein and in directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

5. It will comply with the requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.

6. It will comply with the provisions of Federal law known as the Hatch Act which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants (5 USC, Section 1501, et seq, as amended).

7. It will comply with the minimum wage and minimum hours provisions of the Federal Fair Labor Standards Act, if applicable.

8. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the

appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

9. It will give the U.S. Department of Justice, New York State Division of Criminal Justice Service (DCJS) or the New York State Comptroller=s Office, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

10. It will comply with all requirements imposed by the U.S. Department of Justice and New York State concerning special requirements of law, program requirements, and other administrative requirements.

11. It will ensure that the facilities under its ownership, lease, or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental Protection Agency=s (EPA) list of Violating Facilities and that it will notify DCJS of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

12. It will comply with the flood insurance requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102 (a) requires, on or after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase, AFederal financial assistance@ includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or other form of direct or indirect Federal assistance.

13 It will assist DCJS in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593 and the Archeological and Historical Preservation Act of 1966 (16 U.S.C. 496a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, notifying DCJS of the existence of any such properties, and by (b) complying with all requirements established by the Federal Government to avoid or mitigate adverse effects upon such properties.

14. It will comply with the applicable provisions of the Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victim of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs= Financial Guide; and all other applicable Federal laws, orders, circulars, or regulations.

15. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure, Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environment Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures, and Federal laws or regulations applicable to Federal assistance programs.

16. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations); Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination. CFR Part 35 and Part 39.

17. It assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against applicant, the applicant will forward a copy of the finding to DCJS for transmittal to the U.S. Department of Justice, Office of Civil Rights.

18. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982

(16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

19. It will be solely responsible and answerable in damages for any and all accidents and/or injuries to persons (including death) or property arising out of or related to the services to be rendered pursuant to this agreement. The applicant will indemnify and hold harmless New York State and its officers and employees from claims, suits, actions, damages, and costs of every nature arising out of the provision of federally-funded services.

The applicant is potentially an independent contractor and may neither hold itself out nor claim to be an officer, employee or subdivision of New York State nor make any claim, demand or application to or for any right based upon any different status.

20. It assures that Federal formula grant funds, or the required cash matching funds, will not be used to supplant State or local funds but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement and criminal justice activities.

21. It assures that matching funds required to pay the non-Federal portion of the cost of each program and project, for which federal funds are made available, shall be in addition to funds that would otherwise be made available for law enforcement and criminal justice activities by recipients of grant funds.

22. It assures that it shall maintain such data and information and submit such reports in such form at such times and containing such data and information as DCJS may reasonably require to administer the program.

23. It agrees that, in compliance with Section 623 of Public Law 102-141, no amount of this award shall be used to finance the acquisition of goods or services (including construction services) that have an aggregate value of \$500,000 or more, unless the recipient:

(a) specifies in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) the amount of Federal funds that will be used to finance the acquisition; and

(b) expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition.

24. New York State agency applicants assure compliance with Title V of the Anti-Drug Abuse Act of 1988 and regulations promulgated by the Federal Government to maintain a drug-free workplace.

25. When applicants having 50 or more employees which receive an amount of \$500,000 or more, or \$500,000 in the aggregate, in any fiscal year, are required to formulate and provide an Equal Employment Opportunity Program (EEO), in accordance with 28 CFR, subpart e. The applicant agrees to maintain a current one on file and to certify to DCJS that it has a current EEO on file which meets the applicable requirements. The applicant agrees not to obligate or expend any funds under this grant award until it submits to DCJS for transmittal to the respective federal grantor agency for review and approval by the U.S. Department of Justice, Office for Civil Rights, a copy of the prospective subgrantee's Equal Employment Opportunity Plan (EEO), or the Statistical Update from the previous year, whichever is appropriate. When an Update only is appropriate, the following information should also be submitted:

(a) The number of complaints of discrimination filed against the subgrant agency within the past year, the final disposition or current status of each complaint, and the nature and issues involved in each active complaint; and

(b) A statement addressing whether or not the subgrant agency is currently operating under an equal employment conciliation agreement and, if so, a copy of that agreement and the most recent monitoring report.

26. It agrees that any publication (written, visual, or sound, but excluding press releases, newsletters, and issue analyses) issued by the applicant describing programs or projects funded in whole or in part with Federal funds, shall contain the following statement:

'This project was supported by Grant # , awarded by the Office of Justice Programs, U.S. Department of Justice to the State of New York, Division of Criminal Justice Services ( DCJS). Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of

the U.S. Department of Justice or DCJS.'

The applicant also agrees that one copy of any such publication will be submitted to DCJS to be placed on file and distributed as appropriate to other potential grantees or interested parties. DCJS may waive the requirement for submission of any specific publication upon submission of a request providing justification from the applicant.

27. It will include in its application a signed Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion.

28. If the grant applied for is awarded, it will be provided by the State of New York from funds appropriated under one of the various titles of the Violent Crime Control and Law enforcement Act of 1994 (PL 103-322). The applicant assures that all information contained in the application is correct and that it will abide by all statutes, rules, and regulations of the United States and of New York State affecting the conduct of grantees, as well as to conform to the terms and conditions stated in the contractual agreement.

Certified by - on

## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME: Probation Department**

**DATE: May 25, 2010**

- (a) Purpose of Contract Change: Funding for a specialized project to provide additional targeted services for probationers with mental illness.
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 271 of 2009
- (c) Name of Contractor: NYS Division of Probation and Correctional Alternatives
- (d) Address of Contractor: 80 Wolf Road, Albany, NY 12205
- (e) Contractor's Contact Person and Telephone Number: Bernard Wilson 457-7731
- (f) Commencement Date of Extension: 7/1/10
- (g) Termination Date of Extension: 6/30/11
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed \$22,238
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx**

**Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

# **RESOLUTION REQUEST FORM NO. 7**

## ***Request to Amend County Budget\****

***\*If this is the result of a grant award, also complete and submit Form No. 5 or 6***

**DEPARTMENT NAME: Probation Department**

**DATE: May 25, 2010**

- (a) Purpose of Amendment: To accept funding in the amount of \$5,000 regarding a Legislative Award from NYS Division of Criminal Justice Services.
  
- (b) Appropriation Code, Object Code, Full Title and Amount: A.3144.110 Probation-Day Reporting- Salaries

**Sample: A.1010 470 Legislative Board -- Contract**

- (c) Revenue Code (with title), and Amount: A.3144.3314 Probation Day Reporting, \$5,000

**Sample: A. 6417.2654 Tourism Occupancy -- Minor Sales -- Tourism**

**\*Please note all amount must be in whole dollars – no cents.**

# **RESOLUTION REQUEST FORM NO. 20**

## **MISCELLANEOUS**

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Probation**

**DATE: May 25, 2010**

- (a) Purpose of Request: In accordance with NYS Division of Probation and Correctional Alternatives (DPCA) Rules and Regulations, 9 NYCRR Section 358.4, every county, and the City of New York, shall establish an ignition interlock program plan.
  
- (b) Details: The County Ignition Interlock program plan shall address usage of ignition interlock devices and monitoring compliance of any operator subject to the condition of an ignition interlock device as directed by a sentencing court.
  
- (c) Previous Resolution Number: N/A
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: N/A

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS