

COUNTY COUNCIL OF WICOMICO COUNTY, MARYLAND

2012 Legislative Session

Legislative Day No. 10

Resolution No. 89-2012

Introduced by: The President of the Council at the request of the County Executive

A RESOLUTION APPROVING THE REQUEST TO SUBMIT AN APPLICATION FOR THE COMMUNITY SERVICE GRANT PROGRAM (CSGP) AND TO AUTHORIZE THE EXECUTIVE TO EXECUTE THE CSGP GRANT APPLICATION AND ACCEPT THE CSGP GRANT AWARD.

WHEREAS, the Governor’s Office of Crime Control & Prevention is accepting applications for a grant under the Community Service Grant Program (CSGP); and

WHEREAS, the Department of Corrections desires to provide a Community Service Program for offenders who are court ordered to perform community service hours, and

WHEREAS, the Department of Corrections has completed a CSGP grant application requesting a grant award in the amount of \$39,727, with \$0 in matching funds, attached as Exhibit “A”; and

WHEREAS, the County Executive recommends the submission of the CSGP grant application to the Governor’s Office of Crime Control & Prevention.

NOW, THEREFORE, BE IT RESOLVED, by the County Council of Wicomico County, Maryland that the County Executive is hereby authorized to submit a grant application to the Community Service Grant Program and accept the CSGP grant award.

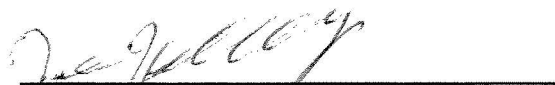
Done at Salisbury, Maryland, this 1st day of May, 2012.

ATTEST:

COUNTY COUNCIL OF WICOMICO COUNTY, MARYLAND



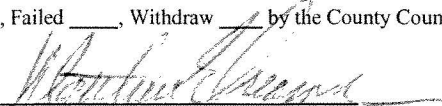
Matthew E. Creamer,
Council Administrator

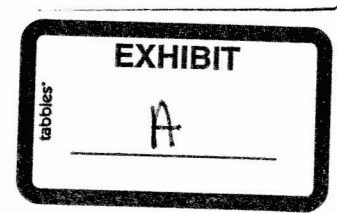


Joe Holloway,
Council President

CERTIFICATION

This Resolution was Adopted , Adopted with Amendments , Failed , Withdraw by the County Council on May 1, 2012.

Certified by 
Matthew E. Creamer, Council Administrator



Governor's Office of Crime Control & Prevention

Wicomico County, Maryland

Grant Application Form



Governor's Office of Crime Control & Prevention

300 East Joppa Road, Suite 1105

Baltimore, MD 21286-3016

(410) 821-2828

Email: Info@goccp.state.md.us

www.GOCCP.maryland.gov

Martin O'Malley, Governor

Anthony G. Brown, Lt. Governor

Governor's Office of Crime Control & Prevention
Grant Application Form

Grant Type: Community Service Grant Program

Submitted: 4/24/2012

Funding Yr: Third

Start Date: 7/1/2012

End Date: 6/30/2013

Project Title: Community Service Grant Program

Applicant: Wicomico County, Maryland

Type: Local Government

Federal ID: 52-6001054

County: Wicomico

Authorized Official: Pollitt, Richard

Street Address: Government Office Building, Room 303, P.O. Box 870

City, State ZIP: Salisbury MD 21803-0870

Applicant Phone: 410-548-4801 FAX: 410-548-4803

Implementing Agency/Organization: Wicomico County Department of Corrections

Street Address: 411 Naylor Mill Road

City, State ZIP: Salisbury MD 21801

Agency/OrgPhone: 410-548-4850 FAX: 410-548-4984

Project Director: Kaloroumakis, Geroge

Title Director

Email gkaloroumakis@wicomicocounty.org

Organization Wicomico County Department of Corrections

Address of Project Director Organization

Street Address: 411 Naylor Mill Road

City, State ZIP: Salisbury, MD 21801

Phone: 410-548-4850 FAX: 410-548-4984

Fiscal Officer: Mackel, Andrew

Title Director of Finance

Email amackel@wicomicocounty.org

Organization Wicomico County Department of Corrections

Address of Fiscal Officer Organization

Street Address: 411 Naylor Mill Road

City, State ZIP: Salisbury, MD 21801

Phone 410-548-4850 FAX 410-548-4984

Funding Summary:

Federal Funds	
State Funds	39,727
State Cash Match	0
Local Cash Match	0
Private Cash Match	0
In-Kind Match	0
Total Project Funds	39,727

Summary

The Wicomico County Community Service Program provides alternatives to incarceration and or fines for non-violent offenders and meets the labor needs of many community organizations. The Community Service Staff coordinates work site assignments and supervise those non-violent offenders who have received community service as a pre-trial diversion or post-trial sanction. The program is unique as it serves the needs of the Criminal Justice System the Defendant and the Community concurrently. Grand funding is requested to support the Community Service Coordinator position.

Narrative

Problem Statement / Narrative

Historically, The Division of Parole and Probation supervised community service in Wicomico County for a number of years. Realizing the need for better community service supervision, the Wicomico County Department of Corrections assumed responsibility for fulfilling the role in 1991. This change allowed Parole and Probation to devote more time to probation issues. Due to the economic climate, Wicomico County was not able to fund the Community Service Program this current fiscal year and will not be able to fund the upcoming fiscal year.

The loss of the program will have a negative effect on the stakeholders in Wicomico County. Since 1991, the Wicomico County Community Service Program has provided workers for many non-profit organizations whose resources to hire additional manpower are limited. In turn, the use of offenders has served as an unpaid labor force to provide social restitution to the community. The Judiciary views the program as a resource for sentencing non-violent and/or first time offenders. Therefore, without funding, the Court may not be able to administer a Community Service Program causing a hardship on the fore mention organizations.

During the first 9 months of fiscal year 2012 the Wicomico County Community Service Program supervised 182 Community Service referrals for which 12 were diversionary and 170 cases were ordered as a condition of probation. Community service hours completed were 7,522 with a total monetary value of \$54,534. Community Service clients are required to pay registration fee of \$25.00 and a monthly monitoring fee of \$15.00. The total fees collected from July 1, 2011 thru March 2012 were \$7,719.

Statement of Mission

The function of the Wicomico County Community Service program is to monitor and supervise offenders who are court ordered to perform community service hours. Additionally, the Wicomico County Community Service Program ensures that the goals and objectives of the Criminal Justice System and public Safety are maintained.

Goals

1. To maintain program policies and procedures
2. To continue as a centralized program in Wicomico County
3. To insure Community Service Supervision is consistent from entry to exit
4. To develop and establish new non-profit charitable work sites
5. To maintain program statistical data and submit reports as required each quarter
5. To provide methods for revocation when clients fail to complete hours
7. To maintain good public relations with work site providers and the community

Objectives

1. Employee and train a Community Service Coordinator who's job description includes but is not limited to:
 - A. Consistent communication with the Courts and the Criminal Justice System
 - B. Intensive monitoring and supervision of clients for a positive outcome
 - C. Work site evaluation and training
 - D. Interview and assign clients to work sites
2. Require Community Service Coordinator to perform liaison services between clients and host agency
3. Enact regulations which provide for positive and negative control of clients which includes completion of community service hours, non-completion of community service hours and failure to pay offenders users fees

Performance Measures

Performance measures used to evaluate the effective of the Wicomico County Community Service Program.

- * Increase by 5% the number of court referrals of Community Service with a condition of Probation
- * Increase by 10% the number of work sites participants
- * Increase by 25% the number of successful community service hours completed
- * Decrease by 10% the number of failures
- * Increase percentage revenue collections by 30%

Strategy and Time line

July, 2012	Approval of grant and Disbursement of Funds for salary
August, 2012	Establish new community service work sites and reaffirm existing work sites
September, 2012	Discuss problem and issues
October, 2012	Submit First quarter statistics and performance measures
November, 2012	Program assessment with work sites
December, 2012	Interim evaluation with Administration
January, 2013	Submit second quarter statistics and performance measures
February, 2013	Semi-annual meeting with work site providers
March, 2013	Obtain references
April, 2013	Submit third quarter statistics and performance measures
May, 2013	Prepare Audit Report
June, 2013	Prepare final program evaluation
July, 2013	Submit fourth quarter statistics and performance measures

Best Proven Practice

The Wicomico County Department of Corrections Community Service Program has been in existence 20 years. Program development and expansion includes becoming an active component of the State recognized Circuit Court Adult Drug Court Program, the Circuit Court, District Court, Maryland Division of Parole and Probation and Office for the Public Defender.

Sustainability

With the acquisition of funding and the excellent cooperation and support from area Judges, County Officials and the Division of Parole and Probation, the Community Service Program will remain a viable component of the Criminal Justice System. Future growth plans include providing workers for those Community Outreach Centers who rely primarily on volunteer workers. In addition, new community service work sites are being recruited.

III Project Budget

A. Budget Summary

	Federal Fund Request	State Fund Request	State Cash Match	Local Cash Match	Private Funds	In-Kind Match	TOTAL
Personnel		\$39,727.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,727.00
Operating Expense		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Serv		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$0.00	\$39,727.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,727.00

Category A - Personnel

Description of Position	Salary/Daily	Percent/Days	Total
Fringe Position #1	4630		\$4,630.00
Position # 1	35097	100	\$35,097.00
Position # 2	0		\$0.00
Sub-Total	0	0	\$0.00
Fringe Position #2	0		\$0.00
			\$39,727.00

Justification: The Community Service Coordinators will provide supervision of offenders, prepare reports and statistical data.

Project Service Sites

Service Site Wicomico County Department of Corrections

Apt., Suite, No. Street 411 Naylor Mill Road

City Salisbury

State & ZIP MD 21801

Legislative District 38B

Congressional District 1st District

County Wicomico

Municipality Salisbury

IV. Audit Requirements

1. Date of last audit 12/1/2011
2. Dates covered by last audit
Period began 7/1/2010
Period ended 6/30/2011
3. Date of next audit 12/3/2012
4. Dates covered by next audit
Period begins 7/1/2011
Period ends 6/30/2012
5. Date next audit will be forwarded
to cognizant audit agency 12/31/2012
6. Designated Federal cognizant agency None

You must submit along with this application, copies of audit findings and management letters (if any) from the most recent audit, together with a copy of the corrective plan of action. Alternatively, you must certify in a letter signed by the agency head and CFO, that there were no findings or management letter.

V. Civil Rights Requirements

1. Civil rights contact person Ms. Michelle Ennis
2. Title/Address
Director of Human Resources
P. O. Box 870
Government Office Bldg.
Salisbury, Maryland
21803
3. Telephone Number 410-548-4803
4. Number of persons employed by
the organization unit responsible for
implementation of this grant 156

CERTIFICATION

I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control & Prevention.

Signature of Authorized Official

Date

Typed Name and Title

VI. CERTIFIED ASSURANCES

THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this formula grant 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 program activities.
2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.
3. That following the first year covered by a Grant Award and each year thereafter, a performance evaluation and assessment report will be submitted to the Governor's Office of Crime Control & Prevention.
4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.
5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Control & Prevention may reasonably require to administer the program.
6. Sub-recipients will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604 (e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).
7. That in the event a Federal or state court or 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 the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Control & Prevention.
8. Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEO) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEO Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>.
9. That the Grantee will comply with the provisions of the Governor's Office of Crime Control & Prevention's General and Special Conditions for Grants. General Conditions are posted on GOCCP's website (<http://www.goccp.maryland.gov/grants/general-conditions.php>).
10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreement.
11. Sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eo/laws/title-vi.html>

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 (d2) 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, 633 Indiana Avenue, NW, Washington, D.C. 20531. Notice shall include the identification numbers of each affected grant.
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d2) 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).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant. Place of performance (street address, city, county, state, zip code).

Check if there are workplaces on file that are not identified here.

Section 67,630 of the regulation, provides that a grantee that is a State may elect to make one certification in each State and State agencies may elect to use OJP Form 4061 (7).

Check if the State has elected to complete OJP Form 4061 (7).

Federal Fiscal year: A copy of which should be included with each application for Department of Justice funding.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE 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. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, NW, Washington, D.C. 20531.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 26 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, A Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant or cooperative agreement.

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 subcontract(s) 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, Section 67.510:

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 anti-trust 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 11(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more publication 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 grantee as defined at 28 CFR Part 67 Sections 67.615 and 67.620:

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications:

Applicant: Wicomico County, Maryland

Address: Government Office Building, Room 303, P.O. Box 870
Salisbury MD 21803-0870

Project Title: Community Service Grant Program

Federal ID Number: 52-6001054

Authorized Representative: Pollitt, Richard

Title: County Executive

Signature

Date
