

OHIO DEPARTMENT OF YOUTH SERVICES

SFY11

Models for Change Mental Health Juvenile Justice Action Network
GRANT AGREEMENT

This Grant Agreement is made and entered into by and between the State of Ohio, Department of Youth Services (herein referred to as "ODYS"), and the Summit County Executive (herein referred to as "County") on behalf of the Summit County Juvenile Court (herein referred to as "Juvenile Court"). ODYS approves the allocation in the amount of \$ 24,769 for the period beginning July 1, 2010, or date of final signature, and ending June 30, 2011, subject to the terms and conditions of this agreement.

TERMS AND CONDITIONS

Eligibility

This Grant Agreement must be signed by the County Executive and the Administrative Judge of the Juvenile Court. The Attachment A (SFY09 Models for Change Mental Health Juvenile Justice Action Network Operating Budget) and Attachment B (SFY09 Models for Change Mental Health Juvenile Justice Action Network Contact Information Form) must be completed in its entirety and returned along with the signed agreement to:

Ohio Department of Youth Services
The Bureau of Behavioral Health Services -4th Floor
Attn: Dr. Pam Gulley
51 North High Street
Columbus, Ohio 43215

Models for Change Mental Health Juvenile Justice Action Network Performance:

- 1) The County agrees to act as the fiscal agent and the Juvenile Court as the administrative agent for three components of the Models for Change Mental Health Juvenile Justice Action Network (herein referred to as "Action Network"). Specifically: Family Engagement SIG Base Network Support.
- 2) Under the Family Engagement SIG the Juvenile Court agrees to: a) compensate family members participating in the initiative, when appropriate as determined by the MH/JJ Grant Coordinator, by reimbursing expenses and providing honoraria, b) conduct training activities which may include, but not be limited to, contracting with trainers, securing meeting location(s), developing and producing training materials, and securing audio-visual equipment for trainings, c) support data collection and outcome monitoring, which may include but not be limited to providing and documenting the

- award of training certificates and training attendance, f) provide materials to support program activities, which may include but is not limited to, treatment manuals, screening and assessment instruments, office supplies, etc. g) develop, reproduce and distribute SIG materials which may include but is not limited to training manuals, educational materials, program implementation materials and public awareness materials as well as any support material that will assist in effective implementation, g) identify and secure other services and/or resources deemed necessary to achieve the activities of the SIG.
- 3) Under Base Network Support, the County and/or Juvenile Court agree to process travel related expenses supporting the Action Network activities; these include, but are not limited to, travel reimbursements of individuals participating in both in-state and out-of- state activities coordinated by the Action Network. The grant coordinator may intervene and deny travel related expenses/reimbursements processed by the court.

- 4) The Juvenile Court agrees to develop a process to inform local government and other community leaders about the initiative.
- 5) The Juvenile Court and the County agrees to participate in any program and fiscal monitoring conducted by or on behalf of ODYS.
- 6) The Juvenile Court agrees to continuously profile and evaluate all programs, services and / or practices funded through this grant.

Fiscal Accountability:

- 1) The County and the Juvenile Court shall complete Attachment A – SFY10-11 Models for Change Mental Health Juvenile Justice Action Network Operating Budget and Attachment B – SFY10-11 Models for Change Mental Health Juvenile Justice Action Network Contact Information Form.
- 2) All expenditures must be directly related to achieving the approved tasks and products identified in the section titled “*Models for Change Mental Health Juvenile Justice Action Network Performance*” of this agreement.
- 3) Funds shall be in addition to, and shall not be used to supplant, any existing county funds.
- 4) The Juvenile Court shall maintain files on all contracts funded with *Models for Change Mental Health Juvenile Justice Action Network* grant funds, which shall be made available to ODYS upon request.
- 5) All related services must be rendered by June 30, 2011 and funds liquidated by August 15, 2011, excepting unemployment and worker’s compensation expenses. The Yearend Expenditure Report is due September 1, 2011.
- 6) Any cash balance that exists at the end of the state fiscal year shall not be carried over into the next fiscal year.
- 7) All training and travel costs are limited to that which relates specifically to completing the tasks as defined in this agreement.
- 8) All budget revisions must be approved by ODYS prior to execution.
- 9) Cost of equipment, services or any other budgeted items must be at fair market value, or that which would be paid by a prudent buyer in a given community.
- 10) All purchases are subject to County purchasing policies and procedures. If no county purchasing procedures exist, state purchasing procedures as outlined in the Ohio Revised Code shall be followed.
- 11) Proper inventory schedules must be maintained for all equipment purchased with grant funds, including the following information for all equipment: number, purchase price, date of acquisition, vendor, condition and location.
- 12) ODYS shall suspend funding to the County if it finds failure to comply with the Ohio Revised Code, Governor Strickland’s Executive Order 2007-01S (EO#1) (Attachment D), or administrative rules promulgated by the ODYS.

Reporting Requirements

- 1) Quarterly Expenditure and Performance Report: The Juvenile Court agrees to provide ODYS with properly executed and timely submitted Quarterly Expenditures and Performance Reports as defined by Attachment C – SFY10-11 Models for Change Mental Health Juvenile Justice Action Network Quarterly Expenditures Report
- 2) Yearend Expenditure Report: The County must reconcile the cash advance to actual expenses by August 15, 2011 and submit a Yearend Expenditure Report no later than September 1, 2009 to the Bureau of Subsidies and Grants. If there is a cash balance greater than \$2.00, your report must be accompanied with a warrant payable to Treasurer - State of Ohio and mailed to ODYS.

Governor Strickland's Executive Order 2007-01S (EO#1)

"In accordance with Executive Order 2007-01S, Grantee, by signature on this document, certifies: (1) it has reviewed and understands Executive Order 2007-01S, (2) has reviewed and understands the Ohio ethics and conflict of interest laws, and (3) will take no action inconsistent with those laws and this order. The Grantee understands that failure to comply with Executive Order 2007-01S is, in itself, grounds for termination of this contract or grant and may result in the loss of other contracts or grants with the State of Ohio." See Attachment D, Executive Order 2007-01S (EO#1)

In witness whereof, the partners have executed this grant agreement as of the date of the signature of the Director of the Ohio Department of Youth Services.

Authorized Signatures:

Summit County Executive

Date

Summit County Juvenile Court Administrative Judge

Date

Approval:

Director, Department of Youth Services
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Date

Attachment A
**SFY10-11 Models for Change Mental Health Juvenile Justice Action
 Network Operating Budget**

Project Budget Form: This form is to be completed and submitted identifying line item projections and the total anticipated cost. Once a grant agreement has been signed and executed, any amendments to the project budget must be approved by ODYS.

After the agreement is executed, the County will be advanced the amount of \$24,769.00 to cover four operating quarters of the grant through June 30, 2011. The grant must be reconciled to actual and reasonable expenses at the end of the fiscal year with any unused funds returned to ODYS.

- The final Quarterly Expenditure Report is due July 15, 2011.
- The Year End Expenditure Report is due on September 1st, 2011.

Budget Categories	SFY-10-11
A. Family Engagement SIG	
1. Base Network Support (Travel)	\$5,600
2. Round Tables	\$1,680
3. Resources	\$11,260
4. Speakers Bureau	\$6,500
5. Evaluation	\$5,000
Family Engagement SIG Subtotal	\$24,769.00
Total:	\$24,769.00

Budget Narrative: The budget narrative describes how the total project cost was computed. This section will be used to evaluate the appropriateness of estimated expenditures and projected costs. It must provide specific itemization of the costs of the project and should include sufficient narrative detail to facilitate determination of permissibility, relevance to the project, and cost benefit of listed activities. Grant funds will only be allowed for costs itemized in the budget narrative.

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Attachment B
**SFY10-11 Models for Change Mental Health Juvenile Justice Action
 Network Contact Information Form**

Please provide the following information:

<i>County Fiscal Agent/County Executive for SFY10-11</i>	
Agency:	
Address:	
Fed ID #:	
<i>Contact Person who can address contractual issues</i>	
Name:	
Title:	
Telephone:	
Fax:	
E-Mail:	
<i>Juvenile Court Administrative Judge for FY 11</i>	
Name:	
Title:	
Telephone:	
Fax:	
E-Mail:	

Attachment C
**SFY10 Models for Change Mental Health Juvenile Justice Action
 Network Quarterly Expenditures Report**

County _____ Project Contact _____
 Date Submitted _____ Phone _____

I. **Quarterly Expenditures:** Provide a breakdown along with a narrative of the funds that have been approved and spent during the reporting period.

Budget Categories	Budgeted Amounts	Reporting Period Expenditures	Balance
A. Family Engagement SIG			
1. Base Network Support (Travel)	\$5,600		
2. Round Tables	\$1,680		
3. Resources	\$11,260		
4. Speakers Bureau	\$6,500		
5. Evaluation	\$5,000		
Family Engagement SIG Subtotal	\$24,769		

Budget Narrative:

II. Administrative Agent Signature:

I certify that the aforementioned Models for Change Mental Health Juvenile Justice funds have been approved and spent during the reporting period.

Authorized Administrative Agent/County Executive Signature

III. Submission Due Dates

Reporting Period and Report Due Dates (Check boxes):

July 2010 through September 2010 (due October 15, 2010)

First Quarter Payment Report

October, 2010 through December, 2010 (due January 15, 2011)

Second Quarter Payment Report

January, 2011 through March, 2011 (due April 15, 2011)

Third Quarter Report

April, 2011 through June, 2011 (due July 15, 2011)

Fourth Quarter Report

Yearend Expenditure Report (due September 1, 2011)

Yearend Expenditure Report

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Mail to: ODYS Bureau of Behavioral Health Services, 51 North High St., 4th floor,
Attn: Gayle Gutter, Columbus, Ohio 43215