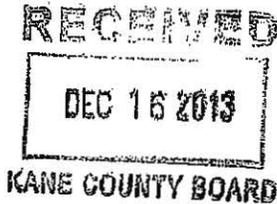


# COUNTY OF KANE

Christopher J. Lauzen  
Kane County Board Chairman



Kane County Government Center  
719 South Batavia Avenue  
Geneva, IL 60134  
P: (630) 232-5930  
F: (630) 232-9188  
[clauzen@kanecoboard.org](mailto:clauzen@kanecoboard.org)  
[www.countyofkane.org](http://www.countyofkane.org)



## DOCUMENT VET SHEET

for  
Christopher J. Lauzen  
Chairman, Kane County Board

Name of Document: Kane County Adult Redeploy Illinois Program Grant

Resolution No.: #13-372

Submitted by: Lisa Aust, Executive Director

Dept. Head Signature: *L. Aust*

Date Submitted: 12/16/13

Dept. Head Sign-off Date: 12/16/13

Examined by: Joseph Lukes

(Print name)

(Signature) *Joseph Lukes*

(Date) 12-17-13

Post on the Web: YES  NO  Atty. Initials *JL*

Comments:

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Chairman signed: YES  NO

(Date) 12/17/13

Document returned to: Lisa Aust

(Name/Department)

STATE OF ILLINOIS

COUNTY OF KANE

RESOLUTION NO. 13 - 372

**AUTHORIZING ADULT REDEPLOY INITIATIVE GRANT FY14**

WHEREAS, Kane County Court Services has submitted a grant request for an Adult Redeploy Initiative Grant in the amount of \$300,000 to the Illinois Criminal Justice Information Authority to support programming on diversion for non-violent offenders from state prisons by providing community based services; and

WHEREAS, Kane County Court Services has been notified by the Illinois Criminal Justice Information Authority that the Adult Redeploy Initiative Grant has been accepted and the funds will be used to develop programming for Class 3 & Class 4 Felony probation violators to divert those offenders from the Illinois Department of Corrections by providing community based services; and

WHEREAS, these amounts need to be reflected in revenue and expense General Ledger accounts; and.

WHEREAS, receipt of said grant will require an amendment to the Adult Court Services Fiscal Year 2014 budget;

NOW, THEREFORE, BE IT RESOLVED by the Kane County Board that upon receipt of the Adult Redeploy Initiative Grant, the Chairman thereof be, and hereby is, authorized to accept the Adult Redeploy Initiative Grant and enter into a contract with the Illinois Criminal Justice Information Authority to implement the Adult Redeploy Initiative Grant for the contract period of October 1, 2013 through June 30, 2014. The Adult Court Services budget be amended as follows:

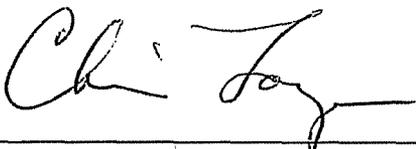
001.430.000.32250	Illinois Criminal Justice Authority Grant	+\$300,000
001.430.431.55050	Grant Expenses	\$300,000

Line Item	Line Item Description	Was personnel/item/service approved in original budget or a subsequent budget revision?	Are funds currently available for this personnel/item/service in the specific line item?	If funds are not currently available in the specified line item, where are the funds available?
001.430.431.55050	Grant Expenses	NO	NO	001.430.000.32250 (Illinois Criminal Justice Authority Grant)

Passed by the Kane County Board on December 10, 2013.

---

John A. Cunningham  
Clerk, County Board  
Kane County, Illinois




---

Christopher J. Lauzen  
Chairman, County Board  
Kane County, Illinois

Vote:  
 Yes 21  
 No 0  
 Voice \_\_\_\_\_  
 Abstentions \_\_\_\_\_  
 12RedeployGrant



ILLINOIS  
CRIMINAL JUSTICE  
INFORMATION AUTHORITY

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300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

July 17, 2013

Deanna Cada  
Deputy Director/Program Manager  
Kane County Court Services  
37W777 Route 38 Suite 100  
ST. Charles, Illinois 60175

Dear Ms. Cada

Enclosed you will find interagency agreement #194027 between your office and the Authority for the Kane County Adult Redeploy Illinois Program. Please review the enclosed documents and notify me if revisions are necessary. If all is in order please obtain the necessary signatures on the agreement and return the *entire packet* to my attention for further processing.

I have also enclosed the initial cash request form which is needed to begin the draw down of federal funds. Please fill out these forms and return them to me with the signed agreement. Once all signatures are received on the agreement, I will process the paperwork for you to receive your initial federal funds for this program.

If you have any questions, please feel free to contact me at (312) 793-1303 or by email at [Lajuana.murphy@illinois.gov](mailto:Lajuana.murphy@illinois.gov). I look forward to working with you on this program.

Sincerely,

*Lajuana Murphy*

Lajuana Murphy  
Federal and State Grants Unit

Enclosures  
cc: MF 194027

## COVER PAGE

<b>PROGRAM TITLE:</b>	Kane County Adult Redeploy	
<b>AGREEMENT NUMBER:</b>	194027	
<b>PREVIOUS AGREEMENT NUMBER(S):</b>	193027	
<b>ESTIMATED START DATE:</b>	October 1, 2013	
<b>SOURCES OF PROGRAM FUNDING:</b>	Awarded	Budgeted
ARI SFY 14	Funds:	\$ 300,000.00
	Funds:	\$293,427.08
<i>Matching Funds:</i>		\$
<i>Over-Matching Funds:</i>		\$
<b>Total:</b>	<b>\$ 300,000.00</b>	<b>\$293,427.08</b>
<b>IMPLEMENTING AGENCY'S NAME:</b>	Kane County	
<b>ADDRESS (This address must be the physical address that is registered with SAM and include nine digit zip code):</b>	719 S. Batavia Avenue Geneva Illinois 60134-3077	
<b>IMPLEMENTING AGENCY'S AUTHORIZED OFFICIAL:</b>	Christopher Lauzen	
<b>TITLE:</b>	County Board Chairman	
<b>FEDERAL EMPLOYER IDENTIFICATION NUMBER:</b>	366006585	
<b>IMPLEMENTING AGENCY'S DUNS NUMBER:</b>	010221786	
<b>IMPLEMENTING AGENCY'S SAM REGISTRATION EXPIRATION DATE:</b>	5/20/2014	
<b>IMPLEMENTING AGENCY'S CAGE CODE:</b>	48YE2	
<b>IMPLEMENTING AGENCY'S FINANCIAL OFFICER:</b>	Joseph Onzick	
<b>TITLE:</b>	Finance Director	
<b>TELEPHONE:</b>	630-232-5976	
<b>PROGRAM AGENCY'S NAME:</b>	Kane County Adult Court Services	
<b>PROGRAM AGENCY'S MAILING ADDRESS (If the same as above mark "N/A"):</b>	37W777 Route 38 Suite 100 Saint Charles Illinois 60175-7544	
<b>PROGRAM AGENCY'S AUTHORIZED OFFICIAL:</b>	Judith M. Brawka	
<b>TITLE:</b>	Chief Judge	
<b>FISCAL CONTACT PERSON:</b>	Carron Johnson	
<b>AGENCY:</b>	Kane County Court Services	
<b>TITLE:</b>	Finance Manager	

<b>TELEPHONE:</b>	630-444-3012
<b>FAX:</b>	630-443-7089
<b>E-MAIL:</b>	JohnsonCarron@co.kane.il.us
<b>PROGRAM CONTACT PERSON:</b>	Deanna L. Cada
<b>TITLE:</b>	Deputy Director Program Manager
<b>TELEPHONE:</b>	630-232-5824
<b>FAX:</b>	630-443-7089
<b>E-MAIL:</b>	cadadeanna@co.kane.il.us
<b>IMPLEMENTING AGENCY'S LEGISLATIVE DISTRICT (This must be based on the nine digit zip code registered with SAM. The district can be located by using this link.):</b>	Congressional District: 14th State Senate District: 33rd State Representative District: 65th
<b>PRIMARY AREA OF PERFORMANCE (This should be either the Program Agency's office or the location where a majority of the grant activity takes place. A street address does not need to be provided, but please list city, state and nine digit zip code.):</b>	Aurora Illinois 60506-2808
<b>PRIMARY AREA OF PERFORMANCE'S LEGISLATIVE DISTRICT (This must be based on the nine digit zip code listed above. The district can be located by using this link.):</b>	Congressional District: 11th State Senate District: 42nd State Representative District: 83rd
<b>Question 1) Are more than 80% of the Program Agency's revenue from the federal government?:</b>	No
<b>Question 2) Are the Program Agency's federal revenue more than \$25,000,000?:</b>	No
<b>Question 3) Are the Program Agency's top five compensated officers' compensation <u>not</u> available through the Securities and Exchange Commission or the Internal Revenue Service?:</b>	No
<b>If the answer to all of the three above questions is yes, then please list the five highest compensated officers and their compensation.</b>	
<b>NAME</b>	<b>COMPENSATION</b>
n/a	n/a

**INTERAGENCY AGREEMENT  
ADULT REDEPLOY ILLINOIS**

This interagency agreement is entered into by the Illinois Criminal Justice Information Authority, with its offices at 300 W. Adams, Chicago, Illinois 60606, hereinafter referred to as the "Authority," and the Kane County on behalf of Kane County Court Services, hereinafter referred to as the "Implementing Agency," with its principal offices at 719 S. Batavia Ave, Geneva, Illinois 60134-3077, for implementation of the Kane County Adult Redeploy Program.

**WHEREAS**, pursuant to the Crime Reduction Act which provides financial incentives to local jurisdictions for programs that allow diversion of non-violent offenders from state prisons by providing community-based services through the Adult Redeploy Illinois (ARI);

**WHEREAS**, the General Assembly as obligated funds for the ARI program to provides financial incentives to local jurisdictions through the Authority on behalf of the Adult Redeploy Illinois Oversight Board;

**WHEREAS**, pursuant to the Authority's rules entitled "Operating Procedures for the Administration of Non-Federal Funds," (20 Illinois Administrative Code 1560 et seq.); and

**WHEREAS**, the Authority designated the Implementing Agency to receive funds for the purpose of implementing a program to address one of the named areas;

**NOW, THEREFORE, BE IT AGREED** by and between the Authority and the Implementing Agency as follows:

**SECTION 1. DEFINITIONS**

"Program": means a plan set out in a Program Description that identifies and proposes to address problems related to one of the named areas and that contains a statement of objectives, strategies for achieving those objectives, and a method for assessing the effectiveness of those strategies.

**SECTION 2. PERIOD OF PERFORMANCE AND COSTS INCURRED**

The period of performance of this agreement shall be from October 1, 2013 through June 30, 2014.

Costs incurred before the execution date of this agreement may be charged to this agreement if included in Exhibit B, incurred during the period of performance, and the Implementing Agency performed in accordance with the terms and conditions of this agreement.

The Authority shall not be responsible for costs incurred before or after the period of performance of this agreement.

**SECTION 3. COMMENCEMENT OF PERFORMANCE**

If performance has not commenced within 60 days of the starting date of this agreement, the Implementing Agency agrees to report by letter to the Authority the steps taken to initiate the program, the reasons for the delay, and the expected starting date.

If the program is not operational within 90 days of the starting date of this agreement, the Implementing Agency agrees to submit a second letter to the Authority explaining the implementation delay. The Authority may at its discretion either cancel this agreement or extend the implementation date of the program past the 90-day period.

If the program is interrupted for more than 30 days after commencement, due to loss of staff or any other reason, the Implementing Agency agrees to notify the Authority in writing explaining the reasons for the interruption and the steps being taken to resume operation of the program. The Authority may, at its discretion, reduce the amount of funds awarded and/or terminate this agreement if the program is interrupted for more than 90 days.

If this agreement is terminated due to this section, the Authority will only pay for those services rendered as of the date service delivery ceased. Any funds advanced to the Implementing Agency and not expended as of that date shall be repaid to the Authority upon notification by the Authority.

#### **SECTION 4. PAYMENT**

The Authority agrees to make payment to the Implementing Agency for the administration and implementation of the program described in Exhibit A. Upon receipt of the fiscal and progress reports described in Section 9 of this agreement, quarterly payments will be made to the Implementing Agency. No payment will be made until all outstanding reports are received by the Authority, including outstanding reports from previously funded Authority programs. In addition, due to the unique requirements of the program being funded, the Implementing Agency may request that an advance payment be made during any quarter and must include supporting documentation with the request. Requests for advance payment are subject to review and approval. No payment will be made to an Implementing Agency unless and until the Implementing Agency is in full compliance with applicable State and federal laws and the terms and conditions of this agreement.

Subject to the terms of Section 8 the maximum amount of ARI funds payable under this agreement is \$300,000.00 and is dependent on the performance of the Implementing Agency in accordance with the terms and conditions of this agreement.

The Implementing Agency must provide for the deposit of ARI funds into a bank account in the name of the Implementing Agency. ARI funds shall be immediately deposited into such bank account. The Implementing Agency may deposit such funds into an account separate from any of its other bank accounts, or treat such funds as a separate line items per its budget and audited financial statements. If the Implementing Agency receives more than one award from the Authority, the Implementing Agency shall ensure that the ARI funds for each award are accounted for separately.

#### **SECTION 5. PROGRAM DESCRIPTION AND BUDGET**

The Implementing Agency agrees to undertake and perform in a satisfactory manner in accordance with the terms and conditions of this agreement, the program described in the Program Description attached and incorporated as Exhibit A and the Budget attached and incorporated as Exhibit B.

#### **SECTION 6. EXHIBITS**

The documents appended are made a part of this agreement as exhibits. The Implementing Agency shall perform the services subject to this agreement in accordance with all terms, conditions, and provisions set forth in such exhibits.

#### **SECTION 7. NON-SUPLANTATION**

The Implementing Agency certifies that ARI funds made available under this agreement will not be used to supplant/replace State or local funds that would otherwise be made available to the Implementing Agency for purposes related to this program. The Implementing Agency certifies that ARI funds made available under this agreement will be used to supplement/increase existing funds for such purposes.

#### **SECTION 8. OBLIGATIONAL LIMITATION**

Payment under this agreement is subject to passage of a suitable and sufficient appropriation by the Illinois General Assembly. Obligations of the State of Illinois will cease immediately without penalty of further payment being required in any fiscal year should the actions of the General Assembly or any applicable funding source result in the failure to appropriate or otherwise make available sufficient funds for this agreement.

#### **SECTION 9. REPORTING AND EVALUATION REQUIREMENTS**

The Implementing Agency shall submit the following reports to the Authority on a quarterly basis, with quarters beginning at the start of the calendar year, by the 15th day of each month following the previous quarter:

- progress reports for the preceding quarter relevant to the performance indicators listed in Exhibit A;
- and any other reports specified by the Authority.

In addition, the Implementing Agency shall submit fiscal reports to the Authority on a monthly basis, by the 10th day of each month following the previous month.

The Implementing Agency is further required to submit a final financial status report following termination of the program, the content and form of which will be determined by the Executive Director of the Authority.

The Implementing Agency agrees to comply with the Authority's request for information related to an evaluation of program. The Implementing Agency agrees to report any additional information required by the Executive Director of the Authority.

#### **SECTION 10. MAINTENANCE OF RECORDS**

The Implementing Agency agrees to retain financial and program records for a minimum of 3 years after the expiration date of this agreement, or 3 years after closure of Implementing Agency's most recent audit report, whichever is later. The Implementing Agency shall maintain, for this 3-year period, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this agreement; the agreement and all books, records, and supporting documents related to the agreement shall be available for review and audit by the Auditor General, the Authority, or any person duly authorized by the

Authority; and the Implementing Agency agrees to cooperate fully with any audit conducted by the Auditor General, the Authority or any person duly authorized by the Authority, and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

If any litigation, claim, negotiation, audit, review, or other action involving the records has been started before the expiration of the 3-year period, the records must be retained until the completion of the action and resolution of all issues that arise from it or until the end of the regular 3-year period, whichever is later.

#### **SECTION 11. INSPECTION AND AUDIT**

If the Implementing Agency is required either by federal or state law or regulation to have an audit performed, then the Implementing Agency shall provide copies of such audits to the Authority no later than 9 months after the close of the Implementing Agency's audit period.

Known or suspected violations of any law encountered during audits, including fraud, theft, embezzlement, forgery, or other serious irregularities, must be immediately communicated to the Authority and appropriate State, and local law enforcement officials.

The Implementing Agency agrees to develop and maintain a record-keeping system to document all agreement related activities and expenditures. These records will act as the original source material for compilation of the data required in Section 11 and all other program activity.

The Authority, the Illinois Auditor General and the Illinois Attorney General shall have access for purposes of monitoring, audit and examination to all relevant books, documents, papers, and records of the Implementing Agency, and to relevant books, documents, papers and records of subcontractors.

#### **SECTION 12. CLOSEOUT REQUIREMENTS**

Within 30 days of the expiration date of this agreement or any approved extension thereof the following documents must be submitted by the Implementing Agency to the Authority: (a) final financial status report; (b) final progress reports; (c) property inventory report; (d) any refund of unexpended funds and (e) other documents required by the Authority.

#### **SECTION 13. PROCUREMENT STANDARDS**

All procurement transactions shall be conducted by the Implementing Agency in a manner to provide, to the maximum extent practicable, open and free competition. Procurement transactions include the purchasing of equipment, commodities, goods and services. Procurement transactions do not include the making of sub-grants. Implementing Agencies may use their own procurement regulations which reflect State and local law, rules, and regulations, provided that all procurements made with ARI funds minimally adhere to standards established by the Illinois Procurement Code (30 ILCS 550).

If the Implementing Agency's established procurement process is less competitive than the following requirements, the following more competitive requirements must be adhered to in lieu of the Implementing Agency's procurement process.

- For procurements of \$100,000 or less, the Implementing Agency must solicit quotes or bids from at least three sources.
- For procurements over \$100,000, the Implementing Agency must formally advertise the proposed procurement through an Invitation for Bids (IFB), or a Request for Proposals (RFP) process.

#### **SECTION 14. SUBCONTRACTING**

The use of subcontractors for any work or professional services that involves the use of ARI funds is subject to Authority approval. As required by the Authority, the Implementing Agency shall submit documentation regarding contracts to be funded with Neighborhood Recovery Initiative funds for Authority review and approval, to assure adherence to applicable guidelines.

If the use of subcontractors is approved by the Authority, the terms and conditions of this agreement shall apply to and bind the party or parties to whom such work is subcontracted as fully and completely as the Implementing Agency is bound and obligated. The Implementing Agency shall make reasonable efforts to assure that all subcontractors adhere to the terms and conditions of this agreement. The Authority shall not be responsible for the performance, acts or omissions of any subcontractor

#### **SECTION 15. SUB-GRANTING**

Any sub-grant for work or professional services for providing direct services to ARI program participants subcontracted for shall be specified by written grant contract in a form provided by the Authority and shall be subject to all terms and conditions contained in this agreement. If the use of sub-grantees is approved by the Authority, the terms and conditions of this agreement shall apply to and bind the party or parties to whom such work is subcontracted as fully and completely as the Implementing Agency is bound and obligated. The Implementing Agency shall make reasonable efforts to assure that all sub-grantees adhere to the terms and conditions of this agreement. The Authority shall not be responsible for the performance, acts or omissions of any sub-grantees

The Implementing Agency shall enter into, manage, and monitor all sub-grants including maintaining a system for subcontractors to report fiscal and program activities. Approval of the use of sub-grants by the Authority does not relieve the Implementing Agency of its obligation to assure performance under this agreement.

#### **SECTION 16. NONDISCRIMINATION**

The Implementing Agency agrees that no person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment or denied access to services, programs, or activities funded under this agreement on the basis of race, color, age, religion, national origin, physical or mental handicap not related to ability, unfavorable discharge from military service, or sex. The Implementing Entity agrees to have

written sexual harassment policies which satisfy the requirements set forth in Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105). The Implementing Entity also assures, when applicable, compliance with all federal and state laws and regulations, including, but not limited to:

- Title VII of the Civil Rights Act of 1964;
- Section 504 of the Rehabilitation Act of 1973, as amended;
- Title IX of the Education Amendments of 1972;
- The Age Discrimination Act of 1975;
  
- The Americans With Disabilities Act of 1990;
- The Department of Justice Nondiscrimination Regulations, 28 CFR Part 42, subparts C,D,E, and G;
- The Illinois Human Rights Act, (775 ILCS 5);
- The Illinois Environmental Barriers Act, (410 ILCS 25); and
- The Discriminatory Club Dues Act (775 ILCS 25)

**SECTION 17. DISCLOSURE OF SOLICITATION FOR EMPLOYMENT**

Implementing Agency shall notify the Authority's Ethics Officer if the Implementing Entity solicits or intends to solicit for employment any of the Authority's employees during the term of this agreement.

**SECTION 18. CERTIFICATION REGARDING DEBARMENT**

Implementing Agency certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3 or 720 ILCS 5/33E-4).

**SECTION 19. ASSIGNMENT**

The Implementing Agency shall make no assignment or transfer of this agreement, any subcontract under this agreement or of any of the monies due hereunder without prior written approval of the Authority. In the event that the Authority approves such an assignment or transfer, the terms and conditions of this agreement shall apply to and bind the party or parties to whom such work is assigned or transferred as fully and completely as the Implementing Agency is bound and obligated.

**SECTION 20. INDEPENDENT CONTRACTOR**

The Implementing Agency, in the performance of this agreement, shall act as an independent contractor and not as an

agent or employee of the Authority. The Authority shall not be responsible for the performance, acts or omissions of the Implementing Agency. The Implementing Agency shall be liable, and agrees to be liable for, and shall indemnify, defend and hold the Authority harmless for all claims, suits, judgments and damages arising from the performance of this agreement, to the extent permitted by law.

**SECTION 21. DRUG FREE WORKPLACE CERTIFICATION**

If the Implementing Agency has 25 or more employees and is receiving \$5,000 or more under this agreement, the Implementing Agency certifies that it provides, and will continue to provide, a drug free workplace in accordance with the Drug Free Workplace Act (30 ILCS 580).

The Act requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
  - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
  - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
  - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
    - (A) abide by the terms of the statement; and
    - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
  - (1) the dangers of drug abuse in the workplace;
  - (2) the grantee's or contractor's policy of maintaining a drug free workplace;

- (3) any available drug counseling, rehabilitation, and employee assistance program; and
- (4) the penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by section 580/5 of the Drug Free Workplace Act.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

**SECTION 22. STATEMENTS, PRESS RELEASES, ETC.**

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with ARI funds, the Implementing Agency shall clearly state (1) the percentage of the total cost of the program or project which will be financed with funding under this agreement, and (2) the dollar amount of funding under this agreement for the project or program.

**SECTION 23. COPYRIGHTS, PATENTS**

If this agreement results in a copyright, the Authority reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for government purposes, the work or the copyright to any work developed under this agreement and any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

If this agreement results in the production of patentable items, patent rights, processes, or inventions, the Implementing Agency shall immediately notify the Authority. The Authority will provide the Implementing Agency with further instruction on whether protection on the item will be sought and how the rights in the item will be allocated and administered in order to protect the public interest, in accordance with federal guidelines.

**SECTION 24. PUBLICATIONS**

The Implementing Agency shall submit to the Authority for review, a draft of any publication that will be issued by the Implementing Agency describing or resulting from programs or projects funded in whole or in part with ARI funds , no later than 60 days prior to its printing.

The Authority reserves the right to require the resubmission of any publication for additional review and comment, prior to its printing.

The Implementing Agency shall submit to the Authority, copies, the number of which will be specified by the Authority, of the final publication no later than 20 days prior to release of the final publication.

Exceptions to the above publication requirements may be granted upon prior Authority approval.

Any such publication shall contain the following statement:

"This project was supported by grant from the Illinois Criminal Justice Information Authority. 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 State of Illinois, or the Illinois Criminal Justice Information Authority."

These publication requirements pertain to any written, visual or sound publication, but are inapplicable to press releases, newsletters and issue analyses.

**SECTION 25. FEDERAL TAXPAYER IDENTIFICATION NUMBER**

Under penalties of perjury, the Implementing Agency certifies that the name, correct taxpayer identification number, and legal status listed below are correct:

**Name:** Kane County

**Taxpayer Identification Number:**

Employer Identification Number 36-6006585

*(Enter the name of the entity as used to apply for the entity's EIN and the EIN.)*

**Legal Status (check one):**

- |  |  |
|--|--|
| <input type="checkbox"/> Individual  | <input type="checkbox"/> Nonresident Alien   |
| <input type="checkbox"/> Sole Proprietorship   | <input type="checkbox"/> Tax Exempt  |
| <input type="checkbox"/> Partnership/Legal Corporation                                       | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp.)                                  |
| <input type="checkbox"/> Corporation providing or billing medical and/or healthcare services | <input type="checkbox"/> Corporation NOT providing or billing medical and or healthcare services |



Failure to meet the reporting dates established for the particular reports shall result in the “freezing” of all funds. The frozen funds shall not be limited to a particular grant that is delinquent, but all ARI grant funds that the Implementing Agency has with the Authority shall be frozen. Funds will be released following the completion of all the reporting requirements.

### **SECTION 31. REPORTING GRANT IRREGULARITIES**

The Implementing Agency shall promptly notify the Authority through their Grant Monitor when an allegation is made, or the Implementing Agency otherwise receives information, reasonably tending to show the possible existence of any irregularities or illegal acts in the administration of grant funds. The Authority, per its agency policy, shall determine the reasonableness of the allegation of the irregularities or illegal action and determine the appropriate course of action. Possible actions would include conducting an internal audit or other investigation or contacting the proper authorities. Illegal acts and irregularities shall include but are not limited to such matters as conflicts of interest, falsification of records or reports both data, fiscal and programmatic, and the misappropriation of funds or other assets.

The Implementing Agency shall inform any sub-recipient of the Authority’s grant funds that the sub-recipient is similarly obligated to report irregularities and the Implementing Agency shall provide a copy of the Authority’s policy to any sub-recipient. A copy of the Authority’s policy is available on the web at <http://www.icjia.state.il.us/public/>.

Failure to report known irregularities can result in suspension of the Interagency Agreement or other remedial action. In addition, if the implementing agency’s auditor or other staff becomes aware of any possible illegal acts or other irregularities prompt notice shall be given to the Implementing Agency’s director. The Implementing Agency, in turn, shall promptly notify the Authority as described above of the possible illegal acts or irregularities. If the possible misconduct involves the Implementing Agency’s director, the Implementing Agency staff member shall provide prompt notice directly to the Authority.

In addition, the Authority, if in its judgment there is a reasonable allegation of irregularity or illegal act, shall inform state and local law enforcement agencies or prosecuting authorities, as appropriate, of any known violations of the law within their respective area of jurisdiction.

The reporting of any irregularities, illegal acts and the proposed or actual corrective action shall be reported to the Authority at:

Illinois Criminal Justice Information Authority  
Attn: Grant Monitor  
300 W. Adams Suite 200  
Chicago, IL 60606

Phone: 312- 793-8550

### **SECTION 32. REPORTING POTENTIAL FRAUD, WASTE OR SIMILAR MISCONDUCT.**

The Implementing Agency shall promptly refer to the Authority, via their assigned Grant Monitor, and the any credible evidence that a principal, employee, agent, contractor, subcontractor, or subgrantee has either submitted a false claim for grant funds t or committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving grant funds.

Potential fraud, waste, abuse or misconduct shall be reported to the Authority by mail at:

Illinois Criminal Justice Information Authority  
Attn: Grant Monitor  
300 W. Adams Suite 200  
Chicago, IL 60606

Phone: 312- 793-8550

### **SECTION 33. INTERNATIONAL ANTI-BOYCOTT CERTIFICATION**

The Implementing Entity certifies that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.

### **SECTION 34. SEXUAL HARASSMENT POLICIES**

The Implementing Agency agrees to establish and maintain written sexual harassment policies that shall include, at a minimum, the following information:

- 1) The illegality of sexual harassment;
- 2) The definition of sexual harassment under State law;
- 3) A description of sexual harassment, utilizing examples;
- 4) The Implementing Agency's internal complaint process including penalties;
- 5) The legal recourse, investigative and complaint process available through the Department of Human Rights and the Commission;
- 6) Directions on how to contact Department of Human Rights and the Commission; and
- 7) Protections against retaliation as provided by the Human Rights Act. 775 ILCS 5/6-101

### **SECTION 35. USE OF FUNDS**

Implementing Agency certifies that it, and its subcontractors, shall use ARI funds for only allowable services, activities and costs, as described in Exhibit A.

The Implementing Agency certifies that only those costs listed in Exhibit B shall be paid pursuant to this agreement.

Implementing Agency understands the payment of funds shall be withheld until such certifications are received by the Authority.

**SECTION 36. TRANSPARENCY ACT COMPLIANCE**

The Implementing Agency and Program Agency agree to comply with any and all requirements of 2 C.F.R. §33.200 that are imposed on recipients of federal funds by the Federal Funding Accountability and Transparency Act of 2006. The Implementing Agency and Program Agency agree to comply with the following:

a) To acquire and use a DUNS (Data Universal Numbering System) number. The DUNS number shall be procured from Dun and Bradstreet, Inc online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com) or by calling 1-866-705-5711.

Implementing Agency's DUNS Number: 010221786

b) To maintain a current registration in the System for Award Management (SAM) database. The Implementing Agency must update or renew their SAM registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

The Implementing Agency's SAM registration is valid until: 5/20/2014

c) Shall provide the Authority with their Commercial And Government Entity (CAGE) Code. The CAGE Code request process is incorporated into the CCR registration.

Implementing Agency's CAGE Code: 48YE2

d) The Implementing Agency and Program Agency further agree that all agreements entered into with subgrantees or contractors, shall require compliance by the subgrantee or contractor with the Federal Funding Accountability and Transparency Act of 2006 and all requirements of 2 C.F.R. §33.200 including obtaining a DUNS number and maintaining registration with the CCR. The acquisition of a DUNS number and registration with the CCR database is not required of subgrantees and contractors who are individuals.

e) The Implementing Agency shall provide the Authority with completed "Addendums to Agreements" for all subgrantees and subcontractors. Copies of blank Addendums to the Agreement are available from your grant monitor.

**SECTION 37. PENALTY FOR FAILURE TO DIVERT**

Under the Adult Redeploy Illinois enabling statute, any Implementing Agency not meeting its required reduction shall be assessed a penalty. The Adult Redeploy Illinois Oversight Board (ARIOB) has set the maximum penalty at one half the marginal cost of incarceration (current maximum penalty is \$2,500). The amount of the penalty assessed will be left to the discretion of the ARIOB but the Board shall take into consideration factors affecting the Implementing Agency's ability to meet the required reduction, including whether the failure to meet the reduction was beyond the control of the jurisdiction or other extenuating or mitigating circumstances.

**SECTION 38. EXPENDITURE EVALUATION**

The Authority shall evaluate the amount of unexpended funds remaining and the maximum amount of funds needed to continue the grant. Based on this evaluation, the Authority, at its sole discretion, may reduce the grant award by an

amount it deems appropriate.

**SECTION 39. CORRECTIVE ACTION PLAN FOR SITES AT RISK OF NOT MEETING REDUCTION GOALS**

At the end of each quarter, staff from the site and the Department administering the Adult Redeploy Illinois grant will (1) do a formal review of the number of individuals diverted from the Illinois Department of Corrections (using the site's and IDOC's data) and (2) assess whether the number conforms with the site's approved plan in order to achieve the annual 25% reduction included in the plan.

If either site or the state agency administering staff believes that it will not, they shall bring the issue to the next meeting of the Oversight Board (or within the first month of the next quarter, whichever is sooner) with a plan for remediation, designed to avert a penalty charge to the site. The site may choose to send its representatives to the Board meeting to explain the plan, and the Board shall act on the plan immediately upon its receipt.

Should the Board not accept the plan, the site will have the opportunity to modify the plan or withdraw from the program by the next Board meeting (or the second month of the quarter, whichever is sooner). Should the site accept the corrective action plan, the plan shall include a schedule for reporting on the progress of the plan, with regular reports at least once a quarter to the Board, until such time as the Board agrees that the corrective action plan has been successfully implemented.

**SECTION 40. BEHAVIORAL HEALTH AND JUSTICE INFORMATION DATABASE**

The Implementing Agency understands that the Department of Human Services, Division of Mental Health (DMH) is developing a behavioral health and justice information database that will facilitate a continuum of care for specialty court/problem solving clients throughout Illinois. In furtherance of this goal, the Implementing Agency agrees to allow the Authority to share information with DMH which is collected pursuant to this agreement, in compliance with all applicable federal and state laws, rules and regulations.

**SECTION 41. ACCEPTANCE & CERTIFICATION**

The terms of this interagency agreement are hereby accepted, executed, and where applicable, certified and acknowledged, by the proper officers and officials of the parties hereto:

\_\_\_\_\_  
Jack Cutrone  
Executive Director  
Illinois Criminal Justice Information Authority

\_\_\_\_\_  
Date

I, Christopher Lauzen, Chairman, under oath, do hereby certify and acknowledge that : (1) all of the information in the grant agreement # 194027 is true and correct to best of my knowledge, information and belief, (2) the grant funds shall be used only for the purposes described in the grant agreement # 194027, and (3) the awarding of grant funds is conditioned upon the Authority's receipt of this certification.

\_\_\_\_\_  
  
Christopher Lauzen  
Chairman  
Kane County

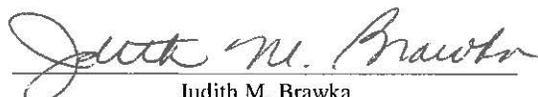
12-17-13  
\_\_\_\_\_  
Date

I, Joseph Onzick, Finance Director under oath, do hereby certify and acknowledge that : (1) all of the information in the grant agreement # 194027 is true and correct to best of my knowledge, information and belief, (2) the grant funds shall be used only for the purposes described in the grant agreement # 194027, and (3) the awarding of grant funds is conditioned upon the Authority's receipt of this certification.

\_\_\_\_\_  
Joseph Onzick  
Finance Director  
Kane County

\_\_\_\_\_  
Date

I, Judith M. Brawka, Chief Judge, under oath, do hereby certify and acknowledge that : (1) all of the information in the grant agreement # 194027 is true and correct to best of my knowledge, information and belief, (2) the grant funds shall be used only for the purposes described in the grant agreement # 194027, and (3) the awarding of grant funds is conditioned upon the Authority's receipt of this certification.

\_\_\_\_\_  
  
Judith M. Brawka  
Chief Judge  
Kane County Adult Court Services

12/16/13  
\_\_\_\_\_  
Date

**ARI CASELOAD  
KANE COUNTY COURT SERVICES  
EXHIBIT A: PROGRAM NARRATIVE  
AGREEMENT NUMBER: 194027**

**I. SUMMARY**

*Please supply a brief description of the program to be implemented. If applicable, please provide an explanation of the progress made towards the program's objectives since federal funding began and identify any proposed revisions or enhancements to the program previously funded.*

An offender who receives a sentence of probation for a non-violent, Class 3 or 4 felony may be identified as appropriate for the Probation Violator Caseload (ARI program) if the offender meets the program criteria. The criterion for acceptance includes scores of high or medium risk on the Level of Service Inventory – Revised (LSI-R) administered by the Probation Officer, the commitment of a technical violation and no conviction of a violent offense within the past five years. The offender will attend a staffing with current probation officer, Probation Violator probation officer, Court Services program manager and a representative from the lead treatment provider. If the offender is found appropriate and agrees to participate in the Probation Violator Caseload program, the offender will be moved to the program specific probation officer and will be referred to the lead treatment agency for services. The lead treatment agency (local treatment provider), will provide wraparound services to the offender to include a comprehensive assessment, substance abuse services, counseling services, employment services, housing services and other identified areas of need. Probation officers and local treatment provider staff will work closely to assist offenders in overcoming barriers to success.

**II. OVERVIEW OF JURISDICTION**

*In this section, please provide a brief description of your jurisdiction and the programs and services provided to the target population. Include information on assessment and other evidence-based practices.*

The area to be served is Kane County Illinois, a geographic area covered by the 16<sup>th</sup> Judicial Circuit. Kane County is a county located in the U.S. in the state of Illinois. According to the 2012 census, it has a population of 522,487, which is an increase of 1.4% from 515,269 in 2010. Its county seat is Geneva, and its largest city is Aurora. Kane is the 5<sup>th</sup> most populous county in the state, Kane is comprised of large, racially and economically diverse municipalities, such as St. Charles, Elgin and Aurora. In 2012, 2,602 felony cases were authorized by the Kane County State's Attorney's Office.

Kane County is proud of the existing services and programs available to offenders. Specialty probation units that exist in Kane County are:

*Adult Domestic Violence Caseload*– This program was created in order to supervise felony domestic violence offenders. One probation officer supervises this caseload. Cases that complete domestic violence counseling and are compliant with the terms and conditions of their sentence are returned to a regular probation caseload. Over the past five years, the average caseload is 50 cases, which is near capacity for this position.

*Sex Offender Caseload* – This program began in 1999 to provide a higher level of supervision and surveillance to this offender population. Group and individual counseling are mandatory for these offenders and are coordinated through One Hope United, the contracted treatment provider. Two probation officers supervise the adult caseload. The officers monitor these cases which include a number of community contacts as well as contacts with the service provider. The cases do not get absorbed into other officers' caseloads; instead the cases remain in the Sex Offender Unit. Over the past five years, the average caseload is 142 cases split between two officers.

*Drug Rehabilitation Court* – The Kane County Drug Rehabilitation Court (DRC) was implemented in August 2000. The mission of the Kane County Drug Rehabilitation Court is to reduce the incidence of drug use, drug addiction and crimes committed as a result of drug use and drug addiction through an immediate and highly structured judicial intervention process for substance abuse treatment of eligible defendants that brings together substance abuse professionals, local social programs and intensive judicial monitoring. DRC has graduated approximately 689 individuals. There are approximately 104 individuals currently participating in DRC. There are 5.5 probation officers assigned to DRC, each with a caseload of approximately 18 offenders.

*Treatment Alternative Court (Mental Health Court)* – The Kane County Treatment Alternative (TAC) court began operation in February 2006, accepting the first participant into the program in April 2006. The mission of the TAC is to guarantee justice for criminal defendants with mental illness, co-occurring disorders, or developmental disabilities, to enhance public safety and promote the continuity of mental health care in the community. TAC is intended to be a systematic approach that brings together community based agencies to address offenders' needs and to provide comprehensive case management in an effort to reduce future criminal activity and incarceration. The capacity of the TAC program is 25 cases, the current caseload is 15, with 14 cases pending acceptance. The TAC Coordinator is the specialized probation officer for this caseload.

With existing health and human services infrastructure, Kane County works with a number of local treatment providers. There are two main mental health treatment providers in Kane County; Association for Individual Development (AID) and Ecker Center. A third provider, Gateway Aurora, discontinued mental health services in July 2013. AID and Ecker Center provide services to the Kane County Treatment Alternative Court. Other treatment providers

throughout the county offer mental health services, but AID and Ecker Center are the services most utilized by Court Services. There are numerous outpatient substance abuse treatment providers available to offenders. In 2012, Kane County developed the Substance Abuse Assessment and Education Program to remove barriers for offenders to obtain substance abuse assessments and early education services. A request for qualifications process occurred where community agencies submitted information about services and how those agencies implement Evidence Based Practices. Ten of those agencies are part of a preferred provider list that allows offenders to choose from one of those agencies for services. DRC has Memorandums of Understanding with residential treatment facilities to expedite the treatment needs of DRC participants. For primary health care treatment Court Services works with the Visiting Nurses Association (VNA Health Care). VNA Health Care is family centered, not-for-profit health care provider and advocate for quality healthcare that is available to everyone. For housing and employment services, Transitional Alternative Reentry Initiative (TARI) offers different levels of services to offenders, as indicated in the section on Key Partners. Court Services works with the local Illinois Department of Employment Security (IDES) office and Illinois Worknet Centers for additional employment services. Aunt Martha's Health Center provides services in Kane County related to education and life skills, health and prevention, housing and shelter, and intervention and support. Both VNA and Aunt Martha's have received funding to serve as enrollment facilities for Medicaid as a result of the Affordable Healthcare Act. By linking offenders with these providers, offenders will have the ability to enroll in Medicaid if they are qualified.

### **III. STATEMENT OF PROBLEM**

*This section should document the problem(s) the jurisdiction continues to face and justify a need to continue the existing program. Use as much data as possible to substantiate the problem, supplementing with anecdotal information where necessary.*

Illinois faces a corrections crisis. The current prison system, designed to hold 34,000 inmates, is attempting to accommodate a record 49,000 prisoners. A significant number of non-violent offenders enter the Illinois Department of Corrections (IDOC) every year; 57% of FY2012 admissions to IDOC were for non-violent offenses eligible for diversion. Non-violent offenders are processed into the prison system at great cost to taxpayers, yet often the offenders do not stay long enough in the system to receive meaningful punishment or rehabilitation. As a result, upon leaving prison, they continue to struggle with the problems contributing to their criminal behavior and are at high risk of committing new crimes.

Research shows that many non-violent offenders could be supervised in the community more cost-effectively and with better results; however, the resources for intensive supervision and treatment services are insufficient to meet offenders' needs and public safety concerns.

Kane County seeks support from the Adult Redeploy Illinois program to establish a continuum of

local, community-based sanctions and treatment alternatives for non-violent offenders who would otherwise be incarcerated if those local services and sanctions were not available.

Kane County has identified, through analysis of data related to IDOC commitments, a need for a probation violator caseload. Offenders who have an original Class 3 or Class 4 felony, that for numerous reasons violate the conditions of their probation, appear to follow a pattern where the offender commits the violation and as a result, spirals into continued failure to comply with the court's order. The result is a failure to complete conditions, often an extended amount of time on warrant status and eventual sentencing to Illinois Department of Corrections. Kane County will implement a diversion program that identifies probation violators early, and gives resources to overcome barriers to successful completion of probation sentence.

#### **IV. GOALS, OBJECTIVES, and PERFORMANCE INDICATORS**

*The proposed goals and objectives should offer some relief of the problem(s) defined in the previous section. Goals are general statements of what your project hopes to accomplish. Objectives are the specific, measurable changes you intend to bring about. Please supply at least one goal and two objectives for the program.*

*The indicators approved by the Authority will be used as the basis for measuring the performance of your program through regular reporting. You should identify at least one indicator for each objective.*

Goal: The goal of the Kane County ARI is to reduce the number of Class 3 & Class 4 felony probation violators who are committed to the Illinois Department of Corrections. The average number of Class 3 and Class 4 individual who are committed to IDOC for probation violations is 104; a 25% reduction is 26 individuals diverted from the IDOC.

Objectives:

1. Probation Officers will address probationers' technical violations through ARI staffing protocol and supervise appropriate offenders using a probation violator caseload.

Performance Indicator

Number of ARI staffings

Number of offenders supervised on probation violator caseload

Number of Redeploy program participants committed to IDOC

2. Kane County Court Services will refer program participants to treatment services as identified through the offender's risk and needs as outlined in the case plan.

Performance Indicator:

Number of referrals, as reflected in the ARI database, to treatment services

Number of program participants successfully discharged from treatment services (per ARI database)

3. Appropriate program participants will be referred to the employment placement program.

Performance Indicator:

Number of program participants referred to program

Number of program participants successfully completing program

The grantee agrees to participate in performance measurement and evaluation activities in conjunction with the Illinois Criminal Justice Information Authority and as developed by the Adult Redeploy Illinois Oversight Board according to statute. Specifically, the Crime Reduction Act requires a *“performance measurement system that includes but is not limited to the following key performance indicators: recidivism, rate of revocations, employment rates, education achievement, successful completion of substance abuse treatment programs, and payment of victim restitution.”*

Additionally, grantee site-specific information about the utilization of evidence-based practices will be collected for evaluation purposes. These reporting requirements will be developed upon negotiation with site administrators and the Adult Redeploy Illinois Oversight Board.

The grantee agrees to provide the following data elements:

#### **Mandatory data elements for performance measurement**

Demographics:

- Name
- Date of birth
- Gender
- Race
- SID

Case information:

- Current offense (type of offense, class, dates of arrest and sentence).
- Date client was accepted/enrolled in the program
- If not accepted or enrolled, reason
- Termination date, reason

Adult Redeploy Illinois information:

- Probation/Adult Redeploy Illinois conditions (types of treatment required, restitution, education, etc.)
- Drug test information (date of test, drug tested for, test result)
- Substance abuse/mental health diagnosis (if applicable)

- Treatment provider(s)
- Status updates on these conditions (movement between phases, interrupted treatment, start date, completion date, compliance with treatment, etc.)
- Termination from conditions (successful or not, reason for termination, date of completion/termination)
- Changes in education level and employment
- Technical violations, rule infractions, other negative behavior (date, violation reason, sanction applied/response)
- Arrests/convictions while on Adult Redeploy Illinois (date, offense, class, sentence and date if applicable)
- LSI-R/other assessment scores, initial and follow up (date, and at least final assessed risk level and override if applicable)
- Number of in-person visits with each client monthly (in-office visits, field visits, any time the officer and client meet face-to-face. Phone contacts should not be counted as face-to-face contacts).

Other data fields may be requested as necessary throughout the tenure of the grant. The grantee agrees to collect and report on any additional data elements developed by the Illinois Criminal Justice Information Authority in conjunction with the Adult Redeploy Illinois Oversight Board.

## V. PROGRAM STRATEGY

*The problem statement described the issue(s) to be addressed. Goals/objectives have defined the ends to be achieved. This section should indicate how these ends are going to be accomplished by describing how the program will be implemented in clear, logical detail. Be sure to indicate how the budgeted items are related to the strategy. As you think about the strategies you are proposing, consider if these are the best ways to accomplish the ends you wish to achieve.*

### Criteria for Acceptance

An offender who receives a sentence of probation for a non-violent, Class 3 or Class 4 felony may be identified as appropriate for ARI if the offender meets the following criteria:

- Scores high or medium risk on the LSI-R assessment tool
- Commits a technical violation or a statutory violation such as ordinance violation, DUI, or misdemeanor (statutory violation criteria needs approval of SAO)
- Has not been convicted of a violent offense within the past five years
- The philosophy of the criteria is the ARI program would be a type of sanction for a technical or acceptable statutory offense. This criterion directly identifies those offenders who are at risk of IDOC commitment without intervention.

### Intake and Assessment Process

Once an offender has been identified as a potential participant in ARI programming the referral will come from the current probation officer. The current probation officer will request an ARI staffing to address the violation. ARI staffing will be scheduled so as to have a standing meeting once every two weeks. Therefore, the estimated timeframe from violation to introduction to ARI would be at the most two weeks. The staffing will consist of the current probation officer, the Kane County Court Services Program Manager, an ARI probation officer and the local treatment provider program representative. Once the program is explained to the offender, if the offender accepts the sanction of participating in the ARI programming, the offender will be transferred to the ARI caseload. Consideration will be given in cases where the current probation officer identifies offenders likely to violate probation based on previous failures or extensive warrant histories, which score as high or medium on the LSI-R and have a history of non-compliance with the court system. With approval of the Presiding Judge, consideration may be given to offenders who are pending a Petition to Revoke in court; the probation officer may request the offender be placed into the ARI program, if deemed appropriate by the court. Once the offender is placed on the ARI caseload, the offender will remain on that caseload until the probation terminates (successfully or unsuccessfully) or as long as the ARI program is in place. This is based on the research that multiple probation officers can have a detrimental effect on probationer success. It is imperative to limit the number of probation officers an offender is assigned to during the term of probation. Unlike a Specialty Court, the ARI caseload would not use traditional incentives as a tool. The ability to have access to bus passes and/or gas cards is a way to overcome barriers to success for offenders, and not as a reward. Sanctions would occur as per policy for Adult Probation.

As a part of the intake process of the ARI programming, a staffing will occur to make sure the offender is placed into the appropriate Court Service program and receives the proper assessments to indicate best RNR (risk-need-responsivity) to maximize offender success.

Using the LSI-R as the Probation assessment tool and behavior analysis, probation officers will identify high/medium risk, high need offenders to refer to the ARI program. The ARI program rehabilitation plan consists of specific caseload monitoring and interaction with probation and wrap-around treatment programming through the local treatment provider. The ARI caseload consists of three probation officers assigned specifically to work with identified offenders/probation violator caseload. These caseloads are smaller than standard probation caseloads. The probation officers will use the Effective Caseworks Model consisting of:

### **Rehabilitation plan**

The philosophy behind the rehabilitation plan is inspired by “Reduced Probation Caseload in Evidence-Based Setting (Iowa and Oklahoma City)” as referenced on [www.crimesolutions.gov](http://www.crimesolutions.gov). Using the LSI-R and behavior analysis, probation officers will identify high/medium risk, high need offenders to refer to the ARI program. The ARI program rehabilitation plan consists of specific caseload monitoring and interaction with probation and wrap-around treatment programming through the local treatment provider. The ARI caseload consists of three probation officers assigned specifically to work with identified offenders/probation violator caseload. These caseloads are smaller than standard probation caseloads. The probation officers will use the Effective Caseworks Model consisting of:

***Mapping*** – Engaging the offender through the use of motivational interviewing, identifying major risk and protective factors, and case conceptualization.

***Finding the Hook*** – Placing an emphasis on the responsibility principle including appropriate case planning, identifying level of motivation of the offender, and goal setting,

***Moving Forward*** – Helping the offender develop personal strategies for success (including developing cognitive skills) and building social capital.

***Reviewing and Supporting*** – Monitor progress of the offender, update the case plan as appropriate, reinforce small changes, work collaboratively to overcome barriers and develop a maintenance plan.

Offenders will meet with a probation officer two to four times per month. Meetings aim to change pro-criminal thinking patterns and develop pro-social skills.

Offenders will be assessed by local treatment provider and placed into programming that targets offender specific risk, need and responsibility. TARI, in conjunction with the ARI probation officers, will assess each offender to identify areas of strength, risk and need. The RNR model (Andrews and Bonta 2003; Andrews, Bonta, and Hoge 1990) has three core principles:

**1, Risk principle:** The level of services should be matched to the level of the offender. High-risk offenders should receive more intensive services; low-risk offenders should receive minimal services.

**2, Need principle:** Target criminogenic needs with services; target those factors that are associated with criminal behavior. Such factors might include substance abuse, procriminal attitudes, criminal associates, and the like.

**3, Responsibility principle:** The ability and learning style of the offender should determine the style and mode of intervention. Research has shown the general effectiveness of using social learning and cognitive-behavioral style interventions.

When offenders are referred to local treatment provider, they will complete a well-designed bio-psycho-social assessment also known as the BPS. The BPS will ask a series of questions pertaining to the major biological, psychological, and sociological issues of the individual.

Questions composed on the biological sphere include past and present surgery(s), disease(s), and addiction(s), to name a few. The sociological questions explore such things as the client's family structure, relationships, finances, and housing arrangement. The psychological sphere examines the possible presence of psychiatric illness, strong stressors such as recent bereavements, and the risk of suicide. After compiling all the data, a diagnosis and treatment plan will be prescribed using a variety of evidence-based practices

Evidence-based practices utilized by the local treatment provider in programming include;

*Motivational Interviewing* - is a therapeutic style used to help clinicians work with clients to address their ambivalence to their issues, such as alcoholism. The goal of this evidenced-based therapeutic intervention is to acquire the client's self-motivational statements and behavioral change from the client, and seek to create patient discrepancy to enhance motivation for positive change.

*Twelve-Step Facilitation Therapy* - is a brief, structured, and manual-driven approach to facilitating early recovery from alcohol abuse, alcoholism, and other drug abuse and addiction problems. The intervention is based on the behavioral, spiritual, and cognitive principles of 12-step fellowships such as Alcoholics Anonymous (AA) and Narcotics Anonymous (NA). These principles include acknowledging that willpower alone cannot achieve sustained sobriety, that surrender to the group conscience must replace self-centeredness, and that long-term recovery consists of a process of spiritual renewal. Therapy focuses on two general goals: (1) acceptance of the need for abstinence from alcohol and other drug use and (2) surrender, or the willingness to participate actively in 12-step fellowships as a means of sustaining sobriety. The clinician assesses the client's alcohol or drug use, advocates abstinence, explains the basic 12-step concepts, and actively supports and facilitates initial involvement and ongoing participation in AA/NA. The clinician also discusses specific readings from the AA/NA literature with the client, aids the client in using AA/NA resources in crisis times, and presents more advanced concepts such as moral inventories.

*Cognitive Behavioral Therapy* - is a form of treatment that focuses on examining the relationships between thoughts, feelings and behaviors. By exploring patterns of thinking that lead to self-destructive actions and the beliefs that direct these thoughts, people with addiction issues can modify their patterns of thinking to improve coping. Specifically, CBT focuses on thought patterns that cause distress and on developing healthy and appropriate behavioral responses.

*Family Behavior Therapy* - is a form of treatment that involves the patient's significant other or the patient's parent if the patient is under the age of 18. During this treatment practice, the clinician has two goals.

First, the clinician seeks to engage families in applying the behavioral strategies taught in sessions as derived from their CBT sessions. Second, the clinician assists the family in developing new skills to improve the home environment.

*Anger Management (MRT based)* - is a form of treatment that focuses on the process of learning to recognize signs that you are becoming angry, and taking action to calm down and deal with the situation in a positive way. The clinician uses a variety of therapeutic tools to help the patient identify the triggers of his or her anger and healthier ways to express his or her anger.

*Relapse Prevention Therapy (RPT)* - is a form of treatment that focuses behavioral self-control. RPT teaches patients with substance addiction how to anticipate and cope with the potential for relapse. Coping skills training is the cornerstone of RPT, teaching clients strategies to: understand relapse as a process, identify and cope effectively with high-risk situations such as negative emotional states, interpersonal conflict, and social pressure, cope with urges and craving, implement damage control procedures during a lapse to minimize negative consequences, stay engaged in treatment even after a relapse, learn how to create a more balanced lifestyle.

All offenders placed on the Probation Violators Caseload will receive bio-psych-social and a resource needs assessments at the local treatment provider. These assessments are unique to the local treatment provider, but have been approved by DASA for use within the agency. Once the assessments are complete, the offenders will be matched with the appropriate programming to include as indicated: substance abuse treatment, individual counseling, life skills program, mentoring, housing, employment and community involvement programming. The community involvement programming is a set amount of volunteer experiences that the local treatment provider has cultivated with other nonprofit agencies. The local treatment provider staff volunteer alongside offenders to model behavior and introduce offenders to the value of volunteerism.

Programming for ARI probation violators through the local treatment provider will include housing. The Transitional Housing Program provides offenders with temporary subsidized housing as needed. The lack of suitable housing is often one of the many barriers experience by offenders and can be an overwhelming experience emotionally, spiritually and economically. Having access to subsidized temporary housing in an atmosphere conducive for change can be a powerful intervention tool against recidivism. The local treatment provider programming is not limited to case management and programming, but includes assistance in obtaining emergency food relief, clothing and various other supportive services. Upon completion of the Transitional

Housing Program, offenders can receive assistance in obtaining permanent housing that meets their physical and financial needs.

The local treatment provider offers an employment readiness program specifically designed for individuals who have criminal convictions on their records, where offenders are taught how to properly fill out applications, organize their resumes, and prepare for interviews, etc. There is much discussion about honesty, attitude, and the availability of helpful resources, such as Work Opportunity Tax Credits (WOTC) for employers and federal bonding programs. These workshops are designed so that individuals can receive one-on-one attention and can perfect their tools for success. Resumes and cover letters are typed, proofread, and printed on elegant resume paper. Upon completion of the class, each person leaves with a certificate, having asserted him or herself to apply for a carefully selected position that he or she desires, which is a confidence-building technique, stressing the idea that anything is possible. The local treatment provider follows up with graduates and offer ongoing support. In development is employment programming which includes a job placement program, on-site subsidized child care, vocational training, workforce development education, and assistance with and support for entrepreneurship and apprenticeship opportunities.

A recovery plan will be developed that will be reviewed every 30 days. The local treatment provider will place offenders in appropriate programming to address areas such as employment readiness, housing, substance abuse services including recovery coaching, mental health services, specific trauma informed services, life skills, individual mentoring and community integration programming and other needs as identified. From the beginning the local treatment provider will work with offenders to plan for successful discharge from the program. Discharge planning includes linking offenders with other agencies for support issues identified in the recovery plan; family reunification, transitional or permanent housing, continuing a healthy lifestyle and building a new social network of people who will help the offender facilitate a successful and significant personal change.

Kane County Court Services will hire an independent consultant as the Project Coordinator for the ARI grant. The responsibilities of the Project Coordinator include maintaining grant reporting requirements including fiscal and programming reports, program evaluation to ensure the program is meeting performance indicators and objectives, data entry for program information and other duties as assigned. The project coordinator/evaluator will contract with Kane County Court Services.

## **VI. IMPLEMENTATION SCHEDULE**

*The implementation schedule should be used as a planning tool for the program. It should spell out each major step to be undertaken in implementing this program. The implementation schedule will be used to measure the program's progress. Strict adherence to it will be expected unless the Authority is advised of problems that necessitate revision of the schedule.*

*Therefore, it is in your best interest to prepare an implementation schedule that is realistic, detailed and thorough.*

<b>Activity</b>	<b>Month Begun</b>	<b>Month Completed</b>	<b>Personnel Responsible</b>	<b>Frequency</b>
<i>Convene Implementation team, start program implementation</i>	<i>October 2013</i>	<i>November 2013</i>	<i>Program Manager, Supervisors, Probation Officers, TARI Representative</i>	<i>Monthly, as needed</i>
<i>Hiring ARI staff</i>	<i>October 2013</i>	<i>October 2013</i>	<i>Supervisors, Program Manager, TARI Administration</i>	<i>As needed</i>
<i>ARI Staff Training</i>	<i>October 2013</i>	<i>Ongoing</i>	<i>Program Manager, Probation officers, TARI Administration, Court Services Supervisors</i>	<i>Ongoing</i>
<i>Provide Regular Reporting as required by ICJIA and the ARIOB</i>	<i>October 2013</i>	<i>June 2014</i>	<i>Project Coordinator, Program Manager</i>	<i>Monthly, and as needed</i>
<i>Program Evaluation</i>	<i>October 2013</i>	<i>June 2014</i>	<i>Project Coordinator, Program Manager</i>	<i>Monthly, and as needed</i>

## POSITION OPENING

**DEPARTMENT:** Kane County Court Services

**TITLE:** Adult Probation Officer Adult Redeploy Initiative – Three positions  
These are grant funded positions which are of limited duration  
Grant expires June 30, 2014

**RESPONSIBLE TO:** Office Manager

**RESPONSIBLE FOR:** Supervising male and female probationers on a specialized probation violator caseload in order to enhance public safety.

**DUTIES INCLUDE:** Supervision, counseling, and community brokering within departmental and statutory guidelines designed to enhance public safety. Maintaining records, providing reports and information to the Criminal Court.

**MINIMUM QUALIFICATIONS:** Bachelor of Arts or Science Degree, preferably in criminal justice, social work, or education.

**GENERAL EMPLOYMENT QUALIFICATIONS:** In addition to the minimum educational requirements, successful applicant will have demonstrated ability in following:  
\* *Oral/Written Communication Skills*  
\* *Interpersonal Sensitivity*  
\* *Planning/Organizing*  
\* *Problem Analysis*  
\* *Judgment*  
\* *Oral Fact Finding*  
\* *Bilingual, English/Spanish Language Skills Preferred*

**NOTICE TO APPLICANTS:** Position is a temporary, grant-funded position through June 30, 2014. Applicants will be subject to a criminal history background check before an offer of employment is made. Consideration will also be given to work histories and basic knowledge of Adult Court Services.

**STARTING DATE:** To Be Determined

**SALARY:** \$24,939 (8 months' salary)

**APPLICATION DEADLINE:** October 11, 2013 @ 5:00PM

**APPLICATION PROCESS:** Letters of application and resumes accepted by:  
  
Deanna Cada, Deputy Director-Program Manager  
Kane County Court Services  
37W777 Route 38, Ste. 150  
St. Charles Illinois 60175

THOSE EMPLOYEES COVERED BY THE BARGAINING UNIT ARE REPRESENTED BY THE "GENERAL CHAUFFEURS SALES DRIVERS AND HELPERS, LOCAL UNION #330." INITIATION FEE OF \$100 AFTER ONE (1) MONTH, PLUS A REGULAR MONTHLY FEE WHICH EQUALS TWO & HALF (2 ½) TIMES THE HOURLY RATE PLUS \$3.00.

*Applicants need to be on state approval hiring list.*

"EEO Employer / Program. Auxiliary aids are available to individuals with disabilities upon request"

DRAFT  
**KANE COUNTY - JOB DESCRIPTION**

**JOB TITLE:** ARI Project Coordinator

**Independent Contractor, 20 hours per week**

**DEPARTMENT:** Court Services

**This is a grant funded position which is of limited duration  
Grant expires June 30, 2014**

**GENERAL SUMMARY**

Under the supervision of the Court Services Program Manager, the part-time Coordinator will manage the A Redeploy Grant through June 30, 2014 or until funding is no longer available. The Coordinator will be a consultant contracted with Kane County Court Services

**PRINCIPLE DUTIES AND RESPONSIBILITIES**

1. Responsible for management of the Adult Redeploy Initiative Grant
2. Work closely with the Program Manager to ensure performance indicators and objectives are met in accordance with program strategy.
3. Work closely with ARI program staff including
  - a. Attending ARI staffings twice monthly
  - b. Overseeing data collection
  - c. Completing data entry
  - d. Other ARI related duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

1. Obtained a Bachelor of Arts or Bachelor of Science Degree from an accredited college or university.
2. Strong verbal, written and telephone communications skills required
3. Strong computer skills required
4. Ability to manage a complex project with strict deadlines required
5. Ability to travel within Kane County, Illinois as required



635 N. Elmwood Dr.; Aurora, IL 60506  
164 Division St. Ste. 510; Elgin, IL 60120  
P.O. Box 673; Aurora, IL 60507

## Addictions Reentry Specialist (ARS) Job Description

This position provides a full range of counseling and case management services to **Kane County Court Services** Adult Redeploy Illinois program participants. The level of the employee in this classification is determined by program needs and employee qualifications. This position has the overall responsibility for ensuring the completion of bio-psychosocial assessments and case management of all **ARI** participants. Most possess the ability to develop and cultivate a collaborative relationship with referred clients, **Kane County Court Services** as the mandating agency, State and Federal agencies, program services and providers. The **ARS** works in a joint manner with all other program staff and partnering agencies. The objective is to improve the probability of reentry success.

### Primary Duties and Responsibilities

- Coordinates and implements case management activities
- Develops and implements treatment plans.
- Provides individual counseling and completes related documentation thoroughly and in a timely manner.
- Provides group counseling and completes related documentation thoroughly and in a timely manner.
- Participates in and documents case consultations, including 60 days treatment reviews thoroughly and in a timely manner.
- Writes progress or court reports as necessary and discharge summaries thoroughly and in a timely manner.
- Maintains contact and communicates effectively with probation officers or case workers, including them in the treatment process and updating them on clients' progress.
- Provides continuing care planning by making contacts to appropriate referrals and writing the plan.
- Performs other duties as assigned.

### Minimum Requirements and Experience

- Licensed Professional Counselor with a CADC or CADC/AODA Counselor
- Other licensure and/or certification(s) are a plus
- Three years' experience working with community reentry clients who have co-occurring disorders
- An in-depth understanding of the criminal justice system
- Ability to promote positive behaviors and manage resistant behavior
- Assertiveness, confidence and leadership abilities
- Effective oral and written communication skills
- Effective time management skills
- Ability to work with computers and the necessary software typically used by agency



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## Intake Coordinator (PTE) Job Description

This position is responsible for the administration and addition support to the Intake Specialist, Addictions Specialist and Housing Manager with the overall responsibility of ensuring the implementation of systematic data collection. The IC will assist in maintaining diligent records for the **ARI** Program and will include and is not limited too:

### **Primary Duties and Responsibilities**

- Maintaining the integrity of TARI client records as it pertained to the ARI Program
- Obtaining demographic inform
- Scheduling of client appointments
- Support to the intake specialist
- Answer and direct incoming calls
- Process outgoing & incoming mail
- Retrieve and distribute inter-office mail/data while supporting Addictions Reentry Specialist &
- Housing Manager as needed
- General clerical duties: filing, photocopying, etc.



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## Housing Manager (PTE) Job Description

Responsible for supporting and managing every aspect of housing for the **ARI Program**. In an effort to properly support our clients, 3 to 4 homes will be required. This position include daily visit and the assurance that the clients are meeting their daily or weekly obligations to the program.

### **Primary Duties and Responsibilities**

- Daily visits to each home (morning and evening), curfew checks
- Collections of sign-in and sign-out sheets daily
- Maintaining and reporting housing conflicts
- Support with bus routes and on limited case driving client to appointments at TARI
- Random urine screens as required by Probation officer or Addictions Specialist
- Community Service Support as required



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164 Division St. Ste. 510; Elgin, IL 60120  
P.O. Box 673; Aurora, IL 60507

## Reentry Resource Specialist (RRS) Job Description

*The creation of employment solutions which are a pathway out of the cycle of poverty, homelessness, crime and recidivism that promotes pro-social behavior and self-sufficiency.*

This position has the overall responsibility for ensuring the implementation of systematic data collection procedures for the **Employment Readiness Program (ERP)**; completion of comprehensive assessments, employment preparedness / job placement, and case management of all **ERP** participants. The development and cultivation of a collaborative relationship with referred clients, **Kane County Court Services** as the mandating agency, State and Federal agencies, landlords, employers, and potential employers. The **RRS** works in a joint manner with all other program staff and partnering agencies. This is to certify that each participant is engaged in supportive services and program compliance, while remaining connected to service providers and community based resources that address basic needs. The objective is to improve the probability of reentry success.

### Required Knowledge, Abilities and Duties

#### Knowledge of ...

- Current trends, developments and theories in job readiness training and adult education
- Interviewing skills, resume writing techniques, and the application process
- Techniques of counseling and motivation appropriate to workplace contexts
- Issues, concerns and barriers of employees newly entering or reentering the workforce
- Laws, regulations and rules governing work requirements for ERP participants
- Resources of public and private employment, social services and related agencies
- Computer programs including, but not limited to, Microsoft Office

#### Ability to...

- Recruit potential employers; develop employment and housing resources
- Observe, recognize, analyze and report on an individual's behavioral, attitudinal, emotional and social problems in the workplace
- Establish a supportive relationship with participants and use the advising relationship to address behavior problems
- Recognize and be responsive to the needs of the work-site and the on-site supervisor
- Implement individual development plans based on the assessed needs of participants
- Evaluate the work experience and the training program as they relate to the individual's developmental needs and career goals



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P.O. Box 673; Aurora, IL 60507

### **Duties...**

- Facilitate the completion of the intake process and orientation of program participants
- Coordinate instructors' schedules and facilitate training classes
- Present program specific curricula in a motivational format, ensuring consistency and conformity of use throughout agency affiliates
- Evaluate program participation, classroom attendance, and job retention
- Identify client skill sets, address employment barriers, provide necessary supportive services and referrals when appropriate
- Assist ERP clients with obtaining appropriate credential, work attire and transportation
- Perform other related duties as assigned

### **Education and Experience, Minimum Requirements**

This position requires at least an Associate's Degree in Human Services, or the knowledge and skill equivalent to it.

The RRS must be a Certified Offender Employment Specialist, a Certified Illinois workNet Advisor, and a member of the National Transitional Jobs Network.

This position requires at least three years' experience working with individuals who are involved in justice system and an in-depth understanding of the criminal justice system.

The RRS must possess past job development experience, excellent oral and written communication skills, a keen understanding of program operations, the ability to handle new, and anxiety-provoking situations, strong ability to self-direct, and extraordinary networking skills.

Other licensure and/or certification(s) are a plus.



3. Will a separate fiscal account/fund be maintained for the program?

\_\_\_\_\_ Yes, this account will maintain: (Choose one)

\_\_\_\_\_ Federal funds only

\_\_\_\_\_ Both federal and local matching funds

XX No, but all program funds will be identified by a specific account or fund number and recorded within the general accounting records for the Agency.

4. Where should program fund disbursements be sent?

Address: Kane County Court Services  
37W777 Route 38 Ste. 150  
St. Charles, IL 60175

ATTN: Deanna L. Cada

5. What organization is listed as holder of the bank account into which program funds will be deposited?

Kane County

Effective 05/03

**EXHIBIT B: BUDGET  
IDENTIFICATION OF SOURCES OF FUNDING**

**Implementing Agency: Kane County Court Services  
Agreement #: 194027**

<u>SOURCE</u>			<u>AMOUNT</u>	
			<u>Approved</u>	<u>Budgeted</u>
<b>Federal/State Amount:</b>	ARI SFY 14	Subtotal:	\$300,000	\$293,407.10
<b>Match:</b>		Subtotal:	\$0	
<b>Over Match:</b>		Subtotal:	\$0	
<b>GRAND TOTAL</b>			<b>\$300,000</b>	<b>\$293,407.10</b>

## Budget &amp; Budget Narrative

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<b>PERSONNEL SERVICES</b>	<u>Annual</u>	<u># Months</u>	<u>% Time On</u>	Federal/ State	Match	
<u>Job Title</u>	<u>Salary</u>	<u>On Program</u>	<u>Program</u>	<u>Amount</u>	<u>Contribution</u>	<u>Total Cost</u>
ARI Caseload Adult Probation Officer	\$37,408.00	8	100%	\$ 24,939.00	\$ -	\$ 24,939.00
ARI Caseload Adult Probation Officer	\$ 37,408.00	8	100%	\$ 24,939.00	\$ -	\$ 24,939.00
ARI Caseload Adult Probation Officer	\$ 37,408.00	8	100%	\$ 24,939.00	\$ -	\$ 24,939.00
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
		<b>Total FTE</b>	<b>3.00</b>	\$ -	\$ -	\$ -
			<b>Total Salary</b>	\$ 74,817.00	\$ -	\$ 74,817.00
			Fringe Benefits (Use figure from Fringe Benefit Worksheet)	\$ 55,910.90	\$ -	\$ 55,910.90
			<b>TOTAL PERSONNEL SERVICES</b>	\$ 130,727.90	\$ -	\$ 130,727.90

**Budget Narrative for Personnel. Please give a brief description for each line of the Personnel Services Budget.**

(See Attached Budget Instructions)

Three adult probation officers are needed to staff the Adult Redeploy Illinois (ARI) probation violator caseload. These officers will have a reduced caseload of ARI program probation violators and will be more available to offenders, seeing them up to four times per month and more responsive to the particular needs, risks and abilities of the probationer. The ARI probation officers will work closely with the treatment program and frequently work on site at the treatment provider to be available to defendants. The ARI Caseload will potentially add 100 offenders; the three probation officers will carry an ARI caseload of approximately 30 - 35 offenders each. The length of the grant program is 8 months contingent on hiring process, so salary and benefits are based on an 8 month program timeline. Starting salary of \$37,408.00 is set by the Teamsters Local 330 Collective Bargaining Agreement.

## Budget &amp; Budget Narrative

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<b>EQUIPMENT</b>						
<u>Item</u>	<u>Cost per Unit</u>	<u># of Units</u>	<u>Pro-rated Share</u>	<u>Federal/ State Amount</u>	<u>Match Contribution</u>	<u>Total Cost</u>
Computer	\$ 530.00	3		\$ 1,560.00	\$ -	\$ 1,560.00
Monochrome Network Printer	\$ 399.00	3		\$ 1,197.00	\$ -	\$ 1,197.00
Public Safety Radio (battery, charging stand, shoulder m	\$ 765.00	3		\$ 2,295.00	\$ -	\$ 2,295.00
Level 2 Bullet Proof Vest	\$ 380.00	3		\$ 1,140.00	\$ -	\$ 1,140.00
Tactical Vest Carrier	\$ 160.00	3		\$ 480.00	\$ -	\$ 480.00
Rechargeable LED Flashlight	\$ 130.00	3		\$ 390.00	\$ -	\$ 390.00
Badge and Leather Holder	\$ 76.80	3		\$ 230.40	\$ -	\$ 230.40
	\$ -			\$ -	\$ -	\$ -
<b>* For Equipment Budgets over \$5000, the Authority must be notified prior to the disposal of any equipment.</b>						
<b>TOTAL EQUIPMENT COST</b>				\$ 7,292.40	\$ -	\$ 7,292.40

**Budget Narrative for Equipment. Please give a brief description for each line of the Equipment Budget.**

(See Attached Budget Instructions)

Computers and printers will be secured for the three additional probation officers. All ARI probation officers will require a computer. The computers will be used for document creation such as court reports and progress reports, communication via email with key stakeholders including treatment agencies, key court stakeholders and defendants, and data entry for ARI required database. The computer costs (\$530.00 each) were obtained through CDW-G and quotes from the Kane County Purchasing Department.

One printer will be housed in each office; Aurora, Tri-Cities and Elgin for use by the ARI probation officer stationed at those offices, so three printers are needed to accommodate those three offices. The printer costs (\$399.00 each) were obtained through CDW-G and quotes from the Kane County Purchasing Department.

Public safety radio are required safety equipment for all Kane County probation officers. Costs (\$765.00) are usual and customary costs through the Kane County procured vendors.

Bullet proof vests (\$380.00 each) and tactical vest carriers (\$160.00 each) are required safety equipment for all Kane County probation officers. Costs are usual and customary costs through the Kane County procured vendors.

LED flashlights are required safety equipment for all Kane County probation officers. Costs (\$130 each) are usual and customary costs through the Kane County procured vendors.

While in the field, all Kane County probation officers carry a badge in a leather holder as identification; by request of the Chief Judge. The price of the badge (\$76.80) and case are usual and customary costs through the Kane County procured vendor.

<b>COMMODITIES</b>					
<u>Item</u>	<u>Cost / Month</u>	<u># of Months</u>	<u>Federal/ State Amount</u>	<u>Match Contribution</u>	<u>Total Cost</u>
				\$ -	
Bus passes for 20 offenders	\$ 350.00	8	\$ 2,800.00	\$ -	\$ 2,800.00
Gas cards for 8 offenders	\$ 200.00	8	\$ 1,600.00	\$ -	\$ 1,600.00
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
<b>TOTAL COMMODITIES COST</b>			\$ 4,400.00	\$ -	\$ 4,400.00

**Budget Narrative for Commodities. Please give a brief description for each line of the Commodities Budget.**

(See Attached Budget Instructions)

To increase compliance and remove barriers to offenders, ARI probation officers and local treatment provider program staff will offer transportation opportunities such as bus passes. Bus passes are available for 11 ride pass (\$17.50) on Pace buses, and 30 day unlimited pass (\$100) for Pace transit. Up to 20 offenders per month will have access to the 11 ride passes per month (20x17.50+350.00/month). These costs are based on current rates available through the PACE transit system:

[http://www.pacebus.com/sub/schedules/fare\\_information.asp](http://www.pacebus.com/sub/schedules/fare_information.asp) These opportunities will be given to offenders that ARI staff identifies as committed to their program but transportation is a barrier to success. The cases will be staffed between the ARI Probation Officer and the treatment representative to ensure the defendant is equipped to appropriately use the pass or gas card.

To increase compliance and remove barriers to offenders, ARI probation officers and local treatment provider program staff will offer transportation opportunities such as gas cards. Up to 8 offenders per month will have access to \$25 gas cards (8x\$25=\$200/month). These opportunities will be given to offenders that ARI staff identifies as committed to their program but transportation is a barrier to success. The cases will be staffed between the ARI Probation Officer and the treatment representative to ensure the defendant is equipped to appropriately use the pass or gas card.

## Budget &amp; Budget Narrative

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TRAVEL	Cost/Mile	# of Miles/mo	# of Months	Federal/ State Amount	Match Contribution	Total Cost
Training "Thinking for a Change" - Trainer mileage	\$ 0.565	<u>120</u>		\$ 67.80		\$ 67.80
	<u>Cost/ person</u>	<u># of people</u>	<u># of days</u>	\$ -	\$ -	\$ -
Training "Thinking for a Change" - Trainer lodging	\$ 88.80	<u>2</u>	<u>3</u>	\$ 532.80	\$ -	\$ 532.80
Conference Travel**	<u>Cost/ person</u>	<u># of people</u>	<u># of days</u>	\$ -	\$ -	\$ -
Airfare American Probation and Parole Assoc	\$ 360.00	<u>5</u>		\$ 1,800.00	\$ -	\$ 1,800.00
	<u>Cost/Quarter</u>	<u># of people</u>	<u># of quarters</u>			
PerDiem (minus two lunches provided)	\$8	<u>5</u>	<u>14</u>	\$ 505.00	\$ -	\$ 505.00
	<u>Cost/Night</u>		<u># of days</u>			
Lodging 5 rooms including tax	\$ 97.11	<u>5</u>	<u>4</u>	\$ 1,942.20	\$ -	\$ 1,942.20
Other (Specify)	\$ -			\$ -	\$ -	\$ -
* State rate is calculated at \$.565/mile. If agency rate is lower use that lower rate.						
** Out of State Travel requires prior Authority approval.						
<b>TOTAL TRAVEL COST</b>				\$ 4,847.80	\$ -	\$ 4,847.80

**Budget Narrative for Travel. Please give a brief description for each line of the Travel Budget.**

(See Attached Budget Instructions)

Two instructors based out of the Lake County Illinois Probation Department will provide the *Thinking for a Change* training to ARI probation officers and Adult Probation Officers referring offenders to ARI, and local treatment providers working with ARI clients. T4C is an integrated, cognitive behavioral change program for offenders that include cognitive restructuring, social skill development, and development of problem solving skills. Roundtrip mileage for one personal vehicle to travel from Lake County (Waukegan), IL to Kane County (St. Charles), IL is 120 miles x \$.565/mile = \$67.80.

Lodging for two trainers for three nights in St. Charles, IL at the state approved rate of \$80 + 11% tax = \$88.80 per night. \$88.80 x 2 people x 3 nights = \$532.80.

Travel for three ARI probation officers, one probation program manager and one local treatment provider staff to attend the APPA Winter Institute in Houston TX. Dates of the institute are January 12 - 15, 2014. Staff will benefit from exposure to discussion on the latest theories and new technologies available to probation. Airfare from Chicago Midway to Houston TX is currently \$360 each or \$1,800 for five round trip tickets.

Per diem for the five staff in attendance at the APPA conference in Houston, TX from January 12-January 15, 2014. Up to 14 quarters of out of state per diem are needed for 5 staff, minus two lunches provided at the conference.  $14 \text{ quarters} \times \$8 \text{ per quarter} = \$112 - \$11.00 (5.50 \times 2 \text{ lunches provided}) = \$101.00 \times 5 \text{ people} = \$505.00 \text{ total per diem.}$

Five hotel rooms at the Hilton Houston, to house five staff for four nights at the GSA rate of \$83.00 per room + 17% tax = \$97.11 x 4 nights = \$388.44 x 5 staff = \$1942.20.00.  
Event information can be found at: [http://www.appa-net.org/eweb/DynamicPage.aspx?webcode=IIIA\\_TI-Detail&Reg\\_evt\\_key=7de0b007-74b2-4d6a-8d19-78b933b0fb3b](http://www.appa-net.org/eweb/DynamicPage.aspx?webcode=IIIA_TI-Detail&Reg_evt_key=7de0b007-74b2-4d6a-8d19-78b933b0fb3b)

## Budget &amp; Budget Narrative

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<b>CONTRACTUAL</b>	<u>Cost/m</u>	<u>Dollar/hour</u>	<u># of hours per month</u>	<u>Pro-rated Share</u>	<u>Federal/ State Amount</u>	<u>Match Contribution</u>	<u>Total Cost</u>
Cell Service					\$ -	\$ -	\$ -
Telephone Service					\$ -	\$ -	\$ -
Pager service					\$ -	\$ -	\$ -
Conference Registration Fees					\$ 2,000.00	\$ -	\$ 2,000.00
Training "Thinking for a Change"					\$ 3,000.00	\$ -	\$ 3,000.00
Local treatment provider (one) - Programming*					\$ 128,339.00	\$ -	\$ 128,339.00
Use Boxes Below for Contractual Personnel					\$ -	\$ -	\$ -
Project Coordinator/Evaluator		\$ 20.00	80		\$ 12,800.00	\$ -	\$ 12,800.00
		\$ -			\$ -	\$ -	\$ -
		\$ -			\$ -	\$ -	\$ -
<b>TOTAL CONTRACTUAL COST</b>					\$ 146,139.00	\$ -	\$ 146,139.00

**Budget Narrative for Contractual. Please give a brief description for each line of the Contractual Budget.**

(See Attached Budget Instructions)

Conference registration fee for three ARI probation officers, one probation program manager and one local treatment provider staff to attend the APPR Winter Institute in Houston TX is \$400.00 each or \$2,000 for five staff. Event information can be found at: [http://www.appa-net.org/eweb/DynamicPage.aspx?webcode=IIIA\\_TI-Detail&Reg\\_evt\\_key=7de0b007-74b2-4d6a-8d19-78b933b0fb3b](http://www.appa-net.org/eweb/DynamicPage.aspx?webcode=IIIA_TI-Detail&Reg_evt_key=7de0b007-74b2-4d6a-8d19-78b933b0fb3b)

On site Thinking for a Change (T4C) facilitation training, to train ARI probation officers and Adult Probation Officers referring offenders to ARI, and local treatment provider program staff in Thinking for a Change cognitive behavior program. T4C is an integrated, cognitive behavioral change program for offenders that include cognitive restructuring, social skill development, and development of problem solving skills. Costs for training are estimated at \$3,600 based on a three day training proposal with costs of \$500 honorarium per instructor per day (two instructors at three days for a total of \$3,000).

\*The local treatment provider programming costs (one treatment provider) are based on Department of Human Services/Department of Alcohol and Substance Abuse (DHS/DASA) rates. The program will serve approximately 100 unduplicated ARI clients per year. This will include 1 FTE dedicated Addictions Reentry Specialist (\$24,960 for eight months of salary) and 1 FTE Reentry Resource Specialist (\$20,280 for eight months of salary) and an Admin/Intake Specialist/Coordinator partly dedicated to ARI (\$10,900 for eight months of salary). Facilities and Equipment Costs are one computer and hardware dedicated to the ARI program (\$1,100), a percentage of facility rent to house ARI program and space for ARI probation officer to assist with defendant needs (\$3,780) and a percentage of utilities to support ARI programming (\$2,200). Operations costs are based on historical costs of items at the local treatment provider. Operations costs dedicated to ARI programming are insurance (\$2,200), Postage/Mail Service (\$150), office supplies; including paper, pens, printer ink, etc. (\$1,330) and telephone/telecommunications (\$588). Travel costs for the local treatment provider representatives (2 staff) to travel to probation appointments, team meetings, and referral appointments within the county in personal vehicle will be provided up to \$850. The two local treatment provider staff can obtain reimbursement for up to 94 miles per month ( $.565 \times 94 = \$53.11 \times 8 \text{ months} = \$424.88 \times 2 \text{ staff} = \$850.00$ ). The total program cost at the local treatment provider is \$68,338. Housing expenses for offenders that require housing assistance is calculated at 3 transitional living homes for 8 months including rent (\$28,800), utilities (\$10,800), housing manager (\$13,689) and Administrative/Intake Coordinator (\$6,712) for a total housing expense of \$60,501. The total housing costs of \$60,501 + other programming cost of \$68,338 = \$128,339.

A project coordinator/evaluator will be hired as contractual personnel to assist with implementation of ARI programming as well as grant reporting and program evaluation. The major responsibilities of the position will be ARI grant reporting, data management and program assessment and evaluation. The rate of \$20.00 an for 20 hours a week for 8 months will guarantee a quality coordinator with the skill level to manage the reporting aspects of the ARI grant. The project coordinator/evaluator will contract with Kane County Court Services. Job description is attached.

GRAND TOTAL	<u>Federal/ State</u>	<u>Match</u>	<u>Total Cost</u>
	<u>Amount</u>	<u>Contribution</u>	
PERSONNEL SERVICES	\$ 130,727.90	\$ -	\$ 130,727.90
EQUIPMENT	\$ 7,292.40	\$ -	\$ 7,292.40
COMMODITIES	\$ 4,400.00	\$ -	\$ 4,400.00
TRAVEL	\$ 4,847.80	\$ -	\$ 4,847.80
CONTRACTUAL	\$ 146,139.00	\$ -	\$ 146,139.00
TOTAL COST	\$ 293,407.10	\$ -	\$ 293,407.10

All procurements must be competitive

**FRINGE BENEFIT WORKSHEET: Agreement # 194027**

Use this sheet to calculate the fringe benefits to be paid for project personnel. For each element of the benefit package, indicate the rate as a percentage of salary or the dollar amount of the flat rate paid per employee. Use the TOTAL FRINGE BENEFITS amount from this worksheet as the fringe benefit dollar amount on the BUDGET under PERSONNEL SERVICES (cells G-13 and H13).

<b>RATED FRINGE BENEFITS</b>	<b>Rate as % of Salary</b>
FICA	7.650%
UNEMPLOYMENT	
RETIREMENT/PENSION	
WORKER'S COMP	
DENTAL/VISION	1.420%
HOSPITALIZATION	
Other (Specify)	
Total % Fringe Rate	<b>9.070%</b>
Total Salary Paid By Grant (Federal and Match - Please use figure from cell I-12 in the Budget Detail)	\$74,817.00
<b>TOTAL RATED FRINGE BENEFITS</b>	<b>\$6,786</b>
<b>FLAT RATE FRINGE BENEFITS</b>	<b>\$ per FTE</b>
HEALTH/MEDICAL INSURANCE	\$16,375.00
OTHER (SPECIFY)	
Total Flat Rate Fringe	<b>\$16,375.00</b>
Number of grant-funded FTE (full-time equivalent) positions receiving Flat Rate Fringe Benefits . (Please use figure from cell F-11 of Budget Detail)*	3.00
<b>FLAT RATE FRINGE BENEFITS</b>	<b>\$49,125</b>
<b>TOTAL FRINGE BENEFITS: (Total rated + Total flat rate benefits)</b>	<b>\$55,910.90</b>

\*PLEASE REFER TO YOUR RESPONSE IN EXHIBIT A, SECTION II, QUESTION #1.

## INDEPENDENT AUDIT INFORMATION SHEET

The Inspection and Audit section of your interagency agreement with the Illinois Criminal Justice Information Authority requires compliance with Office of Management and Budget revised Circular A-133. Audit requirements under revised Circular A-133 vary based on the level of federal funding an organization expends in a year:

- *Non-Federal entities that expend \$500,000 or more in a year in Federal awards from all Federal sources combined (i.e. DOJ, HUD, HHS, etc.) shall have a single or program-specific audit conducted for that year.*
- *Non-Federal entities that expend less than \$500,000 a year in Federal awards from all Federal sources combined (i.e. DOJ, HUD, HHS, etc.) are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).*

Please provide the following information regarding your agency's compliance with Circular A-133 and return this form to the attention of your program monitor at the Illinois Criminal Justice Information Authority, Federal and State Grants Unit, 300 W. Adams, Suite 200 Chicago, IL 60606. If you have any questions, please call your grant specialist at (312) 793-8550.

### AGENCY INFORMATION

The Implementing Agency is the state or local unit of government or not-for-profit agency accepting funds under the interagency agreement. The Program Agency is the organization responsible for performing the daily program activities. An organization can be both the Implementing Agency and the Program Agency. Audit requirements apply to the Implementing Agency.

Implementing Agency: Kane County

Implementing Agency's FEIN #: 36-6006585 Agreement #: 193027

Program Agency: Kane County Court Services

Program Title: Kane County Adult Redeploy Illinois Planning Grant

Program Period of Performance: January 1, 2013 – April 30, 2013

**CONTINUE ON BACK SIDE**

**AUDIT REQUIREMENTS** (PLEASE CHECK APPROPRIATE BOX)

- The above implementing agency will expend less than \$500,000 in Federal awards from all Federal sources combined during the fiscal year(s) covering the above program period and is exempt from audit requirements according to Circular A-133.
  
- The above implementing agency will expend \$500,000 or more in Federal awards from all Federal sources combined during the fiscal year(s) covering the above program period and is required to have a single or program-specific audit according to Circular A-133.

**FISCAL YEAR INFORMATION**

Implementing Agency's fiscal year: December 1 – November 30

Dates covered by last independent audit: 12/1/11 – 11/30/12

Date last independent audit completed: April 29, 2013

Dates to be covered by next independent audit: 12/1/12 – 11/30/13

Expected completion date for next independent audit: May 2014

Staff person who can answer questions regarding the Implementing Agency's independent audits:

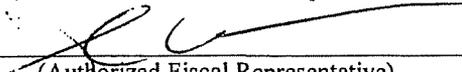
Name: Deanna Cada

Title: Deputy Director Agency Kane County Court Services

Phone: 630-232-5824 Fax: 630-443-7089

**CERTIFICATION**

I certify that this is a true and accurate report.

Prepared by:   
(Authorized Fiscal Representative)

Date: 6/10/13



U.S. General Services Administration

 Search

Home > Policy & Regulations > Travel and Relocation Policy > Per Diem > Per Diem Rates >

**OPERATIONS  
SUSPENDED**

As a result of a temporary government shutdown, GSA.gov is not being updated at this time. More information on GSA's shutdown procedures is available.

[READ MORE >>](#)

**FY 2014 Per Diem Rates for Texas**

(October 2013 - September 2014)

SEARCH BY CITY, STATE OR ZIP CODE

Enter your city  OR Enter your ZIP Code

**ADDITIONAL PER DIEM TOPICS**

- Meals & Incidental Expenses Breakdown (M&IE)
- FAQs
- State Tax Exemption Forms
- Factors Influencing Lodging Rates
- FY 2012 Per Diem Highlights
- Fire Safe Hotels
- Have a Per diem Question?
- Downloadable Per Diem Files

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website \(a non-federal website\)](#).

You searched for: Texas

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**	
		2013 Oct	2013 Nov	2013 Dec	2014 Jan	2014 Feb	2014 Mar	2014 Apr	2014 May	2014 Jun	2014 Jul	2014 Aug	2014 Sep		
Standard Rate	Applies for all locations without specified rates	83	83	83	83	83	83	83	83	83	83	83	83	83	46
Arlington / Fort Worth / Grapevine	Tarrant County and City of Grapevine	140	140	140	140	140	140	140	140	140	140	140	140	140	56
Austin	Travis	120	120	120	120	120	120	120	120	120	120	120	120	120	71
Big Spring	Howard	128	128	128	128	128	128	128	128	128	128	128	128	128	46
College Station	Brazos	97	97	97	97	97	97	97	97	97	97	97	97	97	56
Corpus Christi	Nueces	97	97	97	97	97	97	97	97	97	97	97	97	97	51
Dallas	Dallas County	123	108	108	123	123	123	123	123	123	123	123	123	123	71
El Paso	El Paso	90	90	90	90	90	90	90	90	90	90	90	90	90	51
Galveston	Galveston	91	91	91	91	91	91	91	91	91	119	119	119	91	56
Greenville	Hunt County	86	86	86	86	86	86	86	86	86	86	86	86	86	51
Houston (L.B. Johnson Space Center)	Montgomery, Fort Bend and Harris	118	118	118	118	118	118	118	118	118	118	118	118	118	71
Laredo	Webb	96	96	96	96	96	96	96	96	96	96	96	96	96	56
McAllen	Hidalgo	86	86	86	86	86	86	86	86	86	86	86	86	86	56
Midland	Midland	164	164	164	164	164	164	164	164	164	164	164	164	164	56
Pearsall	Frio, Medina, and La Salle	151	151	151	151	151	151	151	151	151	151	151	151	151	46
Plano	Collin	104	104	104	104	104	104	104	104	104	104	104	104	104	61
Round Rock	Williamson	91	91	91	91	91	91	91	91	91	91	91	91	91	51
San Antonio	Bexar	110	110	110	110	110	110	110	110	110	110	110	110	110	66
South Padre Island	Cameron	85	85	85	85	85	85	85	85	85	103	103	85	85	56
Waco	McLennan	87	87	87	87	87	87	87	87	87	87	87	87	87	51



U.S. General Services Administration

 Search

Home > Policy & Regulations > Travel and Relocation Policy > Per Diem > Per Diem Rates >

**OPERATIONS  
SUSPENDED**

As a result of a temporary government shutdown, GSA.gov is not being updated at this time. More information on GSA's shutdown procedures is available.

[READ MORE >>](#)

## FY 2014 Per Diem Rates for Illinois

(October 2013 - September 2014)

SEARCH BY CITY, STATE OR ZIP CODE

Enter your city  OR Enter your ZIP Code

**ADDITIONAL PER DIEM TOPICS**

- [Meals & Incidental Expenses Breakdown \(M&IE\)](#)
- [FAQs](#)
- [State Tax Exemption Forms](#)
- [Factors Influencing Lodging Rates](#)
- [FY 2012 Per Diem Highlights](#)
- [Fire Safe Hotels](#)
- [Have a Per diem Question?](#)
- [Downloadable Per Diem Files](#)

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website \(a non-federal website\)](#).

You searched for: **St. Charles, Illinois**

Your search inquiry returned more than one possibility. Here are the possible rates.

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**	
		2013			2014										
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Oak Brook Terrace	Dupage	100	100	100	100	100	100	100	100	100	100	100	100	100	61
Standard Rate	STANDARD RATE	83	83	83	83	83	83	83	83	83	83	83	83	83	46

\* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.

\*\* Meals and Incidental Expenses, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.

**CONTACTS**

Additional Contacts for  
Travel Management Policy

**NEED MORE INFORMATION?**

Rates for Alaska, Hawaii, U.S. Territories and Possessions (set by DoD)  
Rates in Foreign Countries (Set by State Dept.)  
Federal Travel Regulations (FTR)

**RELATED TOPICS**

Travel Resources  
E-Gov Travel  
FedRooms  
POV Mileage Reimbursement Rates

Last Reviewed 2013-09-30

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Also of Interest: Whitehouse.gov Recovery.gov Data.gov USA.gov BusinessUSA.gov



# Registration Form

APPA 2014 Winter Training Institute • January 12-15, 2014 • Houston, TX  
Please use a photocopy of this form for each registrant. Please print clearly.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
(location where confirmation should be sent)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Check if same address as above

Agency/Organization Address: \_\_\_\_\_

Agency/Organization City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Agency/Organization Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Agency/Organization Email: \_\_\_\_\_

<b>APPA Membership</b>	<b>\$50</b>	<b>\$50</b>	\$ _____
One year of individual membership.	<input type="checkbox"/> New Member	<input type="checkbox"/> Renewal	<small>301-085-10-11180-00010</small>
<i>Includes general sessions, exhibit receptions and workshops. (All fees are per person.)</i>	<b>On or Before December 12</b>	<b>After December 12</b>	
<b>Member of APPA</b>	<b>\$340</b>	<b>\$400</b>	\$ _____
<b>Non-Member</b>	<b>\$400</b>	<b>\$460</b>	\$ _____
If you are not a member of APPA, you are required to pay the regular registration fee. Memberships will be verified.			
<b>Single Day Registration</b>	<b>\$225</b>	<b>N/A</b>	\$ _____
Registration ends December 12. Single day registration includes all sessions, workshops, and exhibit hall entrance for the entire day.			
Specify Day: <input type="checkbox"/> Monday, January 13 <input type="checkbox"/> Tuesday, January 14			
<b>APPA Accredited Contact Hours</b>	<b>\$10</b>	<b>\$10</b>	\$ _____
<b>Intensive Sessions</b>	<b>\$35</b>	<b>\$35</b>	\$ _____
Available only to registrants of Institute. Attendance at intensive sessions only is not permitted.			
Specify Intensive Session # _____			
<b>Family Registration</b>	<b>\$100</b>	<b>\$100</b>	\$ _____
This rate is available to immediate family members not employed in the corrections field. Allows entry into general sessions, exhibit receptions and workshops.			
Specify Family member's name _____			
<b>Grand Total Enclosed \$</b>			\$ _____
<small>300-085-11-11823-43000</small>			

### Payment

Check Enclosed  Government Purchase Order Enclosed; PO # \_\_\_\_\_

Charge to:  VISA  MasterCard  American Express

Card Number: \_\_\_\_\_

V code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Special Assistance

Please list any special needs that you might require under the American Disabilities Act. Attach a written description of needs.

### Confirmation/Refund Policy

A full refund, less a \$50 processing fee, is available until December 12, 2013. No refunds are available after December 12, 2013. In order to receive a refund, written requests must be sent to the APPA Institute, c/o The Council of State Governments, P.O. Box 11910, Lexington, KY 40578-1910 or faxed to (859) 244-8001. All requests for refunds must be postmarked or faxed by December 12, 2013.

Mail this form to:  
APPA Institute  
c/o The Council of State Governments  
P.O. Box 11910, Lexington, KY 40578  
or Fax to:  
(859) 244-8001  
or register online at [www.appa-net.org](http://www.appa-net.org)

To better plan Institute workshops and activities, please supply us with the following information.

### Length of Experience in Corrections

- Less than 2 years
- 2-5 years
- 6-10 years
- 11-15 years
- 16-20 years
- 21-25 years
- More than 26 years

### Gender

- Male
- Female

### Race/Ethnicity

- African American
- Caucasian
- Hispanic
- Native American
- Asian
- Other

### Highest Level of Education

- Graduate Equivalency Diploma(GED)
- High School Diploma
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctorate

### Geographical Area

- Urban (pop. over 50,000)
- Rural (pop. under 50,000)

### Job Jurisdiction

- Federal
- State
- County
- City
- Private firm/business
- Academic Institution
- Province
- Nonprofit organization
- Other \_\_\_\_\_

### Primary Work Area

- Juvenile Probation & Parole
- Adult Probation & Parole
- Adult Probation
- Adult Parole
- Juvenile Probation
- Juvenile Parole/Aftercare
- Residential
- Non - Residential
- Treatment Provider
- Academia
- Other \_\_\_\_\_

### Professional Category

- Line Personnel
- Commissioner/  
Director/Chief
- Administrator
- Consultant
- Trainer
- Parole Board  
Member
- Judge
- Attorney
- Educator/  
Researcher
- Private Sector/  
Corporate
- Retired
- Student
- Other

APPA Federal ID # 56-1150454