

**MADISON COUNTY BOARD OF
SUPERVISORS**

**Transmittal Letter and Proposal in Response to Mississippi
Department of Human Services' Mental Health Intensive
Adolescent Opportunity Program Initiative**

For:

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES

660 North State Street, Suite #200

Jackson, Mississippi 39202

**Mississippi Department of Human Services
Proposal Cover Sheet**

Name of Specific Initiative:
Mississippi Department of Human Services' Mental Health
Intensive Adolescent Opportunity Program Initiative

Number _____
For Office Use

Date Submitted: August 9, 2013

5. Person to contact regarding this Proposal:

1. Applicant organization _____

Name: Mike Box

Name: Madison County Board of Supervisors

Title: Coordinator

Mailing Address: P.O. Box 608

Address: 317 North Union Street, Canton, MS 39046

Canton, MS 39046

Phone: (601) 503-3943

Phone: (601) 855-5500

6. Proposed Project Director: _____

Fax: (601) 855-2274

Mike Box

Email: mike.box@madison-co.com

7. Title of Proposed Project: _____

2. Chief Executive Officer Gerald Steen

Madison County Mental Health Intensive Adolescent
Opportunity Program

3. Organization's tax ID # 64-6000658

4. Amount of Funding requested: \$185,454.00

Provide a brief description of the proposed project (Limited to space provided)

MCAOP seeks funding to provide mental health and rehabilitative services to male and female participants, adjudicated delinquent, and Court Ordered into the Program to build their capacity within the community. MCAOP will provide these services in accordance with the Scope of Service and the Request for Proposal issued under this Initiative.

Authorized Representative (No stamped signature)

Date

Table of Contents

1. Transmittal Letter	2
Service Agreement	4
2. Management and Technical Proposal	5
a. Statement of Understanding	5
b. Services Approach and Proposed Work Plan	6
Program Priorities	6
Existing Services	6
Needs by Population.....	7
Required Staff.....	9
Mandatory Requirements.....	11
Program Operation.....	18
Training and Development.....	18
Internal Controls	19
Evaluation	19
c. Proposer and Key Staff's Experience and Qualifications	20
Previous Experiences	20
Monitoring	20
Termination	20
Current Madison County AOP Personnel	21
d. Financial Stability of Proposer	22
a. Examination of Records	23
i. Statement of Affiliation.....	23
ii. Statement of Future Affiliation.....	23
b. Single Audit Act	24
c. Conflict of Interest	24
i. Individuals Involved with Proposal Preparation	24
ii. Statement of Subgrant Personnel Involved in Proposal	24
iii. Statement of “No Contact” with MDHS Staff.....	24
d. Legal Entity	25
e. Certifications of Compliance and Assurance	25
f. Tax Identification Number	25

This proposal is organized and labeled to correspond with Sec. III, subsection B, located on pages 11-13 of the Request for Proposal.



MADISON COUNTY BOARD OF SUPERVISORS

125 West North Street • Post Office Box 608
Canton, Mississippi 39046
601-855-5500 • Facsimile 601-855-5759
www.madison-co.com

July 29, 2013

Mr. James Maccarone
Director, Division of Youth Services
Mississippi Department of Human Services
600 North Street, Suite 200
Jackson, Mississippi 39202

RE: Transmittal Letter in Response to Mississippi Department of Human Services' Mental Health Intensive Adolescent Opportunity Program Initiative

Dear Mr. Maccarone,

Madison County, through its Board of Supervisors, requests that you consider the attached proposal to continue the Adolescent Opportunity Program in our county. Madison County has been in operation on a nearly continual basis since 2001. The Program has been an asset to our County throughout its history and is of particular benefit to the segment of our citizenry it is mandated to serve.

The Madison County Adolescent Opportunity Program's approach to service delivery incorporates a variety of therapeutic interventions, community partnerships, and exposure of participants to employment opportunities and social experiences. Our staff uses a family systems approach to therapy designed to address the needs of program participants as well as those of their families. These approaches are composed of evidence-based practices empirically proven to be effective in the treatment of the issues impacting our youth. Participants advance through three (3) program phases while enrolled, receive individual, group/day treatment, and family therapy throughout the course of their enrollment, and are assisted in meeting educational and employment goals. Case management services are also provided throughout enrollment and extend to assist youth who have completed the program.

Our program employs a diverse, experienced staff composed of licensed therapists, educators, and administrators to meet the needs of participants and their families. The program staff is comprised of highly educated, motivated individuals working together to promote community capacity building and prevent future involvement with the legal system among program participants.

(Transmittal Letter, continued)

Madison County will provide fiscal oversight for Madison County AOP. This oversight includes inventory management, personnel, payroll, and accounting.

While this letter offers a broad overview of some aspects of the program, the attached proposal will present in detail Madison County's approach to service, experience, fiscal requirements, and legal statements. We have made every effort to address each point in the Request for Proposal and any omission or lack of clarification is unintentional. In the event reviewers have any questions or require clarification please contact Mike Box by phone at (601) 503-3943, fax (601) 859-0320, or via email mike.box@madison-co.com.

Madison County AOP will contract with Dr. William Richardson, to provide external oversight, clinical supervision, and to assist with therapeutic intervention and assessment. Madison County employs a licensed therapist to provide therapeutic care for Participants and Dr. Richardson will be contracted to insure that participants in the Madison County AOP receive the highest quality and standard of care available, as well as provide clinical supervision for staff personnel.

The Madison County Board of Supervisors, as the Proposer, accepts, without qualification, all terms and conditions of the Request for Proposal.

The Madison County Board of Supervisors has sole and complete responsibility for the completion of all services provided under the Subgrant, with the exception of those which are specifically defined as State responsibilities.

The Madison County Board of Supervisors is an Equal Opportunity Employer. Madison County Board of Supervisors does not discriminate with regard to race, color, religion, creed, age, marital status, national origin, gender, sexual orientation, political beliefs, mental or physical disability.

Signatures within the proposal are of persons legally authorized to enter into contractual agreements for the County. Shelton Vance, Interim County Administrator, is authorized to be responsible for and make decisions regarding prices quoted in the proposal.

Sincerely,

Gerald Steen
Board President
Madison County Board of Supervisors

Madison County Board of Supervisors agrees to contract with Dr. William J. Richardson to provide clinical supervision to the Madison County Adolescent Opportunity Program's staff therapist.

Dr. Richardson is a Licensed Marriage and Family Therapist in the state of Mississippi and is an approved supervisor of the American Association of Marriage and Family Therapy.

Dr. Richardson agrees to provide weekly supervision to the Madison County Adolescent Opportunity Program's staff therapist to fulfill the licensure requirements of the state of Mississippi. Dr. Richardson will provide these services for the period of October 1, 2013 until September 30, 2014 for the sum of five hundred (\$500) dollars per month for a total of six thousand (\$6000) dollars.

In the event the Madison County Board of Supervisor's efforts to secure funding for the Madison County Adolescent Opportunity Program are unsuccessful, this agreement shall be null and void. Either party can withdraw from this agreement, without cause, after providing a ten (10) day notice of dissolution.

Gerald Steen, Board President
Madison County Board of Supervisors

Dr. William J. Richardson, LMFT

2. Management and Technical Proposal

a. Statement of Understanding

The administration and staff of the Madison County Mental Health Intensive Adolescent Opportunity Program (MCAOP) and the Madison County Board of Supervisors understands the requirements set forth by the Mississippi Department of Human Services in the Request for Proposal and in the Scope of Services. MCAOP accepts these requirements without qualification and seeks to fulfill them in their entirety. Within this section of the Proposal we seek to provide an overview of our understanding and current fulfillment of these requirements.

MCAOP provides services directed toward assisting youth and their families to develop and maintain the skills necessary to live successful, productive lives. This is achieved through the application of various community-based, integrative therapeutic and rehabilitative support services. The Program is designed to work with youth diagnosed with psychiatric disorders and their families. The Program serves only those youths who have been Court Ordered into the Program.

MCAOP uses individualized, comprehensive treatment plans designed by licensed staff to address the specific needs of each youth ordered into the Program. The treatments available to these youth include, but are not limited to, weekly individual sessions, weekly family sessions, group/day treatment and case management services, as well as a variety of cultural and recreational activities designed to expose youths to the larger community.

MCAOP also coordinates with local agencies, such as the Juvenile Justice system, city and county school systems, law enforcement, as well as other local organizations to provide wrap-around care for the youths and their families. We have excellent, long-term relationships with various entities within the County and State providing the ability to address the various needs presented by Program participants.

MCAOP operates as part of the local government of Madison County. The Madison County Board of Supervisors provides all financial records, purchasing, and fiscal oversight for the Program.

(Section 2, Statement of Understanding, continued)

Additionally, the Board provides physical space within a county building where all individual, family, and group therapy is conducted.

MCAOP maintains progress notes, assessments, and performance measures on all participants. These are used to insure and judge the success of the Program.

One problem MCAOP has frequently faced is in the area of family participation. The majority of families served by the Program fall below the Federal poverty level and face a variety of stressors, both internally and externally. MCAOP staff constantly seeks new and innovative ways to reach and motivate these families to participate fully in programmatic activities.

b. Services Approach and Proposed Work Plan

Program Priorities

The Program has a number of goals and priorities it seeks to achieve among members of the target population. These are listed below in priority order:

- Promote community capacity building among enrolled youths.
 - Prevent Youths from progressing through the Juvenile Justice System.
 - Reduce initial commitments and recommendations to the Oakley Youth Development Center.
 - Reduce Alcohol and Drug use and abuse.
- Improve school attendance of Participants.
- Develop and achieve goals that will lead to gainful employment of Program youth.
- Reduce and prevent out-of-wedlock pregnancies.
- Assist in the formation and maintenance of two-parent families.
- Establish multi-agency, cooperative partnerships with local community agencies to provide quality, comprehensive assistance to youths.
 - Offer assistance to needy families so that Participants can receive proper care within the family system.
 - Reduce the need for out-of-home placement for Program participants.
 - Connect families to community support services.
 - Provide follow-up services for Participants.

Existing Services

Madison County Board of Supervisors, through MCAOP, has provided services to the population outlined in the Request for Proposal since 2001. Currently, MCAOP is the only organization in Madison

(Section 2; subsection B, Existing Services, continued)

County serving the specific population outlined within the Request for Proposal and offers the interventions set forth within the Scope of Services.

Other local agencies offer services, limited in both the type of population and the scope of services offered. These agencies include: In His Steps, a church-based after-school and summer program, providing services to children in the area of educational support and mentoring; The Boys and Girls Club of Mississippi, which provides valuable community assistance but does not currently serve the demographic outlined within the Request for Proposal or provide the mental health services requested; and Region VIII Mental Health, which offers mental health services to youths who fall within the demographic of the Request for Proposal, but does not offer the type of day treatment programming outlined in the Scope of Service.

Needs by Population

Currently, MCAOP serves a variety of youths who primarily reside in the area of Canton, Mississippi. We serve both males and females who are primarily of African American descent with a median age of fifteen (15). The majority of youths served come from single-parent homes, generally headed by the mother, living at or below the Federal Poverty Level. While the needs of both males and females eligible for enrollment in the Program overlap, this section will provide a description of gender specific needs, as well as, needs specific to client age, health, and psychological situation.

Males: Due to economic stress, caregivers are highly involved in providing for the material needs of the family, leading to a reduction in parental oversight and supervision. As a result, the majority of male Participants are affiliated with local cliques or gangs. The Canton, Mississippi area is currently home to no fewer than eight (8) local gangs all of whom are involved in various criminal activities. These young men and their families need constructive activities and access to a safe, neutral environment, as well as supervision by positive role models to assist in finding alternatives to gang involvement.

Informal surveys of currently enrolled males in the Program suggest that most male Participants are currently sexually active. Additionally, Program participants lack a basic knowledge of abstinence,

(Section 2; subsection B, Needs by Population, continued)

safer sex practices, and the responsibilities of fatherhood. Youths need education to make informed, responsible decisions in this area and appropriate training in the areas of abstinence, sexuality, reproduction, and the responsibilities of fatherhood.

Participant males also have psychological needs. These include areas such as developing critical thinking skills, developing moral reasoning, and reducing criminogenic behaviors. Many males lack positive role models and do not take advantage of available resources designed to address their specific psychological issues resulting in a cyclical pattern of involvement with the Justice System.

Males have educational needs, due to repetitive criminogenic behavior, psychological issues, and lack of supervision, which result in the lack of a basic education. The majority of Participants read below grade-level, are several grades behind, and pose behavioral problems within the school setting. Eligible males need assistance, therapeutic intervention and motivation to progress academically. This lack of education leads to further involvement with the Judicial system and reduces the employability of the youth.

Females: Participant females are often involved with prostitution in various forms. The emotional, psychological and social damage caused by this involvement is immeasurable. These Participants need educational options, therapeutic intervention, and esteem building.

Participant females often present with issues stemming from trauma, such as sexual battery and abuse. Participants need therapeutic assistance to address the various psychosocial repercussions these experiences cause in the form of therapeutic interventions such as individual therapy and access to appropriate support resources.

Ages 12-15: Clients within this age range generally need educational support, including remedial education, school attendance and behavioral support, as well as motivation and accountability.

Ages 15-18: Clients in this age group have additional needs. This group is at the age when decisions regarding potential employment, education, and future goals need to be determined. They need

(Section 2; subsection B, Needs by Population, continued)

mentorship, career counseling, educational support, and assistance in developing the skills needed to obtain employment or seek future education.

Required Staff

The Madison County Adolescent Opportunity Program employs three (3) full-time staff members to fulfill Program requirements and contracts one (1) additional staff member. The full-time employees consist of the Program Coordinator, Case Manager, and Counselor. The contracted staff member will provide external clinical oversight and supervision. All staff working with Madison County AOP serves as positive role models for Program youth. To this end, all Staff members and future hires are subject to annual Federal Criminal and Sex Offender background checks, are fingerprinted, and are checked through the National Child Abuse Registry system. All Staff members must disclose any criminal offense to which they have plead guilty or been convicted. All background information will be forwarded to the Department of Youth Services Finance and Administration Director for review. Our mission is to safely divert primarily Non-Medicaid and Non-Billed Medicaid adolescent offenders from having any further contact with the Criminal Justice System.

The Program Coordinator is a full-time member of the staff and possesses a Master's of Arts degree in Counseling Psychology. The coordinator has over five (5) years experience working with Participants identified within the Request for Proposal. In addition, the Coordinator has more than two (2) years of experience as a functional or line supervisor. The Coordinator is responsible for coordinating and facilitating the case plan meetings on each Youth monthly, at a minimum. The Coordinator invests a minimum of one hundred (100%) percent of their working time during the operation hours of the Program to oversee the administration of the Program. These administrative duties include budget and finances, hiring and training of new employees, supervision of staff in their capacity to provide services, and coordinating and implementing new programs.

(Section 2; subsection B, Required Staff, continued)

The Madison County Adolescent Opportunity Program employs a full-time Case Manager who is in possession of a Bachelor's of Science degree in Psychology and a Master's of Education degree. The Case Manager is responsible for assessing desired and needed services for Program participants, as well as providing assistance to Participants in obtaining those services. Additionally, the Case Manager provides follow-up with participants and assists in the acquisition of participant's goals.

MCAOP employs and partners with a variety of licensed mental health professionals. This multi-disciplinary approach to therapeutic intervention allows Madison County to address the diverse needs of the target population. (Specific duties of licensed clinicians are addressed in Section 2, subsection b, Mandatory Requirements of this Proposal.)

MCAOP has a partnership with Mississippi Families for Kids. This agency provides a Licensed Counseling Social Worker to assist the Program in various ways, including individual and group therapy. The LCSW works with Participant families provides parenting skill classes and is able to address the needs of female Participants at MCAOP's approved facility. (see Appendix: Documentation of Licensure and Letters of Support)

The Madison County AOP will contract a Licensed Marriage and Family therapist and Board Certified clinical supervisor to provide clinical supervision to staff. See Sections: Madison County AOP Personnel and Appendix: Documentation of Licensure)

The staff Therapist is a full-time employee of the Madison County Adolescent Program. The position is currently filled by a clinician who will hold a LMFT-A and is qualified to perform all therapeutic duties under the supervision of a qualified clinical supervisor. (Proof of licensure status will be provided by October 1, 2013. See Appendix: Documentation of Licensure)

Mandatory Requirements

Intake and Referral

MCAOP serves Youth who have been adjudicated as delinquent, are currently under probation through the Division of Youth Services, and have been Court Ordered to attend, participate in and complete the Program as a part of their Probation or Parole.

MCAOP receives referrals from the Youth Court of Madison County by Court Order. The Department of Youth Services counselors identify potential candidates for the Program and discuss eligibility with the AOP Coordinator prior to making a recommendation to the Court. Eligible Youths consist of both males and females, between the ages of twelve (12) and seventeen (17) years of age, who have been adjudicated as a delinquent child on formal probation, possesses a high risk of becoming further involved in the Criminal Justice system and a sufficient degree of intellectual functioning to profit from the Program.

Candidates present with a variety of psychological needs, but generally fall within the diagnostic categories of Conduct Disorder and Oppositional Defiant Disorder as defined in the current Diagnostic and Statistical Manual (DSM-V). Additional diagnoses such as substance abuse/dependence, poly-substance abuse/dependence, and alcohol abuse/dependence, are also encountered and are referred to appropriate treatment services.

Once a Client has been ordered into the Program, the Program Coordinator and Licensed therapist coordinate to insure that potential clients meet all requirements and possess the potential to benefit from the Program.

Child and Family Assessment

Participants deemed eligible for services as outlined within the Scope of Service (see Intake and Referral above), will be assessed using a Family Systems approach. A battery of instruments designed to assess the current situation; (see Psychiatric Evaluation below) and the family situation is evaluated through the use of psycho-, social-, economic, and other applicable instruments to assess needs and develop a comprehensive, objective treatment plan.

(Section 2; subsection B, Mandatory Requirements, continued)

Transportation

MCAOP provides transportation to and from all Program activities. Staff collects Participants from either home or school and returns them after Programmatic activities have concluded. All vehicles used in the transportation of Participants are safe, in good working order, equipped with first-aid kits, properly maintained, and have insurance coverage.

Admission and Discharge Procedures

Clients are admitted to the Program within two (2) days of MCAOP's receipt of the Court Order. This consists of an orientation outlining the Program, introducing staff, informing the Youth and family of Program rules and expectations, as well as allowing time for Participants and their families to ask questions regarding what to expect from the Program. Necessary documentation is gathered at this time, the assessment process is begun, and Participants and families sign the necessary documents, including the Program Contract.

Clients are discharged from Madison County AOP in two (2) ways: (1) Completion of all Program Phases and probation/parole compliance. (2) For cause consisting of moving out of the service area or non-compliance. Local DYS personnel are notified in both cases to address the issue. Every effort is made to gain compliance prior to discharge and documentation of this will appear in the client's case file.

MCAOP provides documentation, including Court Orders, of all admissions and discharges to the Director of the Subgrant Unit by the fifth (5) day of the following month.

Psychiatric Evaluation

Psychological evaluation will be performed by licensed staff including, but not limited to, instruments such as the Tennessee Self-Concept Scale, psychosocial evaluation, and evaluation of Youth's medical/mental health/and Youth Court record. Licensed therapeutic staff will refer appropriate Youth for psychiatric evaluation. Referrals will be made to the local Region 8 Mental Health Center, or to

(Section 2; subsection B, Mandatory Requirements, continued)

applicable private practitioners. Psychiatric recommendations will be incorporated into the Participant's individual, objective treatment plan.

Service Coordination/Case Management

Participants are offered case management services throughout the Program. This case management provides linkage and referral services to other agencies, along with providing comprehensive treatment for Participants. MCAOP provides comprehensive services for all enrolled Youth. These services include, but are not limited to, areas such as health care, substance abuse treatment, educational support, mentorship, psychiatric services and other applicable services.

Data Back-up Procedures

MCAOP is in the process of digitizing all Participant information and records. While a physical paper-based case file is maintained, digital back-up will take place via a secure data link to the Madison County Board of Supervisors data server. All physical data is maintained in a locked and secure filing system.

Passive Physical Restraint Techniques

MCAOP staff is certified in the application of Crisis Intervention and Prevention techniques. These techniques include the application of passive restraint and are used to ensure the safety of all parties and to prevent the escalation of violent behavior.

Therapeutic Services

MCAOP addresses the psychosocial needs of Participants through individual, family, and group/day treatment as well as case management services and probation/parole supervision. This treatment is administered within a four (4)-phase process over the course of approximately twenty-four (24) months consisting of the following:

(Section 2; subsection B, Mandatory Requirements, continued)

Phase I—Intensive Phase

The Intensive Phase of the Program is designed to cover the first six (6) months of the Program. Licensed staff determines the actual length of time Participants spend in this Phase. Licensed staff considers Program compliance through the use of a Merit System to assist in determining the client's readiness for advancement the Program. The Intensive Phase includes, but is not limited to, weekly individual counseling, weekly family therapy, case management services, group/day treatment (for youth identified as having a serious emotional disturbance), as well the supervision of probation or parole requirements (see Appendix: General Probation Requirements). The Intensive Phase group/day treatment session consists of meeting four days a week for a minimum of two (2) hours. Participant progress is monitored twice monthly and a comprehensive six (6) month evaluation is performed by licensed staff to determine the client's eligibility to advance to the next Phase of the Program.

Phase II—Intermediate Phase

Participants entering the Intermediate Phase have met all of the requirements of the Intensive Phase of the Program. The progress Participants in this Phase will be monitored twice monthly. The licensed staff will determine the time Participants remain in the Intermediate Phase. Clients in this Phase attend group sessions a minimum of two (2) times per week for a period of two hours per group session, weekly individual and family sessions, receive case management services and parole/probation supervision.

Phase III—Transition Phase

Phase III Participants will have successfully completed the first two (2) phases of the Program and are eligible for transition out of the Program following the three (3) month Transition Phase. Phase III requires participation in weekly group sessions for a period of two (2) hours, monthly individual and family therapy, and continued case management and probation/parole supervision. Participant progress will be monitored on a bi-monthly basis.

(Section 2; subsection B, Mandatory Requirements, continued)

Follow-up

MCAOP offers follow-up services within six (6) to twelve (12) months of Program completion. This service is offered monthly and consists of either telephonic or in-person contact. The purpose of this follow-up is to offer support, advocacy, case management, or other family-related assistance. MCAOP will make every effort to make monthly follow-up contact with Participants and all contact efforts will be documented in the Participant's case file.

MCAOP uses a client-centered approach to the treatment of all Participants. Evidence-based therapeutic interventions are used to ensure that all Participants receive the highest quality of care available. These evidence-based practices include, but are not limited to, Cognitive Behavioral Therapy, Moral Recognition Therapy, and Motivational Interviewing. Additionally, various evidence-based family systems techniques, such as Functional Family Therapy, are used to address the needs of Families. MCAOP employs a curriculum specifically designed to meet the needs of Program youth (details provided in Appendix: Curriculum)

MCAOP maintains an agenda and attendance sign-in sheets for all Program activities. Program activities are provided five (5) days per week and after school except during holidays as approved by the Madison County Board of Supervisors. All Program services are designed to divert Participants from reoffending, or being ordered to Oakley Youth Development Center. The Madison County Youth Court makes every effort to utilize the least restrictive environment for youths.

Documentation of Serious Injury/Incident Reports

In the event a Participant sustains a serious injury or is involved in a serious incident the MCAOP Coordinator or designee will report the event to appropriate Department of Human Services staff immediately and provide required documentation and written reporting within twenty-four (24) hours of the incident.

(Section 2; subsection B, Mandatory Requirements, continued)

Licensed and Certified Staff

MCAOP will provide licensure and applicable certification on all Staff in order to provide day treatment services. Licensed staff will operate in compliance with Sections 73-30-1 of the Mississippi Code. MCAOP will maintain licensure on all Practitioners throughout the entire length of the awarded contract. The services of licensed staff will include at a minimum one (1) hour per week with Case Managers in addition to individual therapy, group therapy, and treatment team meetings.

MCAOP employs a full-time licensed therapist who invests 100% of Program time working during the operation hours of the Program. Licensed staff will provide all therapeutic services directly on-site with Participants to assist in the supervision and maintenance of each individual's treatment goals. All therapeutic activities will take place at MCAOP's approved work facility. Licensed staff will provide day treatment/group therapy, individual, and family therapy, daily documentation, conduct home visits, and follow-up for Participants. Licensed staff will maintain daily program planning, determine objectives and goals for each Participant, and work as a team member with other staff. Licensed staff will maintain the intake and referral system, as well as oversee the Follow-up Phase of the Program, including determining the rehabilitative needs of the Court ordered adolescents and maintaining continuity of care.

Treatment Planning

Licensed staff will design a individualized, comprehensive, objective treatment plan for each Participant on a monthly basis. The initial treatment plan will be formed within seven (7) days of enrollment, address criminogenic behavior and be signed by the Participant and their parent/guardian. The initial treatment plan will be designed based on the initial assessment. Licensed staff will identify the needs of each individual and form a goal-oriented, comprehensive plan used to assess the client's progress.

The licensed staff will form a new treatment plan for each Participant monthly. This revised treatment plan will take into account the Participant's progress and setbacks. Each subsequent treatment plan will be addressed with the Participant and signed by all parties, including the parent/guardian.

(Section 2; subsection B, Mandatory Requirements, continued)

School Attendance

Participant school attendance is monitored daily by MCAOP staff during the academic year. MCAOP works closely with school administrators and teachers to ensure that Participants attend school on a daily basis. MCAOP assists Families in overcoming the hurdles effecting school attendance. Clients are counseled to address absenteeism. Daily educational attendance is required for all Participants.

Religious Practices

MCAOP does not address or promote the religious practices of Participants. MCAOP does not discriminate against or deny enrollment to any potential or current Participant based on the needs of their religious practices.

Employability Skills

The primary goal of MCAOP is to promote community capacity building among Participants. To this end, Madison County AOP works to increase the employability of Participants. This is accomplished by employing a curriculum designed to assist Youths in developing the skills necessary to enter the work force; emphasizing personal interpersonal relationships and critical thinking. Employability skills such as interviewing, proper filling out of employment applications, work ethic, and employment maintenance are also taught. (see Appendix: Curriculum)

MCAOP's goal of reducing future involvement with the Criminal Justice system, school attendance, and the reduction of substance use, further increases the employability of Program youth. The importance of these factors is emphasized to participants as it relates to future employability.

Program Rules

Upon admission, Participants are informed through the Program Contract of the Program's expectations regarding behavior. Program rules are provided to the Youth and a signed copy is retained in the case file. The current rules of the Program and Probation stipulations are included in the Appendix.

(Section 2; subsection B, Mandatory Requirements, continued)

Rule infractions are addressed on an individual basis taking into account the specific needs of the Participant. MCAOP licensed staff addresses infractions with the offending Participant in order to prevent further occurrence of the behavior. Continual disregard for the rules of the Program can result in a violation being reported to the Youth Court, through the Department of Youth Services staff.

Community Partnerships

The Madison County Adolescent Opportunity Program has developed relationships with various State, Local, and Community entities. These include the County Court system, County and City governments, local school districts, City Police, and the Madison County Sheriff. MCAOP maintains relationships with service providers who can assist in meeting the individual needs of Program participants. Through these relationships, MCAOP is able to provide comprehensive treatment to our participants (see Appendix: Letters of Support).

Program Operation

The Madison County Board of Supervisors, through MCAOP, proposes to continue operation of the Program into the upcoming fiscal year. The Program plans to operate in accordance with all aspects of the Request for Proposal and the Scope of Services.

All additions to staff, contract personnel, and Programmatic changes outlined within this Proposal will take effect October 1, 2013.

Training and Development

MCAOP seeks to provide Participant's with the highest quality of care available. In order to achieve this goal, Madison County AOP will attend all training and development programs required or suggested by Mississippi Department of Human Services personnel. The Program provides monthly in-service meetings designed to address specific areas of the Program, such as documentation, case management, and therapeutic intervention. Dr. Richardson contracts with the Program to provide clinical supervision to

(Section 2; subsection B, Training and Development, continued)

staff weekly. This supervision ensures the needs of our client's are met, while simultaneously improving the performance of our staff. Additional seminars and applicable training will also be incorporated as they become available.

Internal Controls

MCAOP seeks to adhere to each aspect of the Scope of Services. MCAOP staffs each of the Participant case files bi-monthly, at minimum, to ensure treatment complies with these requirements. The MCAOP Coordinator also meets with the Madison County Administrator and Comptroller a minimum of weekly to ensure all fiscal aspects of the Program are in compliance.

In the event a segment of Program Operations is found to be out of compliance with mandated requirements, the Coordinator will create a Corrective Action Plan to address the discrepancy. The Corrective Action Plan will include a description of the deficiency, objective steps which need to be taken, and a deadline by which the deviation will be corrected.

Evaluation

MCAOP will provide statistical data designed to measure the efficacy of the Program to DYS no later than the fifth (5) of each month. MCAOP collects and maintains this data in an effort to measure the specific outcomes the Program seeks to improve among Participants. MCAOP utilizes a number of data points to ensure that Program objectives are met and Participants are receiving value from Program efforts. This data measures both short- and long-term outcomes. Short-term outcomes are defined as those benefits or changes which take place during enrollment. Long-term outcomes are those changes taking place within six (6) to twelve (12) months of Program completion. MCAOP tracks information both for individual clients in conjunction with the Merit System and for the Program as a whole. The current instruments MCAOP uses to collect this data along with the data points used is provided in the Appendix.

c. Proposer and Key Staff's Experience and Qualifications

Previous Experiences

The Madison County Board of Supervisors through MCAOP has served delinquent youth and their families on a nearly continuous basis since 2001, providing therapeutic assistance in the form of individual, group, and family sessions to this population. The individuals composing MCAOP's current staff also has a diverse and lengthy history working within the targeted group. MCAOP's staff is highly educated, experienced, and qualified to perform all duties required under the Scope of Services and the Request for Proposal

Madison County AOP has become a mainstay within the local community. Our Agency is known, among residents, as a provider of assistance and support to families who have few support mechanisms to assist in altering the problematic behavior of their children. Many times the families of new Participants are already aware of the Program, many request the presiding Judge to order their children into it, and this prior knowledge greatly assists the Agency in achieving the therapeutic buy-in of Participant Families. The community ties established by this Agency and its Staff, while hard won, offers perhaps the best demonstration of this Agency's ability to provide the services requested within the Request for Proposal.

Monitoring

In 2011, the Madison Board of Supervisors accrued a monitoring finding due to a mistake in payroll accounting involving fringe benefits. Approximately \$1700 was paid for employee vision and dental insurance, and then inadvertently charged to Subgrant funds. DHS monitoring personnel discovered the error and payment was made by the Madison County Board of Supervisors to correct the error. Since that time, the Madison County Board of Supervisors has taken steps to ensure no further errors of this kind take place.

Termination

While there was a lapse in funding due to an inadequate grant proposal in 2012, Madison County Board of Supervisors has not had the Subgrant rescinded, suspended, or un-renewed.

Current Madison County AOP Personnel

Madison County Adolescent Opportunity Program employs a staff of three (3) full-time personnel. All of the staff work exclusively for Madison County AOP and do not split time or provide services for any other department or grant within the County. In addition, Madison County AOP contracts with one (1) licensed therapist to provide clinical supervision for Program staff.

Mike Box is the Director/Coordinator of the Program. He holds a Bachelor's of Arts degree in Social Services from Belhaven University and a Master's of Arts degree in Counseling Psychology from Sofia University (formerly the Institute of Transpersonal Psychology). He has worked for or with MCAOP since January 2006. He has experience working with delinquent and substance involved youth, as well as adult offenders. He has relationships with the local judiciary, law enforcement, school system, and government. He is completing licensure as a Licensed Professional Counselor and is qualified to provide therapeutic assessments and interventions under the supervision of a qualified clinical supervisor.

Josh Williams currently serves as the Program's Therapist. He holds a Bachelor's of Science degree in Exercise Physiology from Delta State University and a Master's of Arts degree in Marriage and Family Therapy and Counseling from Reformed Theological Seminary. He gained experience providing therapeutic services to at-risk youth at the Net Counseling Center and at the Rankin County Alternative School. He has been employed by MCAOP since February of 2013. He is completing the licensure process as a LMFT-A and is qualified to provide all therapeutic assessments and interventions under the supervision of a qualified clinical supervisor.

Angelica Wilson is the Case Manager for MCAOP. She holds a Bachelor's of Science in Psychology and a Master's of Education degree both from Alcorn State University. She gained experience working with at-risk youth as she interned for MCAOP in 2008, worked as a camp counselor with the Boys and Girls Club in Jackson, Mississippi, taught in the Claiborne County School district, and worked as a case manager with South Central Community Action Agency. She began work with MCAOP in February 2013.

(Section 2; subsection C, Current Madison County AOP Personnel, continued)

Dr. William J. Richardson will be contracted as MCAOP's Clinical Supervisor, he is a Licensed Marriage and Family Therapist and Board Certified Clinical Supervisor. He has worked on the faculty of Reformed Theological Seminary since 1988, and is currently the Clinical Director of the Internship Facility. He has worked with families and their children in his private practice since 1984. Dr. Richardson holds a Doctor of Philosophy degree in Counseling from Georgia State and is the Ethics Chairperson of the Mississippi Association for Marriage and Family Therapy.

d. Financial Stability of Proposer

The fiscal year 2011 Madison County audit has been conducted by the County Audit Section of the Office of State Auditor and is attached in the Appendix. The 2012 audit will not be completed by August 9, 2013. A statement to this effect is attached in the Appendix .

Madison County has never filed or been party to bankruptcy proceedings of any kind.

e. Budget and Budget Narrative

I. Administrative

A. Commodities

1. Office supplies Including but not limited to pens paper, ink cartridges	\$ 1,000.00
Total Commodities	\$ 1,000.00

B. Contract Services

1. Estimated office telephone services (93.75 per month x 12 months)	\$ 1125.00
Total Contractual Services	\$ 1125.00
TOTAL ADMINISTRATIVE	\$ 2125.00

II. Counseling Services

A. Salaries

1. <u>Director/ Coordinator</u> responsibilities include staffing, training, hiring, and grant administration (\$3750 per month x 12months)	\$ 45,000.00
2. <u>Licensed Therapist</u> responsibilities include therapeutic services. (\$2916 per month x 12 months)	\$ 35,000.00
3. <u>Case Manager</u> Responsibilities include providing case management services (\$2250 per month x 12 months)	\$ 27,000.00
Total Salaries	\$ 107,000.00

B. Fringe Benefits

1. Medical/Dental/ Vision insurance (\$641 per employee per month x 3 = \$1923) (\$1923 x 12 months = \$23076)	\$23,076.00
2. FICA for three (3) employees (\$107,000 x 6.2%)	\$ 6,634.00
3. Medicare for three (3) employees (\$107,000 x 1.45%)	\$ 1,551.50

(Section 2; subsection C, Budget and Budget Narrative, continued)

4.	State Retirement for four (4) employees (\$107,000x 15.75%)	\$16,851.24
	Total Fringe Benefits	\$ 48,112.74
C.	Commodities	
1.	Food—to include daily snacks for youth, graduation, meals for field trips, life skills events such as picnics, movies, cultural events, etc.	\$3,500.00
2.	Program Supplies—to include pens, papers, educational activity materials, art supplies, and incentives for program youth	\$3,200.00
3.	Program Testing, testing supplies, reading tests, drug testing	\$1,000.00
4.	Transportation—to include fuel, oil changes, tire rotation, tires, decal, registration, etc. for two vans	\$9,292.26
5.	Field Trips—admission fees for cultural, recreational, educational events	\$3,500.00
	Total Commodities	\$20,492.26
D.	Contractual Services	
1.	Employee Background Checks (\$27 x 4)	\$ 108.00
2.	Fidelity Bond	\$ 116.00
3.	CPI Training/Professional Development	\$1,500.00
4.	Licensed Clinical Supervisor—to ensure clinical compliance (\$500.00 per month x 12 months)	\$6,000.00
	Total Contractual Services	\$7,724.00
	TOTAL COUNSELING SERVICES	\$183,329.00
	BUDGET TOTAL	\$185,454.00

3. Required Information and Statements

a. Examination of Records

i. Statement of Affiliation

As of the time of this Proposal, the Madison County Board of Supervisors does not expect to be associated with any parent, affiliate, or subsidiary organization to fulfill the performance requirements of the Grant.

ii. Statement of Future Affiliation

After the grant is awarded, should the Madison County Board of Supervisors associate with any parent, affiliate, or subsidiary organization to fulfill the performance requirements of the Grant, the Madison County Board of Supervisors will acquire certification in writing of that Agency's agreement to

(Section 3; subsection A, paragraph ii, Statement of Future Affiliation, continued)

allow MDHS to examine directly books, documents, papers, and records pertinent to transactions relating to the Subgrant.

b. Single Audit Act

The Madison County Board of Supervisors is not required to have Single Audit for the current fiscal year.

c. Conflict of Interest

The Proposer submits that no real or potential conflict of interest exists that would constitute grounds for rejection of this Proposal or termination of any Subgrant. None of the Proposer's personnel had any contact with MDHS personnel regarding the creation of the Request for Proposal.

i. Individuals Involved with Proposal Preparation

The Madison County Board of Supervisors is the Proposer and is the governing body of a political subdivision of the State of Mississippi. The President of the Madison County Board of Supervisors is authorized to execute a binding Subgrant on behalf of the Proposer. Thomas M. Box, current Director/Coordinator, and member of the MCAOP staff authored the Proposal.

ii. Statement of Subgrant Personnel Involved in Proposal

Mike Box, current Director/Coordinator, and member of the MCAOP staff authored this proposal. MCAOP staff assisted in the preparation of this proposal by gathering and assembling necessary information and documents. The MCAOP staff is currently under contract with MDHS, grant number 641WL31.

iii. Statement of "No Contact" with MDHS Staff

The Proposer's personnel, MCAOP staff, nor the author of the Proposal have had contact with MDHS personnel involved with the development of the Request for Proposal.

The author of the Proposal did contact MDHS personnel through prescribed channels set forth in the Request for Proposal to clarify two (2) points within the Request.

d. Legal Entity

Legislation establishing Madison County's status as a legal entity and authorizing the Madison County Board of Supervisors to do business in the State of Mississippi are provided in the Appendix.

e. Certifications of Compliance and Assurance

The Proposer has signed and dated the certification, assurance, and notification required by MDHS. These items are located in the Appendix.

f. Tax Identification Number

Madison County operates under Federal Tax Identification Number 64-6000658. Supporting documentation via Federal Form W-9 is located in the Appendix.

STANDARD ASSURANCES AND CERTIFICATIONS**Section 4****OVERVIEW**

Each Subgrantee and any lower-tier subrecipient must assure that it will comply with the regulations, policies, guidelines, and requirements imposed by the Federal grantor agency and MDHS. The MDHS Subgrantee must also ensure that any lower-tier subgrants it issues through funds received from MDHS will require the lower-tier subrecipient to comply with these same regulations. The assurances listed in this section may not be applicable to a particular project or program, and there may be additional assurances required by certain Federal awarding agencies.

In addition, each subgrantee must certify in writing that it will comply with the following regulations:

- Lobbying;
- Suspension and Debarment;
- Drug-Free Workplace;
- Unresolved Monitoring and Audit Findings; and
- Fidelity Bond Coverage.

STANDARD ASSURANCES

The Subgrantee assures that it:

1. Has the legal authority to apply for and receive the subgrant; that a resolution, motion, or similar action has been duly adopted or passed as an official act of the subgrantee's governing body, authorizing the subgrant, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Subgrantee to act in connection with the subgrant and to provide such additional information as may be required;
2. Shall give MDHS, the State Auditor's Office, the Federal grantor agency, and the Comptroller General, or any of their authorized representatives, access to and the right to examine and copy all records, books, papers, documents, or items related to the subgrant;
3. Shall establish and maintain both fiscal and program controls and accounting procedures in accordance with Generally Accepted Accounting Principles and Federal grantor agency and MDHS directives; and will keep and maintain such books and records for audit by MDHS, by the Federal grantor agency, by the State Auditor, or by their authorized representatives; and will maintain all such records, books, papers, documents, or items for a period of at least three (3) years from the date of submission of the final reporting worksheet, or, if any litigation, claim, audit, or action has begun before the expiration of the three-year period, will retain all such items until the completion of the action and resolution of all issues involved or until the end of the regular three-year period, whichever is later;

STANDARD ASSURANCES AND CERTIFICATIONS**Section 4**

4. Shall comply with the Single Audit Act Amendments of 1996;
5. Shall establish safeguards to prohibit employees from using their positions for a purpose that constitutes, or presents the appearance of, personal or organizational conflict of interest, or personal gain;
6. Shall comply with all Federal and State statutes relating to discrimination, including, but not limited to:

Title VI of the Civil Rights Act of 1964, prohibiting discrimination on the basis of race, color, or national origin;

Title VII of the Civil Rights Act of 1964, relating to non-discrimination in matters of recruitment, hiring, promotion, and other employment practices;

Title VIII of the Civil Rights Act of 1968, as amended, relating to non-discrimination the sale, rental, or financing of housing;

Title IX of the Education Amendments of 1972, as amended, prohibiting discrimination on the basis of gender in federally assisted education programs and activities;

Age Discrimination Act of 1975, prohibiting discrimination on the basis of age;

Section 504 of the Rehabilitation Act of 1973, prohibiting discrimination on the basis of handicaps;

Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990);

Omnibus Reconciliation Act of 1981, prohibiting discrimination on the basis of race, color, religion, sex, national origin, age, and handicap;

Drug Abuse Office and Treatment Act of 1972, as amended, relating to non-discrimination on the basis of drug abuse;

Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism; and

STANDARD ASSURANCES AND CERTIFICATIONS**Section 4**

Sections 523 and 527 of the Public Health Service Act of 1912, as amended, relating to confidentiality of alcohol and drug abuse patient records; and any other non-discrimination provisions in the specific statute(s) under which these monies will be granted or awarded and the requirements of any other non-discrimination statute(s) which may apply to this subgrant or award.

7. Shall ensure that buildings and facilities owned, occupied, or financed by the United States government are accessible to and usable by physically handicapped persons in accordance with the Architectural Barriers Act of 1968;
8. Shall comply with the requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally assisted programs. These provisions apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases;
9. Shall comply with the provisions of the Hatch Act, as amended, which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds;
10. Shall comply, as applicable, with the provisions of the Davis-Bacon Act, the Copeland Act, and the Contract Work Hours and Safety Standards Act, regarding labor standards for federally assisted construction subagreements;
11. Shall conform with Executive Order (EO) 11246, entitled "Equal Employment Opportunity," as amended by EO 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60) and will incorporate an equal opportunity clause in federally assisted construction contracts and subcontracts;
12. Shall comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act;
13. Shall comply with the Intergovernmental Personnel Act of 1970 relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration; and
14. Shall comply, if applicable, with Section 102(a) of the Flood Disaster Protection Act of 1973, which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more;

STANDARD ASSURANCES AND CERTIFICATIONS**Section 4**

15. Shall comply with the Lead-Based Paint Poisoning Prevention Act, which prohibits the use of lead-based paint in construction or rehabilitation of residence structures;
16. Shall assist the Federal grantor agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended; EO 11593; and the Archaeological and Historic Preservation Act of 1974;
17. Shall comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 and EO 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972; (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176 of the Clean Air Act of 1955, as amended; (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended; (h) protection of endangered species under the Endangered Species Act of 1973, as amended; (i) Section 6002 of the Resource Conservation and Recovery Act; and (j) the Coastal Barriers Resources Act;
18. Shall comply with the Wild and Scenic Rivers Act of 1968 related to protecting components or potential components of the national wild and scenic rivers system;
19. Shall comply with Public Law (PL) 93-348 regarding the protection of human subjects involved in research, development and related activities supported by this subgrant;
20. Shall comply with the Laboratory Animal Act of 1966 pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this subgrant;
21. Shall comply with Federal regulations regarding criteria for cost sharing or matching contributions;
22. Shall assure all funds received shall be used only to supplement services and activities that promote the purposes for which the grant is awarded, and not supplant, unless specifically authorized by the program regulations and the appropriate MDHS Division;
23. Shall provide certification regarding lobbying to comply with Section 319, PL 101-121 (31 USC 1352);

STANDARD ASSURANCES AND CERTIFICATIONS

Section 4

24. Shall provide the required certification regarding their exclusion status and that of their principals prior to the award in accordance with EOs 12549 and 12689 Debarment and Suspension;
25. Shall provide certification to comply with the Drug-Free Workplace Act of 1988;
26. Shall comply with The Privacy Act of 1974 (5 USC §552a) related to gathering and disclosure of information and documentation maintained on individuals;
27. Shall comply with all applicable requirements of all other Federal and State laws, Executive Orders, regulations, and policies governing the program(s) for which these monies are provided and with the terms and conditions of the Subgrant Agreement, including but not limited to all documentation/information required by the MDHS funding divisions for federal reporting purposes.
28. Will comply with all requirements of the Federal Funding Accountability and Transparency Act (FFATA). This includes providing the grantor a DUNS number and other information such as executive compensation data when required so the grantor can meet the reporting requirements of FFATA.

STANDARD ASSURANCES AND CERTIFICATIONS**Section 4****REQUIRED CERTIFICATIONS****I. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, the Subgrantee certifies that:

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

STANDARD ASSURANCES AND CERTIFICATIONS**Section 4****II. SUSPENSION AND DEBARMENT
AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)**

As required by Executive Order 12549 and 12689, Suspension and Debarment--

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

III. DRUG-FREE WORKPLACE (SUBGRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988--

- As a condition of the subgrant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the subgrant; and
- If convicted of a criminal drug offence resulting from a violation occurring during the conduct of any subgrant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to MDHS.

STANDARD ASSURANCES AND CERTIFICATIONS**Section 4**

OR

III. DRUG-FREE WORKPLACE (SUBGRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988 --

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

STANDARD ASSURANCES AND CERTIFICATIONS**Section 4****III. DRUG FREE WORKPLACE (SUBGRANTEES OTHER THAN INDIVIDUALS) - Continued**

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirement of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The Subgrantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific subgrant. Check ____ if there are workplaces on file that are not identified here:

Place of Performance (Street address, city, county, state, zip code)

317 North Union Street, Canton, MS 39046

**IV. UNRESOLVED MONITORING FINDINGS;
UNRESOLVED AUDIT FINDINGS;
AND LITIGATION OCCURRING WITHIN THE LAST THREE (3) YEARS**

Identify any unresolved monitoring findings related to any programs that have been received by the Subgrantee during the last three (3) years and the status of each finding:

None

Identify any unresolved audit findings related to any programs received by the Subgrantee during the last three (3) years and the status of each finding:

None

Identify any litigation and/or administrative hearings that the Subgrantee, the Subgrantee's Senior Management, or Subgrantee's Directors have been involved in during the last three (3) years, including the outcome or disposition of the case:

None

STANDARD ASSURANCES AND CERTIFICATIONS

Section 4

REQUIRED CERTIFICATIONS (Continued)

V. CERTIFICATION OF ADEQUATE FIDELITY BONDING

Identify any and all types of bond coverage currently in force. Include the types of bond coverage; the officers or owners and employees covered; the period covered by the bond; and the limits of coverage assigned to each officer, owner, or employee and the total limit of the bond as applicable.

Thomas M. Box
Bond Coverage: \$33,133
Bond Period: 02/01/2013-02/01/2014

For Subgrantees/Contractors that have been unable to obtain fidelity bond coverage, describe in detail the efforts made to obtain fidelity bond coverage and the reason coverage has not been obtained.

Not Applicable

As the authorized representative of the subgrantee, I hereby certify that the subgrantee will comply with the above certifications in items I, II, and III; the information provided items III, IV and V is true and complete to the best of my knowledge, and that the coverage and amounts specified shall be maintained throughout the effective period of the subgrant.

SUBGRANTEE NAME AND ANY OTHER NAMES UNDER WHICH THE SUBGRANTEE HAS DONE BUSINESS:

Madison County Board of Supervisors

SUBGRANTEE ADDRESS AND ANY OTHER ADDRESSES THE SUBGRANTEE HAS USED:

146 West Center Street Canton, MS 39046

TYPED NAME AND TITLE OF THE SUBGRANTEE'S AUTHORIZED REPRESENTATIVE:

Gerald Steen, Board President, Madison County Board of Supervisors

SIGNATURE OF SUBGRANTEE'S AUTHORIZED REPRESENTATIVE AND DATE:

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
BOARD MEMBER'S NOTIFICATION OF LIABILITY**

LIABILITY

MDHS assumes no liability for actions of the Subgrantee or its employees, agents or representatives under this Subgrant. Subgrantee agrees to indemnify, defend, save and hold harmless MDHS from and against all claims, liabilities, suits damages and cost of every kind and nature whatsoever, including court cost and attorney's fees, arising out of or caused by Subgrantee and/or its agents, employees, contractors, or subcontractors, in the performance of this Subgrant. The subgrantee acting through its Board of Directors assumes liability in the event the Subgrantee misuses funds or fails to perform according to the provisions of the Subgrant. The Subgrantee shall notify each Board member, in writing, within 15 days of receiving the executed Subgrant of this requirement, and the Subgrantee shall sign a statement to this effect prior to receiving funds under this Subgrant.

I acknowledge and agree to notify all members of the Board of Directors, if applicable, in writing of the assumption by Madison County of liability in the event that Madison County Board of Supervisors misuses funds or fails to perform according to the provision of the Subgrant. Further, I will keep a copy of said notification letter as a permanent part of the Subgrant file.

Authorized Official Signature: _____

Name: Gerald Steen, Board President

Organization: Madison County Board of Supervisors

Date: _____

Witness: _____

Date: _____