



MADISON COUNTY BOARD OF SUPERVISORS

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February 25, 2015

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' Adolescent Evening Reporting Center Request for Proposal

Dear Mr. Maccarone,

Madison County, through its Board of Supervisors, requests that you consider the attached proposal to fund an Adolescent Evening Reporting Center in our county. The Board believes the proposed program will be of benefit to Court Ordered youth and the citizens of Madison County.

The proposed Madison County Adolescent Evening Reporting Center's approach to service delivery will incorporate a variety of therapeutic interventions, community partnerships, and exposure of participants to employment opportunities and social experiences. Our staff will employ a family systems approach to therapy designed to address the needs of program participants as well as those of their families. These approaches will be composed of evidence-based practices which have been shown to be effective in the treatment of the issues impacting our youth. Participants will advance through two (2) program phases while receiving individual, group, and family counseling, as well as participating in educational, recreational, and employment enhancing activities. Case management services will be provided throughout enrollment and extend to assist youth who have completed the program.

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

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Transmittal Letter

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 Michael Box by phone at (601) 503-3943, fax (601) 859-0320, or via email mike.box@madison-co.com.

Madison County is currently in the process of contracting with a vendor or vendors to provide for the nutritional needs of Program participants. This contract will be in place upon notification of this proposal's acceptance by the Mississippi Department of Human Services and prior to our beginning operation under the Subgrant.

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

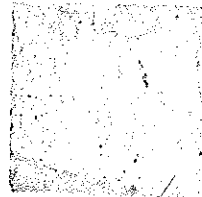
The Madison County Board of Supervisors has sole and complete responsibility for the completion of all services provided under the Subgrant, with the exception of those which are specifically defined as State responsibilities.

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,

Karl M. Banks, Sr.
Board President
Madison County Board of Supervisors



2. Management and Technical Proposal

a. Statement of Understanding

The administrative personnel of the proposed Madison County Adolescent Evening Reporting Center (MCAERC) and the Madison County Board of Supervisors (MCBOS) understand the requirements set forth by the Mississippi Department of Human Services (MDHS) in the Request for Proposal. The MCBOS accepts these requirements without qualification and seeks to fulfill them in their entirety. Within this, and subsequent, sections of the Proposal we seek to provide an overview of our understanding and proposed plan for fulfillment of these requirements.

The proposed MCAERC will serve Court Ordered male and female adolescents, both pre- and post-adjudicated, who are between the ages of fourteen (14) and eighteen (18) years of age and are at a high-risk of becoming further involved in the criminal justice system. MCAERC will provide year-round services to participants. MCAERC will operate Monday-Friday, after school, from four (4) p.m. until eight (8) p.m. nightly. All participants will be served a hot meal daily. A sign-in sheet and agenda will be maintained for participants to document training, groups, workshops, and other activities. The MCAERC will provide a means to assist, through alternative resources, Division of Youth Services Counselors in managing their ever-growing caseloads, while supplementing the resources currently provided by other community and state agencies. To this end MCAERC staff will work closely with DYS and youth court personnel, education providers, law enforcement, and other service providers. The services provided by MCAERC will be delivered in an ethical and comprehensive manner and will be provided within a facility that ensures the safety and security of both participants and staff. The interventions implemented by the proposed program will be designed to improve familial relations, reduce substance use, and reduce the necessity of out-of-home placement, while improving school attendances and enhancing employability. The ultimate goal of the proposed MCAERC is to assist participants in becoming responsible and productive members of the community.

b. Services Approach and Proposed Work Plan

i. Program Priorities

The proposed MCAERC 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 participant youth by:
 - Preventing further involvement of program participants in the Juvenile Justice System.
 - Reducing commitments of Madison County youth to Oakley Youth Development Center
 - Ensuring participants are present for Court appearances
 - Encouraging and promoting school attendance among participants
 - Reducing drug and alcohol use and abuse among participants
 - Reducing and preventing out-of-wedlock pregnancies
 - Assisting participants in developing and achieving goals which will lead to gainful employment
- Assist participant families in meeting their specific challenges
 - Provide parenting skills building classes for participant families
 - Provide linkage to applicable community programs for participant families.
- Establish multi-agency, cooperative partnerships with local community agencies to provide quality, comprehensive assistance to participants
 - Reducing the need for out-of-home placement for participants
 - Providing post-program, follow-up services for participants

ii. Existing Services

MCBOS has received grant funds for the operation of the Madison County Mental Health Intensive Adolescent Opportunity Program on a nearly continuous basis since 2001. While MCAOP serves a similar population to the proposed MCAERC it is unable to provide the types of services possible through this proposal. The addition of the proposed MAERC will allow MCBOS to address the needs of a broader spectrum of Court-involved youth.

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.

iii. Needs by Population

The proposed MAERC will serve a variety of youth who primarily reside in the area of Canton, Mississippi. We will serve both males and females who are primarily of African descent with a median age of fifteen (15). The majority of youths served will come from single-parent homes, generally headed by the mother, living at or 300 % below the Federal Poverty Level. While the needs of both males and females eligible for enrollment in the Program overlap, the following sections 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 males within the demographic served by the Program suggest that most male participants are currently sexually active. Additionally, Program participants lack a basic knowledge of abstinence, 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

In addition to experiencing similar problems to their male peers, participant females are often involved with prostitution. The emotional, psychological and social damage caused by this involvement is immeasurable. These Participants need educational options, therapeutic intervention, and esteem building. Participant females also 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 14-16

Clients within this age range generally need educational support, including remedial education, school attendance and behavioral support, as well as motivation and accountability. This age group is also positioned to begin developing skills which will assist them in acquiring gainful employment.

Ages 16-18

This group is at the age when decisions regarding potential employment, education, and future goals need to be determined. They need mentorship, career counseling, educational support, and assistance in developing the skills needed to obtain employment or seek future education.

iv. Required Staff

The proposed MCAERC proposes to employ two (2) full-time employees and a minimum of six (6) part-time employees to fulfill the requirements set forth in the Scope of Services. MCAERC staff will provide direct, intensive supervision to participants throughout the operation of the Program, including transportation to and from the Program facility, during mealtime, as well as during recreational, educational, and therapeutic services. The full-time employees will consist of the Program Coordinator and the Licensed Counselor. The part-time staff members will include case managers, education advisers, and recreation support staff.

MCAERC's intention in hiring part-time employees to provide some of the mandated services is two-pronged. The first is to prevent employee burnout and turnover. Due to the non-traditional work hours required for the performance of the Program, it is anticipated that qualified personnel may be difficult to obtain and maintain. The second, is to employ a variety of professionals whose individual skills may appeal to the needs of individual participants. The addition of a variety of personalities will assist the Program in meeting the priorities it has established.

All staff hired to work under the propose MAERC will serve as positive role models for Program participants. To this end, all Staff members and future hires will be subject to annual Federal Criminal and Sex Offender background checks, fingerprinted, and checked through the National Child Abuse Registry system. All Staff members will be required to 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.

Program Director

The Program Director will serve as the administrator of the proposed MCAERC. The director will be responsible for budgetary oversight, hiring and training employees, as well as ensuring the program complies with all aspects of the Scope of Services. In addition, the director will design and implement new programs.

The director will hold a minimum of a Master's degree from an accredited college or university in Counseling Psychology or similar field and will have a minimum of five (5) years experience providing direct service to clients and an additional two (2) years of administrative and supervisory experience in a program with similar goals as the proposed MCAERC.

The director of the proposed MCAERC will also maintain oversight of the Madison County Mental Health Intensive Adolescent Opportunity Program after appropriate changes are made to the organizational structure and budget of that organization.

Program Coordinator

The Program Coordinator for the proposed MAERC will possess a minimum of a Bachelor's degree from an accredited four (4) year college or university in Business Administration, Public Administration, Sociology, Criminal Justice, Psychology, Education, or other similar field as approved by MDHS. The Program Coordinator will work for the proposed program on a full-time (40-hours per week). The Program Coordinator will possess a minimum of two (2) years of supervisory and management experience. The Coordinator will oversee the day-to-day administration of the program, including maintaining budgetary compliance, ordering Program materials, assisting in the hiring and training new employees, supervising and scheduling Program staff ensuring their capacity to provide services, as well as coordinating and implementing new programs.

Licensed Counselors

The proposed MAERC will employ a full-time (40-hours per week), licensed counselor to determine goals and objectives for each program participant while working as a team member with other program staff. This individual will hold appropriate State licensure as a Licensed Professional Counselor (LPC), Licensed Marriage and Family Therapist (LMFT), Licensed Master Social Worker (LMSW). This licensure will be maintained throughout the operation of the proposed program.

Their responsibilities will include assessment/evaluation of referred youth, creating/implementing monthly treatment plans, and providing individual and group therapeutic activities for all MCAERC participants. They will design interventions to address the individual criminogenic needs of participants.

Case Manager

MCAERC proposes to employ a minimum of two (2) part-time Case Managers. The Case Manager will possess a minimum of a Bachelor's degree from an accredited college or university in Counseling, Psychology, Social Work, Criminal Justice or related field as approved by MDHS. They will be responsible for assessing desired and needed services for Program participants, as well as assisting participants in accessing those services. The Case Manager will maintain a familiarity with each participant's presenting situation and provide linkage with the Youth Service Counselor assigned to the youth. Additionally, they will ensure youth's appearance, as required, for all Court meetings, provide substance testing, and ensure participants and their families are present for all required MCAERC functions as well as providing follow-up services and linkage to participants for twelve (12) months after the participant has completed the program.

Education Adviser

MCAERC proposes to employ a minimum of two (2) part-time Education Advisers. The Educational Advisers will each possess a minimum of a Bachelor's degree from an accredited college or university, possess a minimum of three (3) years of experience in professional education or a Class "A" certification from the Mississippi Department of Education. The Education Advisers' duties will include providing for all educational activities of Program participants, as well as coordinating with each participant's school to ensure attendance, gauge performance, and arrange for securing homework. The Education Advisers will be required to assess, via the participant's school, any deficiencies or special areas of interest the participant may possess and design a means for strengthening these areas. The Education Advisers will be responsible for devising individual education plans as well as supervising the completion of all assignments for both the individual participant and the group as a whole.

Recreation Support Staff

MCAERC will hire a minimum of two (2) part-time Recreational Advisors who possesses a minimum of a four-year high school diploma, or equivalent (GED), and three (3) years of experience directly related to supervising recreational or sports activities. The Recreational Advisor will be responsible for the recreational activities of the program including sports, indoor activities, and field trips. The activities designed by the Recreational Advisor will

be coordinated with other program staff and designed to assist participants in achieving the goals and objectives of the program. Activities will be purposeful and engaging, designed to facilitate the development of participants, and adhere to safety requirements.

v. Mandatory Requirements

Intake and Referral

MCAERC will serve Madison County 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, Parole, or Pre-adjudication Order.

MCAERC will receive referrals from the Youth Court of Madison County, in the form of a Court Order. The Department of Youth Services counselors will identify potential candidates for the Program and discuss the Youth's eligibility with the MCAERC Coordinator prior to making a recommendation to the Court. Eligible Youths consist of both males and females, between the ages of fourteen (14) and eighteen (18) years of age, who have been adjudicated as a delinquent child on formal probation and possesses a high risk of becoming further involved in the Criminal Justice system. Additionally, pre-adjudicated youth who meet these criteria and would normally remain in detention awaiting their court appearance will be eligible to participate in the program with appropriate Court Order.

Once a participant has been ordered into the Program, the assessment and intake process begins. The Program Coordinator and Licensed Counselor coordinate to ensure that potential clients meet all requirements of the Program and possess the potential to benefit from the Program.

Child and Family Assessment

Once a Participant is deemed eligible for services (Intake and Referral above), a Family Systems approach will be taken toward the assessment of potential Program participants. The Youth is administered a battery of instruments designed to assess their current situation; (see Comprehensive Evaluation below) and the family situation is evaluated through the use of psycho-, social-, economic, and other applicable instruments to assess needs and assist in developing a comprehensive, objective treatment plan. The assessment will allow Program staff to identify, prioritize, and address the needs of the participant and family.

Transportation

MCAERC will provide transportation to and from all Program activities. During the school year, MCAERC will pick up participants directly from area schools and transports them to Program facilities, then

provide transportation home. During the holidays, participants are gathered from their respective homes and returned after Programatic activities have concluded.

All vehicles used in the transportation of Program participants are safe and in good working order. All vehicles contain first-aid kits and other appropriate safety items. Each vehicle is maintained to ensure safe performance of duty. The Madison County Board of Supervisors provides appropriate insurance for all vehicles used in the operation of the Program.

Food Nutrition and Meal Planning

Participants of the proposed MCAERC will receive a hot meal each evening as part of the group activities of the program. The meal served will meet the meal pattern requirements of the Mississippi Department of Education, Office of Child Nutrition. Additionally, all requirements of the County and State, including Servsafe certification and site requirements, will be met by the proposed project. Currently, a licensed dietician has volunteered to consult with the program to advise the proposer of the proper implementation of the meal plan.

Vendors equipped to meet the requirements of the program will cater evening meals. Currently, the proposer, with the assistance of the consulting dietician, is actively seeking vendors who can meet these requirements. It is anticipated that all meals will be prepared offsite and delivered each day.

Mealtimes will function as an additional group activity. Meals will be consumed while participants discuss various subjects, such as current events. This will allow participants to gain and develop social skills and knowledge that could assist them in acquiring gainful employment.

Admission and Discharge

Clients are generally admitted to the Program within two (2) days of MCAERC's receipt of the Court Order. Frequently, admission will take place on the same day the youth appears in Court. The admission process will consist of an orientation given to the youth and their family. The orientation will outline the Program, introduce the youth to Program staff, inform the youth and family of Program rules and expectations, as well as allow time for participants and their families to ask questions regarding what to expect from the Program. Necessary documentation will be gathered at this time, the assessment process will begin, and participants and families will sign the necessary documents, including the Program Contract, which will be required to begin the Program. Court orders and necessary documentation of each admission will be provided to the Director of the Subgrant Unit no later than the fifth (5) of the following month.

Clients will be discharged from MCAERC in two (2) ways. First, when a participant satisfactorily completes all Phases of the Program, including the Follow-up, and has complied with all aspects of their probation/parole, MCAERC staff will notify the participant's DYS counselor and provide necessary documentation to the Director of the Subgrant Unit no later than the fifth (5) of the following month.

The second way a Participant will be discharged from the Program is for cause. This will consist of a client's moving out of the service area or continued non-compliance with Program rules. Client's who are non-compliant will be reported to their DYS counselor and appropriate action will be taken which could include discharge from the Program. If client is discharged, the Director of the Subgrant Unit will be notified by the fifth (5) day of the following month. Every effort will be made to gain participant compliance prior to discharge and documentation of all efforts made will appear in the participant's case file.

Comprehensive Evaluations

Basic psychological evaluations will be performed by Program licensed counseling staff. The on-site evaluation will include, but is not limited to, such instruments as psychosocial evaluations, and the evaluation of Youth's medical/mental health/ and Youth Court record. After initial evaluation, licensed counseling staff will refer appropriate participants for psychiatric evaluation. These referrals will be made to the local Region 8 Mental Health Center, or to private practitioners when applicable. Recommendations made by psychiatric personnel will be incorporated into the participant's individual, objective treatment plan.

In addition, the Education Adviser will contact the participant's school after having received appropriate release from the participant's parent/guardian. The purpose of this contact will be to gather appropriate information including, but not limited to, Special Education Eligibility Determinations, State test results, and areas of interest and deficit. This information will assist the Education Adviser in designing an individual curriculum that assists the participant throughout the Program.

Service Coordination/Case Management

Participants will be offered case management services throughout the Program. This case management will provide linkage and referral services to other agencies, along with providing comprehensive treatment for Participants. MCAERC will seek to provide comprehensive services for all enrolled Youth. These services will include, but are not limited to, areas such as health care, substance abuse education, educational support, employment skills development, pregnancy/sexual education, mentorship, and other applicable services. All

participants enrolled in MCAERC will be monitored within the Case Management system. The Case Managers will provide for the individual and specific needs of each Participant.

Academic Program/ Computer Lab

Each participant of the proposed program shall have an individualized educational plan in place designed to meet the educational goals of the participants. MCAERC will employ an educational specialist whose primary task is to ensure that each participant is provided with the tools and opportunities needed to succeed. Each participant will spend a portion of each day focused on individualized educational goals. The ABRC staff will consult with appropriate school officials to identify the academic requirements of each participant. Homework assignments, special projects, and areas in need of improvement will be gathered and used to provide the materials needed to work with each participant.

Participants who have are currently not attending school, and are not bound by Compulsory Attendance laws, will be connected with local agencies which can assist them in furthering their educations. While this will be determined on an individual basis, such agencies could include WIN Job Center (GED classes), Holmes Community College (college and GED), Job Corps, and Youth Challenge.

A computer lab will be established to assist the participants in developing both general and computer literacy. The lab will provide educational materials, as well as provide for some of the recreational needs of the participants. It is anticipated that the recreational aspect of the computer lab will be limited to those times of inclement weather. Additionally, the computer lab will provide resources for participants to complete assignments, projects, and develop academic skills.

Data Back-up Procedures

MCAERC will digitize all participant information and records. While a physical paper-based case file will continue to be maintained for all participants, digital copies of these documents will also be maintained. These digital records will be backed-up via a secure datalink to the Madison County Board of Supervisors data server. This information will be secured using state-of-the-art security measures, backed-up once per 24-hour period, and password protected, making it accessible only to authorized personnel. All physical data, for example case files and assessments, will be maintained in a locked and secure filing system. Authorized employees of the Program can only access these records.

Passive Physical Restraint Techniques

All Madison County AERC staff will be trained and certified in the application of Mandt techniques. These techniques will include the application of passive restraint and are used to ensure the safety of both participants and staff, as well as to prevent the escalation of violent behavior.

Rehabilitative Interventions**Group Activities**

Each of the participants MCAERC will take part in various group activities on a daily basis. The program will use a variety of group approaches designed to assist participants in addressing various issues they currently face or may have to face in the future. Process groups will be used to allow participants the opportunities to address their concerns within the therapeutic community. Such issues as interpersonal conflict, staff conflict, and other concerns of the participants will be discussed in an open, controlled manner. The community group sessions will focus on the needs of the community, allowing participants the opportunity to learn healthy, proactive ways to address the difficulties they may be experiencing within the group milieu. In addition, psychoeducational groups will be facilitated by program staff and appropriate outside presenters to address the specific needs of participants.

Individual Counseling

MCAERC will provide individual counseling to participants on a regularly scheduled basis as required by the individualized treatment plan. Additional individual counseling will be performed on an as-needed basis as determined by program staff. The content of these counseling sessions can vary, but will assist the participant in achieving their goals and in addressing specific issues as they arise.

Vocational Training

MCAERC will address the vocational needs of its participants. Vocational training will take place in a variety of ways. Role-playing will be used to simulate the interview process and develop skills needed to gain employment. Simple social skills such as shaking hands and making eye contact will be modeled by program staff on a daily basis to assist participants in developing their interpersonal abilities. Psychosocial group sessions will be devoted to properly filling out job applications and discussions of appropriate job search attire and demeanor.

Recreational Activities

The recreational activities used by participants of the MCAERC will not simply be "time fillers" or an afterthought, but will be designed to assist participants in interaction, team building, and learning to function

interdependently. Activities will be designed to offer challenge to the participants while allowing them to experience success. Indoor activities, such as board games, will be used to allow participants to remain active indoors during inclement weather. These activities will be selected both for their recreational and educational value. In addition to traditional teams sports, MCAERC will provide participants opportunities to learn and engage in physical activities designed to develop interpersonal relationships and leadership skills, such as participation in the Confidence Course at Hinds Community College's Eagle Ridge in Raymond.

Special recreational events will also be organized such as dinners, barbecues, and movie nights. These events will be organized three (3) to four (4) times a year based on themes such as Thanksgiving, Christmas, or Kwanza, and will be designed to introduce participants to appropriate social interaction and methods of conduct during social events.

Documentation of Serious Injury/Incident Reports

In the event a participant or participants sustains a serious injury or is involved in a serious incident the Madison County AERC Director, 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.

Licensed and Certified Staff

MCAERC will provide licensure and applicable certification on all Staff in order to provide therapeutic services. All licensed counseling staff will operate in compliance with Sections 73-30-1 of the Mississippi Code. MCAERC will maintain licensure on all practitioners throughout the entire length of the awarded contract. The services of licensed counseling 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.

MCAERC will employ a full-time licensed counselor. Licensed counseling 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 assessment, intervention, and supervision will take place at MCAERC's approved work facility. MCAERC's licensed counseling staff will be responsible for providing group, individual and family therapy, daily documentation, conducting home visits, and any follow-up for Program participants. Additionally, licensed counseling staff will maintain daily program planning, determine objectives and goals for each participant, and work as team members with other staff. Licensed staff will maintain the intake and referral system, as well as

oversee the Aftercare phase of the Program. This includes determining the rehabilitative needs of the Court Ordered adolescents and maintaining continuity of care.

Treatment Planning

Licensed counseling staff will formulate an individualized, comprehensive, objective treatment plan for all participants on a monthly basis. The initial treatment plan will be formed within seven (7) days of the participant's enrollment in the Program and will be signed by the participant and their parent/guardian. The initial treatment plan will be designed based on the initial assessment of the participant and family. Licensed staff will identify the needs of each individual and form a goal-oriented, comprehensive plan with which the client's progress can be assessed. Each month the participant's progress is reviewed and evaluated by the Program staff. In this way, a team approach is used to assess progress.

Each month the licensed staff will form a new treatment plan for each participant. This revised treatment plan will take into account the progress and set-backs of the previous treatment plan. The individualized treatment plan will identify the interventions that will be used to manage risks and resolve or reduce the areas of need. The interventions that are employed will be criminogenic-need specific and will not be generic in nature. Each subsequent treatment plan will be addressed with the participant and signed by all parties, including the parent/guardian.

School Attendance

School attendance of all Participants will be monitored on a daily basis by MAERC staff during the academic year. The staff (primarily the Education Adviser) will work closely with the administration and teachers of participants to ensure daily school attendance. MCAERC will assist parents and guardians in overcoming hurdles effecting school attendance and assist families in addressing those circumstances hindering attendance. It is the goal of Program staff that each participant attends assigned educational services daily.

Religious Practices

While MCAERC does not specifically address or promote the religious practices of participants, it does not hinder them in any way. MAERC does not discriminate against or deny enrollment to any potential or current participant based on the needs of their religious practices. Clients with religious dietary needs, or other religion specific needs, will be accommodated to the extent possible.

Employability Skills

A primary goal of MCAERC is to promote community capacity building among participating Youth. To this end, MCAERC will work to increase the employability of participants. This is accomplished by employing a curriculum (see Appendix) designed to assist participants in developing the skills necessary to entering the work force. In addition to general skills (Examples: interpersonal relations, critical thinking, and social skills building), employability skills such as interviewing, proper filling out of employment applications, work ethic, and employment maintenance (i.e. timeliness, calling in when sick, etc.) will be taught.

MCAERC's overall process is designed to achieve its goals of reducing future involvement with the Criminal Justice system, school attendance, and the reduction of substance use which further increases the employability of Program participants. The importance and tie-in of these factors will be emphasized to participants as it relates to future employability.

Program Rules

Upon admission, participants will be informed through the Program Contract of MCAERC's expectations regarding behavior . The proposed rules of the Program include the following items:

- a. The Participants will adhere to all aspects of their Court Order and the stipulations of their Probation (see Appendix: General Probation Requirements).
- b. The Participant will attend and participate in all individual, family, and group/day treatment sessions.
- c. The Participant must attend school or approved educational services daily, unless an excuse can be provided.
- d. Violence, in any form, will not be tolerated. This includes non-physical violence, such as "janking," bullying, or other forms of intimidation.
- e. No weapons of any kind are allowed.
- f. No cellular telephones are allowed. This includes texting, use, and possession.
- g. Parent(s)/guardian will participate in weekly family sessions.
- h. Honesty. Participants will be honest with other Participants, Program Staff, and most importantly themselves.
- i. Respect. Participants will be treated with respect, in turn, Participants will treat others as they themselves would like to be treated.

Infractions of the above rules will be addressed on a individual basis which takes into account the specific needs of the participant. MCAERC licensed counseling staff will address 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 Madison Youth Court, through the Department of Youth Services staff or eventual termination from the Program. Program rules may be occasionally amended to address specific problem areas.

Community Partnership

The Madison County Board of Supervisors has developed solid working relationships with various State and Local entities. These include the County Court system, various city governments, various city police departments, and the County Sheriff. MCAERC has relationships with additional service providers who can provide for the individual needs of Program participants, these include Region 8, various substance abuse treatment centers, and municipal and County school systems. The relationships MCAERC has with these agencies allows us to provide comprehensive treatment to our participants (see Appendix: Letters of Support).

vi. Program Operation

MCAERC will provide non-residential, non-secure custody, care and intensive supervision to participants based on their individual needs and Court Order until such time as the participant is terminated from care, custody, and/or supervision of the juvenile justice system, or the participant's case plan is completed. MCAERC will operate between the hours of four (4) and eight (8) p.m., Monday through Friday, throughout the year with the exception of holidays as determined by the Governor of Mississippi. Each individual participant will be assigned a treatment plan that addresses the individual criminogenic-needs of the participant (see Treatment Planning below).

MCAERC will address the psychological, educational and recreational needs of participants through individual, family, and group activities as well as educational assistance, recreational activities, case management services and probation/parole supervision. These rehabilitative interventions will be administered within a two (2)-phase process over the course of approximately twenty-four (24) months consisting of the following:

Phase I—Intensive Phase

During the Intensive Phase of the program, the participant shall participate daily in all therapeutic, educational, and recreational activities of the program (An example of the proposed Program's general schedule is located in the Appendix). During the Intensive Phase of the program, each participant's progress will be staffed on a weekly basis, monitored a minimum of monthly by licensed counseling staff, and subject to a comprehensive six (6) month evaluation. The evaluation will be used to determine the eligibility of the participant to advance to the Aftercare Phase of the program. This determination will be made based on the assessment of Licensed Counseling staff, the participant's progress as measured by the merit system, and the input of the youth's case manager. Phase advancements will be used as a motivational tool accompanied by special activities and recognition designed to increase the compliance and buy-in of all participants in the program.

Phase II—Aftercare Phase

Participants who have advanced to the Aftercare Phase of the program will have done so through having accomplished the goals set for them during the Intensive Phase of the program. Participants in the second phase of the program will attend program activities a minimum of three (3) times per week. During the adolescent's attendance in program activities they will receive all services provided during the Intensive Phase of the program. The purpose of this phase of the program is to successfully transition participants and their families back into autonomous participation in the community. This shall be facilitated through AERC's provision of linkage to resources available to the participant in the community.

During both phases of the program, the MCAERC staff will monitor and supervise the participants from the time they are picked-up, either from school or their residence, until transported to their home. Additionally, MCAERC staff will assist the Youth Services Counselor through the monitoring and reporting of the participant's activities both at school and home, while ensuring that the youths meet all court dates and probation requirements.

Follow-up

Participants who successfully complete the two (2) phases of the AERC program will receive follow-up services during the twelve (12) months following their completion of the program. Follow-up will consist of monthly home/school visits documented in the participant's records. It is anticipated that this activity will require approximately one (1) to two (2) hours of work per month. Follow-up activities may include such activities as face-to-face contact, case management, or family-related activities. Youth who have completed the program will have access to licensed therapeutic staff, case managers, and educational support staff during the Follow-up period of the program. Every effort will be made to perform the required to locate and meet with participants following their completion of the program. All efforts will be documented in the participant's case file

vii. Training and Development

The proposed Madison County AERC will seek to provide participants with the highest quality of care available. In order to achieve this goal, MCAERC staff will attend all training and development programs required or suggested by MDHS personnel. MCAERC will provide monthly in-service meetings designed to address the specific needs of Program staff, such as documentation, case management, client management, educational, and therapeutic intervention. All members of the proposed Program's staff will receive MANDT training, or its equivalent, prior to or within thirty (30) days of providing services.

viii. Internal Controls

MCAERC will seek to adhere to each aspect of the Scope of Services. MCAERC will staff each of the participant case files bi-monthly, at minimum, to ensure all rehabilitative interventions comply with these requirements. The MCAERC Director 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 any aspect of MCAERC operations is found to be out of compliance with mandated requirements, the Director 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. The deficiency, as well as the corrective actions taken, will be maintained for examination.

ix. Internal Evaluation

MCAERC will provide statistical data designed to measure the efficacy of the Program to DYS no later than the fifth (5) of each month. MCAERC will collect and maintain this data in an effort to measure the specific outcomes the Program seeks to improve among participants. This data measures both short- and long-term outcomes. Short-term outcomes are defined as those benefits or changes taking place during enrollment. Long-term outcomes are those changes taking place within six (6) to twelve (12) months of Program completion. The data points MCAERC will use to assess the efficacy of the proposed Program is provided in the Appendix.

c. Relevant Proposer/Lead or Key Staff's Experiences/Qualifications**Proposer Experience**

MCBOS has delivered services similar in scope and size to those of the proposed project. MCBOS currently receives MDHS grant funds to operate its Madison County Adolescent Opportunity Program. This project provides similar services and serves a similar population to the proposed MCAERC (see Appendix: MCAOP Scope of Services). Madison County has provided these services on a nearly continuous basis since 2001. For information regarding MCBOS' performance under this grant, please contact: Cerissa Eubanks, Branch Director, Subgrant Unit, Mississippi Department of Human Services, Division of Youth Services, 660 North State Street, Suite #200, Jackson, Mississippi, 39202. Phone: (601) 359-4897.

Monitoring

In 2014, MCBOS accrued a fiscal monitor finding for its Adolescent Opportunity Program grant of approximately \$425.00. MDHS personnel discovered the error, which was due to a debit misapplied to FY2014. It should have been billed against FY2013. MCBOS immediately submitted funds to MDHS to correct the error.

Termination

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

Key Personnel

Michael Box will serve as the Director of the proposed MCAERC. He holds a Bachelor's of Arts degree in Social Services from Belhaven University, a Master's of Arts degree in Counseling Psychology from the Institute of Transpersonal Psychology, and is completing his doctorate in Psychology from Saybrook University. He has worked for or with MCAOP since January 2006. He has extensive experience working with delinquent and substance involved youth, as well as adult offenders. 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.

d. Financial Stability of Proposer

The fiscal year 2013 Madison County audit has been conducted by the County Audit Section of the Office of State Auditor and is attached in the Appendix. The 2014 audit will not be completed by March 2, 2015. 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. Salaries**

1. Program Director—responsibilities include staffing, training, hiring and grant administration \$ 35000.00
($\$2916.00$ per month x 12 months)
2. Program Coordinator—responsibilities include staff supervision, hiring programmatic compliance \$ 6000.00
($\$500.00$ per month x 12 months)

Total Salaries **\$41000.00**

B. Fringe Benefits

1. Medical/Dental/Vision Insurance \$ 512.80
($\$384.60$ per month for Program Director x 12 months)
($\$128.20$ per month for Program Coordinator x 12 months)
2. FICA \$ 2542.00
($\$41000.00 \times 6.2\% / 12 = \211.83 per month)
3. Medicare \$ 594.50
($\$41000.00 \times 1.45\% / 12 = \49.54 per month)
4. State Retirement \$ 6457.50
($\$41000.00 \times 15.75\% / 12 = \538.13 per month)
5. Unemployment Insurance \$ 28.00
($\$21.00$ for Program Director per year/ $\$1.75$ per month)
($\$7.00$ x Program Coordinator per year/ $\$0.58$ per month)
6. Workman's Compensation Insurance \$ 410.00
($\$41000.00 \times 1\%$ per year / 12 = $\$34.16$ per month)

Total Fringe Benefits **\$ 10544.80**

C. Commodities

1. Office supplies—including but not limited to pens, paper, ink cartridges \$ 976.68

Total Commodities **\$ 976.68**

D. Capital Outlays

1. Office Computers—program management, record keeping \$ 2800.00
($\$1400.00$ per machine x 2 machines)
2. Printers—for printing program records, client reports \$ 600.00
($\$300.00$ per machine x 2 machines)

Total Capitol Outlays **\$ 3400.00**

E. Contract Services

1. Fidelity Bond \$ 230.00

Total Contractual Services **\$ 230.00**

TOTAL ADMINISTRATIVE **\$ 56151.48**

II. Programmatic Services**A. Salaries for Full-time Staff**

1. Program Coordinator \$ 24000.00
($\$2187.50$ per month x 12 months)
2. Licensed Counselor—responsibilities include therapeutic services. \$ 35000.00
($\$2916$ per month x 12 months)

Total Salaries **\$ 59000.00**

B. Fringe Benefits for Full-time Staff

1. Medical/Dental/ Vision Insurance \$ 13845.00
($\$512.80$ per month for Program Coordinator x 12 months)
($\$641.00$ per month for Licensed Counselor x 12 months)
2. FICA \$ 3658.00
($\$59000.00 \times 6.2\% / 12 = \304.83 per month)
3. Medicare \$ 855.50
($\$59000.00 \times 1.45\% / 12 = \71.29 per month)
4. State Retirement \$ 9292.50
($\$59000.00 \times 15.75\% / 12 = \774.38 per month)

5.	Unemployment Insurance	\$ 63.00
	($\$28.00$ for Program Coordinator per year / 12 = $\$1.75$ per month)	
	($\$35.00$ for Licensed Counselor per year / 12 = $\$0.58$ per month)	
7.	Workmen's Compensation Insurance	\$ 590.00
	($\$59000.00 \times 1\% / 12 = \49.17 per month)	
	Total Fringe Benefits for Full-time Staff	\$ 28304.00
C.	Hourly Compensation for Part-time Staff	
1.	Case Managers—responsibilities include providing case management services	\$ 15600.00
	(260 days x 4 hours per day @ $\$15.00$ per hour / 12 = $\$1300.00$ per month)	
2.	Education Advisers—responsible for providing tutoring and educational support for participants	\$ 15600.00
	(260 days x 4 hours per day @ $\$15.00$ per hour / 12 = $\$1300.00$ per month)	
3.	Recreation Support Staff—responsible for supervising and designing recreational activities for program participants	\$ 12480.00
	(260 days x 4 hours per day @ $\$12.00$ per hour / 12 = $\$1040.00$ per month)	
	Total Hourly Compensation for Part-time Staff	\$ 43680.00
D.	Fringe Benefits for Part-time Staff	
1.	FICA	\$ 2708.16
	($\$43680.00 \times 6.2\% / 12 = \225.68 per month)	
2.	Medicaid	\$ 633.36
	($\$43680.00 \times 1.45\% / 12 = \77.91 per month)	
3.	State Retirement—to fulfill fringe requirements for Educational Advisers	\$ 2457.00
	($\$15600.00 \times 15.75\% / 12 = \204.57 per month)	
	Fringe Benefits for Part-time Staff	\$ 5798.52
E.	Capital Outlays	
1.	Computers for Computer Lab—for education and recreation	\$ 6000.00
	($\$1000.00$ per machine x 6 machines)	
	Total Capital Outlays	\$ 6000.00
F.	Commodities	
1.	Food—to include daily snacks for youth, graduation, meals for field trips, life skills events such as picnics, movies, cultural events, etc.	\$ 3500.00
2.	Program Supplies—to include pens, papers, educational activity materials, art supplies, and incentives for program youth.	\$ 3200.00
3.	Program Testing, testing supplies, reading tests, drug testing	\$ 1000.00
4.	Transportation—to include fuel, oil changes, tire rotation, tires, decal, maintenance, registration, etc. for van	\$ 5000.00
4.	Field Trips—admission fees for cultural, recreational, educational events.	\$ 3500.00
	Total Commodities	\$ 16200.00
G.	Contractual Services	
1.	Employee Background Checks ($\$27 \times 8$)	\$ 216.00
2.	Training for Program Staff	\$ 1500.00
2.	Food Service for participants—daily, hot evening meals	\$ 33150.00
	(260 days x 15 meals at $\$8.50$ per meal)	
	Total Contractual Services	\$ 34866.00
	TOTAL PROGRAMMATIC SERVICES	\$ 193848.52
	BUDGET TOTAL	\$ 250000.00

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

b. Single Audit Act

Due to current Federal expenditures within Madison County, the Madison County Board of Supervisors was subject to the oversight of the Single Audit Act for FY2014. Documentation to this effect are located in the Appendix.

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 this Request for Proposal.

i. Individuals Involved with Proposal Preparation

The Madison County Board of Supervisors (MCBOS) is the Proposer and is the governing body of a political subdivision of the State of Mississippi. The President of the Board of Supervisors, Karl M. Banks, Sr., is authorized to execute a binding Subgrant on behalf of the Proposer. Thomas M. Box, current Program Director of Madison County's Adolescent Opportunity Program, authored the Proposal.

ii. Statement of Subgrant Personnel Involved in Proposal

Thomas M. Box, current Program Director and member of the Madison County Adolescent Offender Program's (MCAOP) staff authored this Proposal. MCAOP and MCBOS staff assisted in the preparation of this Proposal by gathering and assembling necessary information and documents. The MCBOS is currently under contract with MDHS to provide services through grant numbers 6004466 and 6004468.

iii. Statement of "No Contact" with MDHS Staff

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

d. Legal Entity

Legislation establishing Madison County's status as a legal entity and authorizing the Madison Board of Supervisors to do business in the State of Mississippi is 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 offense 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 purposed 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 N. Union Street
Canton, Madison County, Mississippi 39046

STANDARD ASSURANCES AND CERTIFICATIONS

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**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 Michael Box
Bond Coverage: \$ 33,133.00
Bond Period: 02/01/2013 - Currently in place

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, Madison County, Mississippi 39046

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

Karl M. Banks, Sr., Board President, Madison County Board of Supervisors

SIGNATURE OF SUBGRANTEE'S AUTHORIZED REPRESENTATIVE AND DATE:

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES

DIVISION OF YOUTH SERVICES

PARTNERSHIP DEBARMENT VERIFICATION

Madison County Board of Supervisors, hereby certifies that all entities who are in partnership with
Subgrantee's/Contractor's Name

MDHS (subcontractors, subrecipients, et al.) are not on the list for debarment found in the Excluded Parties List System (EPLS), now known as System for Award Management (SAM). Proof of documentation of partnership verification with SAM shall be kept on file and the debarment status shall be checked prior to submission of every subgrant and modification to the Division of

Division of Youth Services . Madison County Board of Supervisors also understands that if an
Subgrantee's/Contractor's Name

entity that we are in partnership with is on SAM, we will immediately terminate our agreement with the subcontractor, subrecipient, et al.

Karl M. Banks, Sr., Board President, Madison County Board of Supervisors
Authorized Official's Typed Name/Title

Signature of Authorized Official

Date

Witness

Witness

FEDERAL DEBARMENT VERIFICATION REQUIREMENT

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES

DIVISION OF YOUTH SERVICES

Karl M. Banks, Sr., hereby certifies that Madison County Board of Supervisors
Contractor's/Subgrantee's Authorized Official **Contractor's/Subgrantee's**

_____ is not on the list for federal debarment on www.sam.gov - System for Award Management
Name

(SAM). If Madison County Board of Supervisors is placed on the federal debarment list,
Contractor's/Subgrantee's Name

Karl M. Banks, Sr. shall notify the appropriate funding division(s)
Contractor's/Subgrantee's Authorized Official

of the Mississippi Department of Human Services (MDHS) within 24 hours (Monday-Friday).

Further, MDHS, Division of Youth Services will immediately terminate the

subgrant(s)/contract(s) between MDHS, Division of Youth Services and

Madison County Board of Supervisors
Contractor's/Subgrantee's Name

Karl M. Banks, Sr., Board President, Madison County Board of Supervisors
Authorized Official's Typed Name/Title

Signature of Authorized Official

Date

Witness

Witness

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

Name of Specific Initiative:
Mississippi Department of Human Service
Adolescent Evening Reporting Center

Number _____
For Office Use

Date Submitted: March 2, 2015

1. Applicant organization _____

Name: Madison County Board of Supervisors

Mailing Address: P.O. Box 608

Canton, Mississippi 39046

Phone: (601) 855-5500

Fax: (601) 855-2274

Email: mike.box@madison-co.com

2. Chief Executive Officer Karl M. Banks, Sr.

3. Organization's tax ID # 64-6000658

4. Organization DUNS # 884388737

5. Amount of Funding requested: \$250,000.00

5. Person to contact regarding this Proposal:

Name: Michael Box

Title: Director

Address: 317 N. Union St., Canton, MS 39046

Phone: (601) 503-3943

6. Proposed Project Director: _____

Michael Box

7. Title of Proposed Project: _____

Madison County Adolescent Evening Reporting Center

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

MCBOS seeks funding to provide rehabilitative, educational, recreational, and therapeutic services to Court Ordered youth in Madison County. MCBOS 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

**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: Karl M. Banks, Sr., President

Organization: Madison County Board of Supervisors

Date: February 25, 2015

Witness: _____

Date: February 25, 2015

STATE OF MISSISSIPPI
Minority Vendor Self Certification Form

Please complete the following information on this form and return immediately to the Mississippi Department of Finance and Administration, Attention: Vendor File Maintenance, P.O. Box 1060, Jackson, Mississippi 39215. Forms may also be faxed to (601) 359-5525.

Name of Business: Madison County Board of Supervisors
Address: 146 West Center Street Post Office Box: P.O. Box 608
City: Canton State: Mississippi Zip: 39046
Telephone #: (601) 855-5500 Tax I.D.: 64-6000658
SAAS Vendor #s (if known): _____

MINORITY STATUS

As used in this provision, means a business concern that (1) is at least 51% minority-owned by one or more individuals, or minority business enterprises that are both socially and economically disadvantaged and (2) have its management and daily business controlled by one or more such individuals as ascribed under the Minority Business Enterprise Act 57 - 69 and the Small Business Act 15 USCS, Section 637(a). See back of form for more information. Should you require additional information regarding your Minority Status, or need assistance in completing this form please call the Mississippi Development Authority, Minority Business Enterprise Division at 601-359-3448.

APPLICABLE

NOT APPLICABLE

IF MINORITY STATUS IS APPLICABLE, PLEASE CHECK APPROPRIATE CODE BELOW:

Minority Business Enterprise

- A (Asian Indian)
- B (Asian Pacific)
- C (Black American)
- D (Hispanic American)
- E (Native American)

Women Business Enterprise

- M (Asian Indian)
- N (Asian Pacific)
- O (Black American)
- P (Hispanic American)
- Q (Native American)
- R (Other) Non Ethnic Women

The undersigned certifies under the penalties (administrative suspension and/or ineligibility for participation) set forth in the Minority Business Enterprise Act 57- 69, and the Small Business Act 15 USCS, Section 637 (a), that the company classification and selected information above is true and correct. The undersigned will advise of any change in such classification at once.

Business: Madison County Board of Supervisors Certified by: _____
Date: 02/25/2015 Title: Board President Name Printed: Karl M. Banks, Sr.

MISSISSIPPI MINORITY BUSINESS ENTERPRISE ACT 57-69

MINORITY as used in this provision means a person who is a citizen or lawful permanent resident of the United States and who is: Black Americans - racial groups of Africa; Hispanic Americans -- of Mexican, Puerto Rican, Cuban, Central/South America, Spanish or Portuguese culture or origin; Native Americans -- origin in any of the original peoples North America; Asian Pacific Americans -- origins of the Far East, Southeast Asia, the Indian subcontinent; Women.

MINORITY OWNED BUSINESS or MINORITY BUSINESS ENTERPRISE as used in this provision means a socially and economically disadvantaged small business concern organized for profit performing a commercially useful function which is owned and controlled by one or more individuals or minority business enterprises, at least seventy-five (75%) of whom are resident citizens of the State of Mississippi.

OWNED AND CONTROLLED as used in this provision means a business in which one or more minorities or minority business enterprises that owns and controls at least 51%, or in the case of a corporation at least 51% of the voting stock and control the management and daily business operations of the business.

SMALL BUSINESS ACT 15 USCS, SECTION 637 (a)

For the purposes of this provision, the term socially and economically disadvantaged small business concern means any small business concern which is at least 51% unconditionally owned by one or more socially and economically disadvantaged individuals. In the case of any publicly owned business, at least 51% of the stock is unconditionally owned by one or more socially and economically disadvantaged individuals, and the management and daily business operations of such small business concern are controlled by one or more socially and economically disadvantaged individuals.

SOCIALLY DISADVANTAGED as used in this provision means individuals who have been subjected to racial and ethnic prejudice or cultural bias because of their identity as members of group and without regard to their individual qualities.

ECONOMICALLY DISADVANTAGED as used in this provision means individuals who are socially disadvantaged whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged. In determining the degree of diminished credit and capital opportunities the Administration shall consider, but not be limited to, the assets and net worth of such socially disadvantaged individual. In determining the economic disadvantage of an Indian tribe, the Administration shall consider, where available, information such as the following: the per capita income of members of the tribe excluding judgment awards, the percentage of the local Indian population below the poverty level, and the tribes access to capital markets.

WOMEN OWNED BUSINESS or WOMEN BUSINESS ENTERPRISE as used in this provision means a socially and economically disadvantaged small business concern organized for profit performing a commercially useful function which is at least 51% owned by one or more women; and whose management and daily business operations are controlled by one or more women or women business enterprises.

To view the above mentioned Acts in their entirety log onto www.mississippi.org and www.4.law.cornell.edu

Proprietary Information Form

Did the proposer submit any information to the agency for the MDHS Adolescent Evening Reporting Center Request for Proposal which contained trade secrets or other proprietary data which the contractor wishes to remain confidential in accordance with Section 25-61-9 and 79-23-1 of the Mississippi Code?

Yes _____ No XXX

If yes, please indicate which parts/pages below that the contractor wishes to designate as proprietary.

- 1.
- 2.
- 3.
- 4.
- 5.

February 25, 2015 (No stamped signature)

Signature of Authorized Official/ Title

Date

Madison County Board of Supervisors

Name of Organization