

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: CHIEF EXECUTIVE OFFICE

BOARD AGENDA # *B-9

Urgent _____ Routine X

AGENDA DATE January 9, 2001

CEO Concurs with Recommendation YES X NO _____
(Information Attached)

4/5 Vote Required YES _____ NO _____

SUBJECT: ADOPTION OF A RESOLUTION DESIGNATING STANISLAUS
BEHAVIORAL HEALTH AND RECOVERY SERVICES DEPARTMENT AS
THE COUNTY LEAD AGENCY FOR PROPOSITION 36 FUNDING

STAFF
RECOMMEN-
DATIONS:

1. DESIGNATE STANISLAUS BEHAVIORAL HEALTH AND RECOVERY SERVICES DEPARTMENT AS THE LEAD AGENCY FOR PROPOSITION 36 FUNDING.
2. AGREE TO COMPLY WITH PROVISIONS OF THE ACT (SEE ATTACHED).
3. AGREE TO ESTABLISH A LOCAL TRUST FUND FOR FUNDS RECEIVED PURSUANT TO THE ACT AND DIRECT THE AUDITOR-CONTROLLER AND CHIEF EXECUTIVE OFFICE TO ESTABLISH SUCH A FUND. (Continued - Page 2)

FISCAL
IMPACT:

First year funding will be \$735,361 and can be used for planning and start-up costs for this new state mandate. Starting in fiscal year 2001-2002 we will receive approximately \$1,500,000 per year.

BOARD ACTION

No. 2001-14

On motion of Supervisor Simon, Seconded by Supervisor Blom,
and approved by the following vote,

Ayes: Supervisors: Mayfield, Blom, Simon, Caruso, and Chair Paul

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

Motion:

Christine Ferraro

File No.

STAFF
RECOMMEN-
DATIONS
CON'T:

4. DIRECT THE COUNTY'S DRUG AND ALCOHOL COORDINATING COUNCIL TO BE RESPONSIBLE FOR THE DEVELOPMENT OF A PLAN UNDER THE COORDINATION OF LARRY POASTER, Ph.D., DIRECTOR OF THE STANISLAUS BEHAVIORAL HEALTH AND RECOVERY SERVICES DEPARTMENT.

DISCUSSION:

Why:

Proposition 36 was passed in November 7, 2000 and became law on January 1, 2001.

What:

The Act requires persons who are convicted of a non-violent drug possession offense and any parolee determined by the Parole Authority to have committed a non-violent drug possession offense or violated any other drug-related condition of parole, shall be diverted from incarceration into licensed or certified community-based drug treatment programs.

The State will provide start-up funding and on-going funding through fiscal year 2005-2006.

How:

Stanislaus County is using the Drug and Alcohol Coordinating Council to develop the plan and program to be recommended to the Board. This group includes a member of the Board of supervisors (Nick Blom), the Sheriff, Judge assigned to the Drug Court, District Attorney, Director of the Stanislaus Behavioral Health and Recovery Services Department, Public Defender, Health Services Agency Director, Community Services Agency Director, Chief Probation Officer and Chief Executive Officer.

This group will bring to the Board prior to July 2001, recommendations on how to implement the recommended programs.

What If:

With a good plan of implementation that is well coordinated we can develop a model program(s) that meet the requirements of the Act, produce quantifiable results, protect the public health and

ADOPTION OF A RESOLUTION DESIGNATING STANISLAUS BEHAVIORAL HEALTH AND RECOVERY SERVICES DEPARTMENT AS THE COUNTY LEAD AGENCY FOR PROPOSITION 36 FUNDING

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safety, hold drug abuse offenders accountable and reduce the incidence of drug and alcohol abuse in the County.

POLICY

ISSUE:

Will using the Drug and Alcohol Coordinating Council ensure all appropriate interested parties are involved in developing the County plan and its implementation.

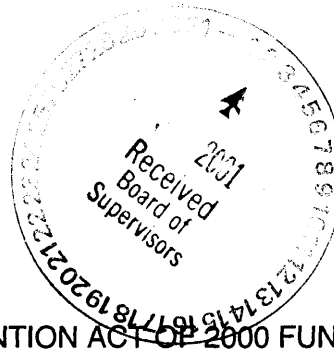
STAFFING

IMPACT:

Not known at this time. Could be significant.

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

1700 K STREET
SACRAMENTO, CA 95814-4037
TDD (916) 445-1942
(916) 445-1943



DATE: December 29, 2000
TO: Chair, County Board of Supervisors
SUBJECT: SUBSTANCE ABUSE AND CRIME PREVENTION ACT OF 2000 FUNDING

On November 7, 2000, Californians passed Proposition 36, the Substance Abuse and Crime Prevention Act of 2000 (Act). The Act makes substantial changes to both the criminal justice system and the substance abuse treatment service system. The Act mandates that any person convicted of a nonviolent drug possession offense, and any parolee who is determined by the Parole Authority to have committed a nonviolent drug possession offense, or violated any other drug-related condition of parole, shall be diverted from incarceration into licensed or certified community-based drug treatment programs.

The Act also provides a total of \$60 million¹ in the current fiscal year for start-up costs and \$120 million annually for drug treatment services in Fiscal Years 2001-2002 through 2005-2006. The California Department of Alcohol and Drug Programs has been designated as the agency to implement and administer the Act.

This letter includes your current year allocation amount (Enclosure A) and outlines the key steps your county will need to take to receive funding for the current State Fiscal Year 2000-2001. The allocation amounts were derived from statistics on drug arrest data, treatment caseload, and population; these amounts also provide minimum-based funding for all counties². Funding is available now for planning and start-up efforts so that services to eligible probationers and parolees will be available on July 1, 2001. In order to receive funds, the county must submit a County Board of Supervisors Resolution to the Department of Alcohol and Drug Programs that includes:

1. designation of a county lead agency;
2. agreement to comply with provision of the Act; and
3. assurance of the establishment of a local trust fund for funds received pursuant to the Act.

Specific information concerning the required activities, funding distribution, allowable costs and activities, and county audits is contained in California Code of Regulations, title 9, division 4, chapter 2.5 (Enclosure B).

¹ Less the Department of Alcohol and Drug Programs administrative costs.

² Minimum-based funding means that each county will receive \$2,500 for each \$1 million in funding (Cal. Code Regs. title 9, division 4, chapter 2.5).

I. Establish Trust Fund

To prepare to accept these funds, your county will need to establish a local Substance Abuse and Crime Prevention Trust Fund and deposit the funds received into the trust fund (Cal. Code Regs., tit. 9, § 9515(e)). In lieu of the traditional alcohol and other drug contract mechanism, these funds will be distributed from the State Controller's Office through a State warrant payable to the County Treasurer for disbursement by the County Auditor-Controller.

II. Designate County Lead Agency

The county board of supervisors is responsible for implementation of the Act at the county level. The county board of supervisors is required to designate a lead agency that will be responsible for the administration of the trust funds (Cal. Code Regs., tit. 9, § 9515(b)(1)). The county lead agency selected must demonstrate the ability to be responsible for the following activities (Cal. Code Regs., tit. 9, § 9520):

- a. coordinate the development of a county plan for implementation of the Act with principal partners including, but not limited to, the county alcohol and drug program office, probation department, law enforcement, and courts;
- b. directly provide and/or contract with drug treatment programs;
- c. administer the funds received by the county pursuant to the Act;
- d. coordinate data collection and quarterly reporting through existing Department of Alcohol and Drug Programs data systems; and
- e. coordinate evaluation of county programs.

To avoid duplication and increase cost efficiencies, the Department of Alcohol and Drug Programs recommends that the county alcohol and drug program office serve in this capacity. Whichever entity is designated as the county lead agency, the county board of supervisors must assure that the lead agency has the capacity to carry out the essential responsibilities identified above.

III. Submit County Board of Supervisors Resolution

In order to receive funding pursuant to the Act, the county board of supervisors shall comply with the requirements set forth in the California Code of Regulations, title 9, section 9515. Essentially, each county board of supervisors must submit a board resolution identifying the specific lead agency, agreeing to comply with the provisions of the Act, and establishing a local trust fund. To facilitate this activity, the Department of Alcohol and Drug Programs has developed a sample form that can be used to identify the county lead agency and a sample Board Resolution (Enclosure C). The Board Resolution must be submitted to the Director of Department of Alcohol and Drug Programs no later than March 1, 2001, (Cal. Code Regs., tit. 9, § 9515(c)). The

Chair, County Board of Supervisors
December 29, 2000
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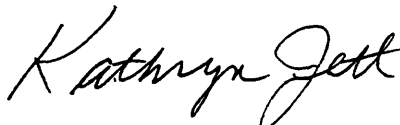
Department will release the State warrant for the county upon receipt of a Board Resolution and the Department's determination of completeness.

Next Steps

As an important next step, the Department of Alcohol and Drug Programs is forming a statewide advisory group to identify implementation issues, make recommendations to the Department, and promote collaboration at the local and state levels. Updated information on the statewide advisory group, start-up and technical assistance, and other related activities will be provided through the Department of Alcohol and Drug Programs Website, www.adp.cahwnet.gov.

The Department of Alcohol and Drug Programs recognizes the urgency of receiving the funds and we hope that the key steps outlined in this letter will assist you in preparing for start-up activities. If you have any questions please contact Gloria J. Merk, II, Deputy Director, Program Operations Division, at (916) 322-7012 or me, at (916) 445-1943. Thank you for your cooperation, and I appreciate your leadership in encouraging effective collaboration with your local agencies to ensure successful implementation of this Act.

Sincerely,



KATHYRN P. JETT
Director

Enclosures

- A. Summary or FY 2000-2001 Substance Abuse Treatment Trust Allocation
- B. California Code of Regulations, Title 9, Division 4, Chapter 2.5
- C. Sample Substance Abuse and Crime Prevention Act of 2000 Lead Agency Information Form and Sample Board of Supervisors Resolution

cc: The Honorable John Burton, President Pro Tempore,
California State Senate

The Honorable Robert M. Hertzberg, Speaker of the Assembly,
California State Assembly

County Chief Administrative Officer

**Summary of
FY 2000-2001 Substance Abuse Treatment Trust Fund
Allocation of \$58,781,147**

County	Total Allocation
ALAMEDA	\$2,752,818
ALPINE	\$77,444
AMADOR	\$116,429
BUTTE	\$372,250
CALAVERAS	\$145,891
COLUSA	\$125,565
CONTRA COSTA	\$1,550,097
DEL NORTE	\$128,586
EL DORADO	\$290,199
FRESNO	\$1,496,182
GLENN	\$117,865
HUMBOLDT	\$246,499
IMPERIAL	\$358,697
INYO	\$109,316
KERN	\$1,194,493
KINGS	\$240,518
LAKE	\$176,924
LASSEN	\$129,960
LOS ANGELES	\$15,743,011
MADERA	\$227,302
MARIN	\$391,816
MARIPOSA	\$101,793
MENDOCINO	\$233,122
MERCED	\$368,148
MODOC	\$91,764
MONO	\$117,924
MONTEREY	\$604,893
NAPA	\$254,813
NEVADA	\$192,380

County	Total Allocation
ORANGE	\$3,991,505
PLACER	\$438,088
PLUMAS	\$132,123
RIVERSIDE	\$2,119,946
SACRAMENTO	\$2,110,475
SAN BENITO	\$126,574
SAN BERNARDINO	\$2,781,843
SAN DIEGO	\$4,542,857
SAN FRANCISCO	\$2,300,665
SAN JOAQUIN	\$972,870
SAN LUIS OBISPO	\$400,571
SAN MATEO	\$1,098,786
SANTA BARBARA	\$957,368
SANTA CLARA	\$2,495,223
SANTA CRUZ	\$504,846
SHASTA	\$338,203
SIERRA	\$85,629
SISKIYOU	\$194,494
SOLANO	\$624,449
SONOMA	\$855,518
STANISLAUS	\$735,361
SUTTER/YUBA	\$319,588
TEHAMA	\$168,453
TRINITY	\$103,721
TULARE	\$706,090
TUOLUMNE	\$151,200
VENTURA	\$1,193,122
YOLO	\$374,879
Statewide Total	\$58,781,147

ADOPT CHAPTER 2.5, Division 4, Title 9, CCR, AS SHOWN BELOW:

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CHAPTER 2.5. SUBSTANCE ABUSE
AND
CRIME PREVENTION ACT OF 2000

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§9520 Responsibilities of the County Lead Agency

§9525 Distribution of Funds from the Trust Fund

§9530 Allowable Costs and Activities

§9535 County Records and Reporting Requirements

§9540 Departmental Audit of Expenditures and Audit Appeals

§9545 County Audit of Contractors

§ 9500. Application of Chapter'

- (a) The regulations in this Chapter shall apply to all counties, county agencies, and public and private contractors receiving funds or claiming reimbursement pursuant to the Substance Abuse and Crime Prevention Act of 2000 (hereinafter referred to as "the Act").
- (b) All counties, county agencies, and public or private contractors receiving funds or claiming reimbursement pursuant to the Act shall comply with the provisions of this Chapter and the Act.

NOTE: Authority cited: Section 11755, Health and Safety Code. Reference: Substance Abuse and Crime Prevention Act of 2000, and Section 11999.4, Health and Safety Code.

§ 9505. Definitions.

(a) The following definitions shall apply to terminology used in this Chapter and in the Act:

- (1) "Allowable costs" means the costs specified in Section 9530.
- (2) "Days" means calendar days unless noted otherwise.
- (3) "Department" means Department of Alcohol and Drug Programs.
- (4) "Department's administrative costs" means the Department's reasonable and necessary costs incurred in administration and implementation of the Act, as approved through the annual State budget process.
- (5) "Drug treatment program" means a program licensed or certified by the Department of Alcohol and Drug Programs pursuant to Chapter 10.5 (commencing with Section 11750) of the Health and Safety Code.
- (6) "Drug treatment services" means the services described in Section 1210(b) of the Penal Code.
- (7) "Equitable distribution formula" means the formula for distribution of funds specified in Section 9525.
- (8) "Family counseling" means counseling with individuals, couples, or groups which examines interpersonal and family relationships. Such counseling shall be provided by an individual licensed in accordance with Sections 4980 through 4981 of the Business and Professions Code.
- (9) "Funds" means funds for implementation of the Act received from the Substance Abuse Treatment Trust Fund established pursuant the Section 11999.4 of the Health and Safety Code.
- (10) "Literacy training" means instruction and information presented in an individual or group setting to increase literacy skills and reading comprehension.
- (11) "Miscellaneous costs" means any costs associated with implementation of the Act except costs for drug testing.
- (12) "Trust fund" means a special trust fund established at the state and county levels for allocation and expenditure of funds in accordance with Section 11999.6 of the Health and Safety Code.
- (13) "Vocational training" means instruction and information presented in a group setting to increase opportunities for gainful employment.

NOTE: Authority cited: Section 11755, Health and Safety Code. Reference: Substance Abuse and Crime Prevention Act of 2000 and Sections 11999.4, 11999.5, 11999.6, 11999.7, 11999.8, 11999.9, 11999.10, 11999.11, 11999.12, and 11999.13 of the Health and Safety Code.

§ 9510. Administration of the State Substance Abuse Treatment Trust Fund.

The Department shall administer a special fund known as the “Substance Abuse Treatment Trust Fund” pursuant to Section 11999.4 of the Health and Safety Code. These funds shall be used to:

- (a) Fund the Department’s administrative costs associated with implementation of the Act;
- (b) Increase collaboration and coordination among county alcohol and drug program administrators, probation departments, courts, and impacted community parties to demonstrate that substance abuse treatment has a positive effect on public safety; and
- (c) Fund provision of and placement in drug treatment services, vocational training, family counseling, and literacy training at the county level for adult offenders convicted of nonviolent drug possession offenses pursuant to Sections 1210(a) of the Penal Code or found to have committed a nonviolent drug possession offense pursuant to Section 3063.1 of the Penal Code and related administrative costs.

NOTE: Authority cited: Section 11755, Health and Safety Code. Reference: Section 11999.4 through Section 11999.6, Health and Safety Code.

§ 9515. County Request for Funds.

- (a) All counties in California shall request funds to implement the Act.
- (b) In order to receive funds for Fiscal Year 2000-2001, the county Board of Supervisors shall submit to the Department a Board resolution, Board minutes, order, motion, or ordinance that:

 - (1) Identifies a county lead agency responsible for administration of the funds, and
 - (2) States that the county agrees to comply with the provisions of the Act and the requirements of this Chapter.
- (c) The county shall submit the Board resolution, Board minutes, order, motion, or ordinance no later than March 1, 2001.
- (d) The county shall submit the Board resolution, board minutes, order, motion, or ordinance to the Director, Department of Alcohol and Drug Programs, 1700 K Street, Sacramento, CA 95814.
- (e) The county shall establish a trust fund at the county level and shall deposit all funds received pursuant to the Act into such trust fund.
- (f) Upon completion of the county plan required in Section 9520(a), the county Board of Supervisors shall approve the plan and submit it to the Department.

NOTE: Authority cited: Section 11755, Health and Safety Code. Reference: Section 11999.6 and Section 11999.7, Health and Safety Code.

§ 9520. Responsibilities of County Lead Agency.

The county lead agency identified in the county Board resolution, Board minutes, order, motion, or ordinance, as specified in Section 9515(b) shall:

- (a) Coordinate the development of a county plan for implementation of the Act, including collaboration with all county agencies involved in implementation of the Act, including but not limited to the county alcohol and drug program office, probation department, and courts;
- (b) Directly provide and/or contract for the provision of authorized services specified in the Act;
- (c) Administer funds received by the county pursuant to the Act;
- (d) Coordinate data collection and quarterly reporting to the Department in accordance with the requirements of this Chapter.
- (e) Coordinate evaluation of county programs in accordance with the requirements of this Chapter.

NOTE: Authority cited: Section 11755, Health and Safety Code. Reference: Section 11999.6, Health and Safety Code.

§ 9525. Distribution of Funds from the Trust Fund.

- (a) The Department shall reserve up to one half of one percent (0.5%) of funds available in the state trust fund for a long-term evaluation as specified in Section 11999.10 of the Health and Safety Code.
- (b) The Department shall subtract any amounts withheld pursuant to (a) of this regulation as well as its administrative costs from the funds available in the state trust fund to determine the amount of funds available to counties.
- (c) Fifty percent (50%) of available funds shall be distributed as follows:
- (1) Each county shall receive a base allocation of \$2,500 for every \$1 million available after the adjustments in (b) above.
- (2) The Department shall increase each county's base allocation by an amount to be determined as follows:
- (A) The Department shall compute the total of statewide base allocations as described in (c)(1) for all counties receiving funds and subtract this total amount from the available funds.
- (B) After calculating the amount in (c)(2)(A) and subtracting the total from (c), the Department shall distribute the remaining balance by a proportion for each county, which shall be determined by dividing the county's total population by the total statewide population as shown in annual statistics obtained from the California Department of Finance.
- (d) Twenty-five percent (25%) of available funds shall be distributed in accordance with the formula shown below:
- (1) The Department shall divide total drug arrests in each county for the period January 1, 1999 through December 31, 1999 by the total number of drug arrests statewide for the same time period. The Department shall obtain drug arrest statistics from the California Department of Justice's Bureau of Criminal Statistics.
- (2) The Department shall multiply the proportion determined for each county by the formula shown in (d)(1) by twenty-five percent (25%) of available funds.
- (e) Twenty-five percent (25%) of available funds shall be distributed as follows:
- (1) The Department shall divide the number of individuals receiving drug treatment services in each county on November 1, 1999 by the total number of individuals receiving drug treatment services statewide on the same date. The Department shall determine how many individuals are receiving drug treatment statewide and in each county based on statistics obtained by the Department through its client data collection system.

(2) The Department shall multiply the proportion determined for each county by the formula shown in (e)(1) by twenty-five percent (25%) of available funds

(f) The Department shall distribute funds to counties via warrant (check) issued by the State Controller.

NOTE: Authority cited: Section 11755, Health and Safety Code. Reference: Section 11999.6, Health and Safety Code.

§ 9530. Allowable Costs and Activities.

- (a) The county and any public or private contractors shall use funds in accordance with the provisions of the Act and the requirements of this Chapter.
- (b) The county shall use funds allocated for Fiscal Year 2000-2001 to develop county programs to implement the Act by:
- (1) Planning and coordinating county activities needed to begin providing drug treatment, literacy training, family counseling and vocational training services in order to implement the Act by July 1, 2001; and
 - (2) Expanding existing drug treatment programs or developing new drug treatment programs in the county.
- (c) Funds may be utilized by:
- (1) The county alcohol and drug program office, courts, and probation department.
 - (2) Licensed and/or certified public and private contractors providing drug treatment services in the county under the Act.
 - (3) Family counseling, vocational training, and literacy training agencies.
- (d) During Fiscal Year 2000-2001 counties and public or private contractors may use funds for the following expenditures in order to develop, expand, or implement start-up of public or private drug treatment services in the county:
- (1) Administrative, consultant, and staff salaries and benefits including:
 - (A) Annual leave, sick leave, holidays, court leave, and military leave,
 - (B) Employer contributions to employee medical insurance, pensions, unemployment benefits, and worker's compensation insurance;
 - (2) Utilities such as heat, gas, and electricity;
 - (3) Taxes;
 - (4) Insurance;
 - (5) Mortgage interest;
 - (6) Rent;
 - (7) Employee training costs;
 - (8) Repairs, maintenance, and housekeeping; and

- (9) Purchase of minor equipment. As used in this regulation, "minor equipment" means an article of nonexpendable, tangible personal property having a useful life of less than one year or an acquisition cost of \$5,000 or less.
- (A) Any equipment purchased with funds shall be used in accordance with Section 11999.6 of the Health and Safety Code.
- (B) Contractors shall obtain written approval from the county prior to purchasing equipment.
- (10) Minor remodeling. As used in this regulation, "minor remodeling" means work needed to change the interior arrangement or other physical characteristics of an existing building to meet the programmatic needs of drug treatment programs.
- (A) Work necessary to obtain an initial occupancy permit or work which increases the material value of the building shall be considered construction, rather than minor remodeling, and shall not be reimbursable with funds.
- (B) The total cost of minor remodeling shall not exceed \$100,000 for residential programs. For purposes of this regulation, "residential programs" means residential alcoholism or drug abuse recovery or treatment facilities as defined in Section 10501, Title 9, CCR. The total cost of minor remodeling shall not exceed \$50,000 for all other drug treatment programs.
- (C) Any remodeling shall ensure that the altered portions of the building are accessible to and usable by individuals with disabilities, including individuals who use wheelchairs, pursuant to Section 36.402, et seq., Title III of the Americans with Disabilities Act of 1990 (ADA), Title 42 U.S. Code Section 12181 and the implementing Title III regulation, at Title, Code of Federal Regulation 28 C.F.R. Part 36, and Article 9.5 (commencing with Section 11135), Chapter 1 of the Government Code.
- (D) Contractors shall obtain written approval from the county prior to commencement of minor remodeling.
- (11) Annual audits of contractors.
- (e) The county and any public or private contractors shall not use funds for purchase of land, purchase or construction of buildings, or any construction not defined as minor remodeling.
- (f) The county shall comply with county procedures for procuring property, obtaining consulting services, and awarding contracts.
- (g) The county shall expend funds in accordance with guidelines for allowable and allocable costs as contained in federal OMB Circular A-87. Private contractors shall expend funds

in accordance with the guidelines for allowable and allocable costs as contained in federal OMB Circular A-122.

(h) The county shall monitor and document activities to ensure that:

(1) Use of funds:

(A) Complies with the provisions of the Act and this Chapter.

(B) Complies with county procedures for procuring property, obtaining consulting services, and awarding contracts.

(2) Funds are not used to supplant funds from any existing fund source or mechanism currently used to provide drug treatment services in the county.

(i) The county shall include the requirements stated in this regulation in all agreements receiving funds under this Chapter.

(j) In providing services reimbursed with funds under this Chapter, the county shall comply with Article 9.5 (commencing with Section 11135), Chapter 1 of the Government Code.

NOTE: Authority cited: Section 11755, Health and Safety Code. Reference: Section 11999.12, Health and Safety Code

§ 9535. County Records and Reporting Requirements.

- (a) For the Fiscal Year 2000-01 funds, within 30 days from the end of each quarter, the county shall submit to the Department a written financial status report describing how the county's funds were spent during the three-month period immediately preceding the report (i.e., for the quarter ending March 31, 2001, the report will be due April 30, 2001). The county shall submit the written reports on the Quarterly Financial Status Report, Substance Abuse and Crime Prevention Act (Form ADP10087, new 12/00), which is hereby incorporated by reference. The submittal of the written reports by the county shall continue until all funds received for Fiscal Year 2000-01 have been obligated and expended.
- (b) On a monthly basis by the 20th of each month following the month in which the county receives funds, the county shall submit to the Department a written report describing the county's progress in assuring that county services will be available to implement the Act.
- (c) The county shall establish and maintain accounting and fiscal records that identify the source and expenditure of all funds. The county shall maintain documentation such as cancelled checks, paid bills, payrolls, time and attendance records, contract and award documents, etc., to support such records and shall make such records available to the Department for audit upon request.
- (d) The county shall maintain fiscal control and accounting procedures in accordance with generally accepted accounting principles. Such accounting procedures shall be sufficient to:
 - (1) Permit the preparation of the reports required in this regulation, and
 - (2) Track expenditure of funds to ensure that such funds were used in accordance with the requirements of this Chapter and the Act.
- (e) The county shall retain all records documenting use of funds for a period of three years from the end of the fiscal year or until completion of the Department's annual audit and resolution of any resulting audit issues if the audit is not resolved within three years.
- (f) The county shall include the record keeping and reporting requirements established in this regulation in every agreement for county services for services to implement the Act.

NOTE: Authority cited: Section 11755, Health and Safety Code. Reference: Sections 11991.6 and 11999.12, Health and Safety Code.

§ 9540. Departmental Audit of Expenditures and Audit Appeals.

- (a) The Department shall audit county expenditure of funds annually to monitor compliance with the provisions of this Chapter and the Act.
- (b) The Department shall audit county expenditure of funds in accordance with generally accepted governmental auditing standards as described in "Government Auditing Standards (1994 Revision)" published for the United States General Accounting Office by the Comptroller General of the United States. "Government Auditing Standards (1994 Revision) is available upon written request from the United States General Accounting Office, Washington, DC 10548.
- (c) Counties and contractors shall make available all accounting and fiscal records pertaining to expenditure of funds upon written request from the Department for auditing purposes in accordance with Article 8 of this Chapter.
- (d) Counties may appeal audit findings in accordance with the provisions of Chapter 5 (commencing with Section 11500), Part 1, Division 3, Title 2 of the Government Code.

NOTE: Authority cited: Section 11755, Health and Safety Code. Reference: Sections 11991.6 and 11999.12, Health and Safety Code

§ 9545. County Audit of Contractors.

- (a) Counties shall annually audit contractors with whom they have agreements and who expend \$300,000 or more in funds provided under the Act to ensure compliance with the provisions of the Act, the requirements of this Chapter, and the county terms and conditions under which the funds were awarded. Counties may, at their discretion, conduct such audits, contract for the performance of such audits, or require the contractors to obtain such audits.
- (b) The audit shall be conducted in accordance with generally accepted government auditing standards as described in "Government Auditing Standards (1994 Revision)", published for the United States General Accounting Office by the Comptroller General of the United States.
- (c) The annual audit shall be completed and the county shall submit a written audit report to the Department within 30 days of completion, but no later than 9 months after the end of each state fiscal year ending June 30th.
- (d) The written audit report shall establish whether the contractor expended funds in accordance with the provisions of the Act, the requirements of this Chapter, and the county terms and conditions under which the funds were awarded.
- (e) Any county contractor who is required to obtain a single audit pursuant to OMB Circular A-133 is also required to be audited under the Act, shall ensure that the single audit addresses compliance with the requirements of the Act. The county shall rely on the single audit as fulfilling its responsibilities in Section 9545(a).
- (f) Audit work papers supporting the report shall be retained for a period of three years from the issuance of the audit report and shall be made available to the Department upon request.

NOTE: Authority cited: Section 11755, Health and Safety Code. Reference: Sections 11991.6 and 11999.12, Health and Safety Code

**QUARTERLY FINANCIAL STATUS REPORT
SUBSTANCE ABUSE AND CRIME PREVENTION ACT OF 2000**

<p>1. Submit Completed Report to:</p> <p>Department of Alcohol and Drug Programs Audit Services Section 1700 K Street, 5th Floor Sacramento, CA 95814</p>	<p>2. Award Number SFY 2000-01</p>	<p>Page 1</p>
<p>3. Name and address of County Lead Agency [as required by California Code of Regulations (CCR), Title 9, Division 4, Chapter 2.5, Section 9515(b)]</p>		
<p>4. Employer ID Number</p>	<p>5. Final Report () Yes () No</p>	<p>6. Accounting Basis () Cash () Accrual</p>
<p>7. Funding Period</p> <p>Continuous until expended.</p>	<p>8. Period Covered by this Report</p> <p>From: _____ To: _____</p>	
<p>Transactions</p>	<p>I Previously Reported</p>	<p>II This Period</p>
<p>9. Total Obligations (Encumbrances)</p>	<p>III Cumulative</p>	
<p>10. Total Outlays (Expenditures)</p>		
<p>11. Program Income (Interest Income, Fees etc.)</p>		
<p>12. Net Outlays (line 10 less line 11)</p>		
<p>13. Total Unliquidated Obligations (Encumbrances)</p>		
<p>14. Total Start-up Funds Allocated</p>		
<p>15. Unobligated (Unencumbered) Funds (line 14 less line 9)</p>		
<p>16. Comments/Remarks</p>		
<p>17. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and obligations are for the purposes set forth in Division 10.8 of the Health and Safety Code; Chapter 2.5, Division 4, Title 9, CCR; and in the award documents.</p>		
<p>Name and Title</p>		<p>Telephone</p>
<p>Signature of Authorized Certifying Official</p>		<p>Date Report Submitted</p>

**INSTRUCTIONS FOR
QUARTERLY FINANCIAL STATUS REPORT
SUBSTANCE ABUSE AND CRIME PREVENTION ACT OF 2000**

1. No entry is necessary, as the Department's name is already preprinted on the Form.
2. No entry is necessary as the number is preprinted on the Form.
3. Enter the name and address of the county lead agency.
4. Enter the employer identification number assigned by the U.S. Internal Revenue Service.
5. Check "yes" if this is the last report for the start-up funds.
6. Check the box, which describes the accounting basis on which the Report was prepared.
7. No entry is necessary as the funding period is preprinted on the Form.
8. Enter the month, day, and year for the period covered by the Report.
9. Enter the obligations (encumbrances) for the period for which the Report is being submitted in Column II. Obligations (encumbrances) means the commitment of funds for amounts contained in purchase orders, executed contracts and interagency agreements, goods and services received, and similar transactions during a given period that will require payment during the current or a future quarter.
10. Enter the Total Outlays (expenditures) for the quarter for which the Report is being submitted in Column II. Outlays mean expenditures charged to the Substance Abuse Treatment Trust (SATT) Fund. They may be reported on a cash or accrual basis. For reports prepared on a cash basis, outlays are the sum of actual cash disbursed for direct charges for goods and services, the amount of indirect expense incurred, and the amount of any cash advances or payments made to contractors, including other county agencies under interagency agreements. For reports prepared on an accrual basis, outlays are the sum of actual cash disbursements, the amount of indirect expense incurred, amounts owed for property received, and services performed by employees, and contractors, including other county agencies under interagency agreements.
11. Enter any Program Income for the quarter for which the Report is being submitted in Column II.
12. Subtract line 11 from line 10.
13. Subtract Line 12 from Line 9.
14. Enter the Total SATT funds allocated.
15. Subtract Line 9 from Line 14.
16. Self explanatory
17. Self explanatory

Column I, Lines 10 through 15 – In the first quarterly report Column I will be blank. For the second and subsequent quarterly reports enter the amounts reported in column III of the previous quarterly report.

Column III, Lines 10 through 15 – Add amounts in Columns I and II.

- Sample -

**Board of Supervisors Resolution
Substance Abuse and Crime Prevention Act of 2000
Fiscal Year 2000-2001 Funding**

BE IT RESOLVED that the Board of Supervisors of the County of _____ hereby:

Designates the _____ as the lead agency of
_____ County's Substance Abuse and Crime Prevention Act of 2000 responsibilities;
and

Assures that the County of _____ shall comply with the provisions of the
Substance Abuse and Crime Prevention Act of 2000 and the California Code of Regulations, Title 9,
Division 4, Chapter 2.5; and

Assures that the County of _____ has established a trust fund; and

Assures that the County of _____ shall deposit all funds received into that trust
fund.

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
 1700 K STREET
 SACRAMENTO, CALIFORNIA 95814

TELEPHONE (916) 322-7012
 FACSIMILE (916) 323-0653

SAMPLE
SUBSTANCE ABUSE AND CRIME PREVENTION ACT OF 2000
LEAD AGENCY INFORMATION FORM
FISCAL YEAR 2000-2001 FUNDING

SECTION 1 – COUNTY INFORMATION

Date: _____

County:	
Designated Lead Agency:	
Department:	
Address:	
Telephone #:	E-Mail Address/Facsimile:

SECTION 2: COUNTY SUBSTANCE ABUSE AND CRIME PREVENTION ACT AGENCY LIST

List all agencies participating in collaboration and planning efforts.

NAME	TITLE	AGENCY/ ORGANIZATION

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
 1700 K STREET
 SACRAMENTO, CALIFORNIA 95814

TELEPHONE (916) 322-7012
 FACSIMILE (916) 323-0653

**SUBSTANCE ABUSE AND CRIME PREVENTION ACT OF 2000
 LEAD AGENCY INFORMATION FORM
 FISCAL YEAR 2000-2001 FUNDING**

SECTION 1 - COUNTY INFORMATION

Date: 1/19/01

County: Stanislaus	
Designated Lead Agency: Stanislaus Behavioral Health & Recovery Services (BHRS)	
Department: Director Larry B. Poaster, Ph.D.	
Address: 800 Scenic Drive, Modesto, CA 95350	
Telephone #: (209) 525-6225	E-Mail Address/Facsimile: FAX: (209) 525-6291

**SECTION 2: COUNTY SUBSTANCE ABUSE
 AND CRIME PREVENTION ACT AGENCY LIST**

List all agencies participating in collaboration and planning efforts.

NAME	TITLE	AGENCY/ ORGANIZATION
Larry B. Poaster, Ph.D.	Director (Mental Health & AOD Services)	BHRS
Nick Blom	Stanislaus County Supervisor	Board of Supervisors
Reagan Wilson	Chief Executive Officer	CEO
Jeff Jue	Director	Community Services Agency
Donald E. Shaver	Judge (assigned to Drug Court)	Court
James Brazelton	District Attorney	District Attorney
Bev Finley	Director	Health Services Agency
Tim Bazar	Public Defender	Public Defender

Linda Duffy
 Les Weidman

Chief Probation Officer
 Sheriff

Probation
 Sheriff

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
STATE OF CALIFORNIA

Date: January 9, 2001

No.

2001-14

On motion of Supervisor Simon, Seconded by Supervisor Blom,
and approved by the following vote,

Ayes: Supervisors: Mayfield, Blom, Simon, Caruso and Chair Paul

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None *B-9

THE FOLLOWING RESOLUTION WAS ADOPTED:

BE IT RESOLVED that the Board of Supervisors of the County of Stanislaus hereby:

Designates Stanislaus Behavioral Health and Recovery Services as the lead agency of Stanislaus County's Substance Abuse and Crime Prevention Act of 2000 responsibilities; and

Assures that the County of Stanislaus shall comply with the provisions of the Substance Abuse and Crime Prevention Act of 2000 and the California Code of Regulations, Title 9, Division 4, Chapter 2.5; and

Assures that the County of Stanislaus has established a trust fund; and

Assures that the County of Stanislaus shall deposit all funds received into that trust fund.

ATTEST: REAGAN M. WILSON, Clerk
Stanislaus County Board of Supervisors,
State of California,

Christina Ferraro
By: By: Deputy

File No.