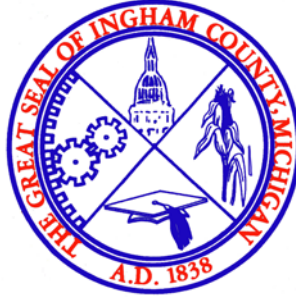


OFFICE OF THE INGHAM COUNTY CONTROLLER

County Courthouse, P. O. Box 319, Mason, MI 48854

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July 25, 2018

Dear Community Agency Leader:

Attached you will find an Ingham County Juvenile Justice Millage Community Agency Grant Application for 2018 funding. The grant application is also available on Ingham County's website <http://www.co.ingham.org>. The deadline for submitting this application and the required documentation is **Tuesday, August 21, 2018 at 5:00pm**. The application and supporting documents may be emailed to controller@ingham.org or sent via US Mail or hand delivered to:

Teri Morton, Deputy Controller
Ingham County Controller's Office, Room 101
Mason Courthouse
341 S. Jefferson
P. O. Box 319
Mason, MI 48854

Also attached is the Ingham County Board of Commissioners' Resolution #18-319 *Resolution to Adopt the 2019 Juvenile Justice Community Agency Process Calendar*. The JJM Community Agency Applications will be reviewed by the Law & Courts Committee in September of 2018. The committee will then forward their recommendations to the Board of Commissioners. The final decision on the allocation of funds will be through a Resolution of the Board of Commissioners. If your agency is awarded a grant, funds will not be available for use until January 2019.

It is imperative that we receive the completed application by the 5:00pm deadline on August 21st to ensure compliance with the funding process. Please feel free to contact Rachel Prettenhofer at (517) 676-7206 with any questions.

Sincerely,

Teri Morton
Deputy Controller

TM/rkp
Attachment: Resolution #18-319

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT THE 2019 JUVENILE JUSTICE
COMMUNITY AGENCY PROCESS CALENDAR**

RESOLUTION # 18 – 319

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002 and renewed in 2006, for the purpose of funding an increase to Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a resolution to establish the 2019 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of \$125,000 for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby adopts the attached 2019 Juvenile Justice Community Agency Process Calendar to establish time lines for the process.

LAW & COURTS: Yeas: Crenshaw, Hope, Celentino, Anthony, Schafer, Maiville

Nays: None **Absent:** Banas **Approved 07/12/2018**

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Louney, Schafer

Nays: None **Absent:** None **Approved 07/18/2018**

2019 JUVENILE JUSTICE COMMUNITY AGENCY PROCESS CALENDAR

July 24, 2018	The Board of Commissioners adopts the 2019 Juvenile Justice Community Agency Process Calendar Resolution.
July 25, 2018	A press release is prepared announcing the availability of Juvenile Justice Community Agency funds and invites community organizations to submit an application. The application deadline is August 21, 2018 at 5:00pm.
August 24, 2018	The Controller's Office prepares a summary of the Juvenile Justice Community Agency applicants and forwards the summary to the County Attorney's Office to ensure that the agency's proposed purposes are legal under Michigan Law and comply with the intent of the Juvenile Justice Millage.
September 24, 2018	A Juvenile Justice Community Agency notebook is prepared by the Controller/Administrator's Office. The notebook includes all agencies who submitted applications for review by the Law & Courts Committee. (Notebook is distributed at the September 25, 2018 Board of Commissioners' Meeting)
September 27, 2018	The Law & Courts Committee reviews the Juvenile Justice Community Agency applications and makes recommendations for funding. Juvenile Justice Community Agency applicants are invited to attend the Law & Courts Committee meeting. The Law & Courts Committee makes their recommendations by resolution to the Finance Committee.
October 3, 2018	The Finance Committee approves the resolution for Juvenile Justice Community Agency funding to the Board of Commissioners.
October 9, 2018	The Board of Commissioners authorizes a resolution for the 2019 Juvenile Justice Community Agency grant awards.
October 12, 2018	The Juvenile Justice Community Agency applications are sent to the County Attorney's Office for contract preparation.
October 12, 2018	Juvenile Justice Community Agencies are notified of the County grant award and informs the agency that a County contract will be forthcoming in December.
December 2018	Contracts are received from the County Attorney's Office and mailed to the Juvenile Justice Community Agencies for appropriate signatures. When the contracts are mailed, a request is made to agencies to mail their Certificate of Insurances and a Revised Scope of Services if the grant award is different than the original requested amount.
January 2019	Fifty percent of the grant award is sent to the Juvenile Justice Community Agency upon receipt of the agency's signed contract and the appropriate documentation as listed above.
July 12, 2019	The Juvenile Justice Community Agencies send in their first six month report to the Controller's Office and upon review by staff, a check for the remaining portion of the grant is sent to the agency.