



**Department of Justice**

Office of Justice Programs

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Office of the Assistant Attorney General

Washington, D.C. 20531

September 22, 2009

Mr. Michael Planet  
Superior Court of California County of Ventura  
800 South Victoria Avenue  
Ventura, CA 93009-0004

Dear Mr. Planet:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 09 Juvenile Drug Courts Program in the amount of \$425,000 for Superior Court of California County of Ventura.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Gwen R. Williams, Program Manager at (202) 616-1611; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in blue ink, reading "Mary Lou Leary", is positioned above the typed name.

Mary Lou Leary  
Acting Assistant Attorney General

Enclosures



**Department of Justice**  
**Office of Justice Programs**  
**Office for Civil Rights**

*Washington, D.C. 20531*

September 22, 2009

Mr. Michael Planet  
Superior Court of California County of Ventura  
800 South Victoria Avenue  
Ventura, CA 93009-0004

Dear Mr. Planet:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

**Ensuring Access to Federally Assisted Programs**

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

**Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

**Ensuring Equal Treatment for Faith-Based Organizations**

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocr/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.



## Enforcing Civil Rights Laws

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

## Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEO), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

### 1) Meeting the EEO Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEO reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEO and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEO, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEO specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEO, but it does not have to submit the EEO to OCR for review. Instead, your organization has to maintain the EEO on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEO requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

### 2) Submitting Findings of Discrimination

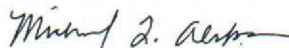
In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

## Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEO, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst



Department of Justice  
Office of Justice Programs  
**Office of Juvenile Justice and  
Delinquency Prevention**

**Grant**

PAGE 1 OF 4

|   |  |  |                      |
|---|--|--|----------------------|
| 1. RECIPIENT NAME AND ADDRESS (Including Zip Code)<br>Superior Court of California County of Ventura<br>800 South Victoria Avenue<br>Ventura, CA 93009-0004 |  | 4. AWARD NUMBER: 2009-DC-BX-0100   |                      |
|   |  | 5. PROJECT PERIOD: FROM 10/01/2009 TO 09/30/2013<br>BUDGET PERIOD: FROM 10/01/2009 TO 09/30/2013     |                      |
| 1A. GRANTEE IRS/VENDOR NO.<br>522219097   |  | 6. AWARD DATE 09/22/2009   | 7. ACTION<br>Initial |
|   |  | 8. SUPPLEMENT NUMBER<br>00   |                      |
|   |  | 9. PREVIOUS AWARD AMOUNT \$ 0  |                      |
| 3. PROJECT TITLE<br>Reclaiming Futures Ventura County   |  | 10. AMOUNT OF THIS AWARD \$ 425,000  |                      |
|   |  | 11. TOTAL AWARD \$ 425,000   |                      |
| 12. SPECIAL CONDITIONS<br>THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).           |  |  |                      |
| 13. STATUTORY AUTHORITY FOR GRANT<br>This project is supported under FY09(OJJDP Drug Ct) 42 USC 3797u   |  |  |                      |
| 15. METHOD OF PAYMENT<br>PAPRS  |  |  |                      |
| AGENCY APPROVAL   |  | GRANTEE ACCEPTANCE   |                      |
| 16. TYPED NAME AND TITLE OF APPROVING OFFICIAL<br>Mary Lou Leary<br>Acting Assistant Attorney General   |  | 18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL<br>Michael Planet<br>Court Executive Officer |                      |
| 17. SIGNATURE OF APPROVING OFFICIAL<br>   |  | 19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL<br>   | 19A. DATE<br>9/23/09 |
| AGENCY USE ONLY   |  |  |                      |
| 20. ACCOUNTING CLASSIFICATION CODES<br>FISCAL FUND BUD. DIV.<br>YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT<br>X B DC 70 00 00 425000                         |  | 21. IDCTGT0606   |                      |

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)





Department of Justice  
Office of Justice Programs  
**Office of Juvenile Justice and  
Delinquency Prevention**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 2 OF 4

PROJECT NUMBER 2009-DC-BX-0100

AWARD DATE 09/22/2009

*SPECIAL CONDITIONS*

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, DC 20530

e-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

6. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on line-through the Internet at <https://grants.ojp.usdoj.gov/>.



Department of Justice  
Office of Justice Programs  
**Office of Juvenile Justice and  
Delinquency Prevention**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 3 OF 4

PROJECT NUMBER 2009-DC-BX-0100

AWARD DATE 09/22/2009

*SPECIAL CONDITIONS*

7. The recipient agrees to submit quarterly financial status reports to OJP. At present, these reports are to be submitted on-line (at <https://grants.ojp.usdoj.gov>) using Standard Form SF 269A, not later than 45 days after the end of each calendar quarter. The recipient understands that after October 15, 2009, OJP will discontinue its use of the SF 269A, and will require award recipients to submit quarterly financial status reports within 30 days after the end of each calendar quarter, using the government-wide Standard Form 425 Federal Financial Report form (available for viewing at [www.whitehouse.gov/omb/grants/standard\\_forms/ffr.pdf](http://www.whitehouse.gov/omb/grants/standard_forms/ffr.pdf)). Beginning with the report for the fourth calendar quarter of 2009 (and continuing thereafter), the recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form, not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the grant period.
8. The recipient agrees to report data on the grantee's OJJDP-approved performance measures as part of the semi-annual categorical progress report. This data will be submitted on line at OJJDP's Performance Measures website (<http://ojjdp.ncjrs.gov/grantees/pm/index.html>) by July 31 and January 31 each year for the duration of the award. Once data entry is complete, the grantee will be able to create and download a "Performance Measures Data Report." This document is to be included as an attachment to the grantee's narrative categorical assistance progress report submitted in GMS for each reporting period.
9. Any deviation from the timeline provided in the application or revised grant program implementation plan must receive prior approval from OJJDP.
10. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
11. No portion of these federal grant funds shall be used towards any part of the annual cash compensation of any employee of the grantee whose total annual cash compensation exceeds 110% of the maximum salary payable to a member of the Federal government's Senior Executive Service at an agency with a Certified SES Performance Appraisal System for that year.  
  
This prohibition may be waived on an individual basis at the discretion of the Assistant Attorney General for OJP.
12. As a condition of receiving grant funds, the grantee certifies that it has appropriate criminal background screening procedures in place, to the extent permitted by state, local, and federal law, to evaluate any employee, contractor, or volunteer working under this grant who is expected to have direct substantial contact with minor children. Direct substantial contact is defined as contact that is regular, continuous, and personal in nature.
13. The award recipient agrees, as a condition of award approval, to comply with the requirements of 28 CFR Part 22, including the requirement to submit a properly executed Privacy Certificate that is in accordance with the requirements of 28 CFR Section 22.23 to OJJDP for approval.
14. The award recipient will not be permitted to draw down any funds for any research or statistical activity or project involving the collection, use, analysis, transfer, or disclosure of information identifiable to a private person until: (1) a Privacy Certificate has been submitted to and approved by OJJDP in accordance with the requirements of 28 CFR Part 22, (2) removal of this special condition has been authorized by OJP, and (3) a Grant Adjustment Notice has been issued removing this special condition.





Department of Justice  
Office of Justice Programs  
**Office of Juvenile Justice and  
Delinquency Prevention**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 4 OF 4

PROJECT NUMBER 2009-DC-BX-0100

AWARD DATE 09/22/2009

*SPECIAL CONDITIONS*

15. The award recipient agrees, as a condition of award approval, to comply with the requirements of 28 CFR Part 46 and all other Department of Justice/Office of Justice Programs policies and procedures regarding the protection of human research subjects, including informed consent procedures and obtainment of Institutional Review Board (IRB) approval, if appropriate.
16. The award recipient will not be permitted to draw down any funds for any research involving human subjects until: (1) it has submitted adequate documentation to demonstrate that it will conduct or perform research involving human subjects in accordance with an approved Federal-wide assurance issued by HHS or a Single Project Assurance issued by OJP/NIJ; (2) the research has been determined, by an appropriate IRB (or the Office of the General Counsel/ OJP), to be an exempt research activity, or has been reviewed and approved by an appropriate IRB in accordance with the requirements of 28 CFR Part 46; (3) an OJP Human Subjects Protection Officer has authorized, in writing, removal of this special condition; and (4) a Grant Adjustment Notice has been issued removing this special condition.



**Department of Justice**

Office of Justice Programs

*Office of Juvenile Justice and Delinquency Prevention*

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*Washington, D.C. 20531*

**Memorandum To:** Official Grant File

**From:** Kathi Grasso, OJJDP NEPA Coordinator

**Subject:** Categorical Exclusion for Superior Court of California County of Ventura

The recipient agrees to assist OJJDP to comply with the National Environmental Policy Act (NEPA) and other related federal environmental impact analyses requirements in the use of these grant funds either directly by the recipient or by a subrecipient. Accordingly, prior to obligating grant funds, the grantee agrees to first determine if any of the following activities will be related to the use of the grant funds and, if so, to advise OJJDP and request further NEPA implementation guidance. Recipient understands that this special condition applies to its activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are: a. new construction; b. minor renovation or remodeling of a property either; (1) listed on or eligible for listing on the National Register of Historic Places or; (2) located within a 100-year flood plain; c. a renovation, lease, or any other proposed use of a building or facility that will either; (1) result in a change in its basic prior use or; (2) significantly change its size and; d. Implementation of a new program involving the use of chemicals other than chemicals that are; (1) purchased as an incidental component of a funded activity and; (2) traditionally used, for example, in office, household, recreational, or education environments.





Department of Justice  
Office of Justice Programs  
Office of Juvenile Justice and  
Delinquency Prevention

**GRANT MANAGER'S MEMORANDUM, PT. I:  
PROJECT SUMMARY**

**Grant**

PROJECT NUMBER

2009-DC-BX-0100

PAGE 1 OF 1

This project is supported under FY09(OJJDP Drug Ct) 42 USC 3797u

1. STAFF CONTACT (Name & telephone number)

Gwen R. Williams  
(202) 616-1611

2. PROJECT DIRECTOR (Name, address & telephone number)

Jillinda Barrios  
Senior Court Analyst  
800 South Victoria Avenue  
Ventura, CA 93009-0004  
(805) 339-2927

3a. TITLE OF THE PROGRAM

OJJDP FY 09 Juvenile Drug Courts Program

3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)

4. TITLE OF PROJECT

Reclaiming Futures Ventura County

5. NAME & ADDRESS OF GRANTEE

Superior Court of California County of Ventura  
800 South Victoria Avenue  
Ventura, CA 93009-0004

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2009 TO: 09/30/2013

8. BUDGET PERIOD

FROM: 10/01/2009 TO: 09/30/2013

9. AMOUNT OF AWARD

\$ 425,000

10. DATE OF AWARD

09/22/2009

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Grants to Expand Substance Abuse Treatment Capacity for Juvenile Drug Courts Program (here after referred to as the CSAT/OJJDP Juvenile Drug Court Program) supports programs to enhance and expand substance abuse treatment capacity for juvenile drug courts. The Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment (CSAT) and the Office of Juvenile Justice and Delinquency Prevention (OJJDP) in partnership with the Robert Wood Johnson Foundation (RWJ) issued a joint solicitation for the FY 2009 CSAT/OJJDP Juvenile Drug Court Program. The purpose of the program is to enhance the capacity of existing juvenile drug courts to serve substance-abusing juvenile offenders through the integration and implementation of the Juvenile Drug Court: Strategies in Practice and the Reclaiming Futures program models. CSAT will provide funding for the treatment component of the program and OJJDP will provide funding for the operation of the juvenile drug court component.

Reclaiming Futures of Ventura County will provide expanded services to at least 130 juvenile offenders -- with a primary diagnosis of substance abuse or a

primary diagnosis of mental illness and a secondary, co-occurring diagnosis of substance abuse -- each year with increased clinical mental health services and substance abuse treatment services and the implementation of the Reclaiming Futures™ model, the Seven Challenges Program, and gender-specific programming. The Superior Court of California, County of Ventura -- together with its collaborative partners the Ventura County Probation Agency, the Ventura County Behavioral Health Department, the Ventura County Behavioral Health Department -- Alcohol and Drug Programs, Interface Children Family Services, and Girls Incorporated of Carpinteria -- will provide expanded and enhanced services to juvenile offenders served through the Ventura County Juvenile Drug Court. The proposed expansion and enhancement -- Reclaiming Futures Ventura County -- will include: the implementation of MET/CBT-5 and the Reclaiming Futures™ model; increased clinical mental health services for juvenile offenders who have a primary diagnosis of substance abuse; increased substance abuse treatment services for juvenile who have a primary diagnosis of mental illness and a secondary, co-occurring diagnosis of substance abuse; the implementation of the Seven Challenges program to improve substance abuse treatment services; and increased gender-specific services for female juvenile offenders participating in the proposed project. Reclaiming Futures Ventura County will serve a minimum of 130 and a maximum of 150 juvenile offenders each year -- a minimum of 340 and a maximum of 440 over the initial four (4) years of project implementation. The goals of Reclaiming Futures Ventura County are to improve the operation of the Ventura County Juvenile Drug Court, improve the screening and assessment of juvenile drug court participants, improve clinical mental health and substance abuse treatment services for juvenile drug court participants, promote increased training for project staff members, and increase collaboration among collaborative partners. The successful achievement of these goals is expected to result in: increased participant and family involvement in individualized case planning, increased gender-specific programming, increased participant completion of individualized case plans, reduced recidivism rates, reduced incidents of substance abuse among project participants, and increased community partnerships designed to better serve juvenile offenders through juvenile drug court. CA/NCF