

MEMORANDUM

TO: Court Referral Education Program Directors
Court Referral Education Instructors
Non-Profit Alcohol/Drug Abuse Program Directors

FROM: Cheryl Plato-Bryant, State Coordinator
Alabama Court Referral Programs

DATE: December 20, 2010

RE: **New Program Application**

As provided by Section 32-5A-191(c) and Sections 12-23-1 through 12-23-19, Code of Alabama, 1975, the Administrative Director of Courts is authorized to contract with agencies or entities to conduct the court referral education programs in each court jurisdiction of the state. At this time, the Administrative Office of Courts (AOC) is soliciting applications for an education program provider to cover Madison County in compliance with §12-23-4(a), Code of Alabama, 1975.

It is the policy of the AOC to carefully select agencies to replace those that are no longer providing court referral services. Consideration will be given to existing certified court referral education programs and other programs that are legally incorporated, non-profit alcohol/drug abuse or governmental agencies existing within the counties to be served. In the event that no qualified agency exists or is willing to assume these responsibilities, other appropriate agencies in neighboring counties will be contacted to determine the feasibility of their providing the services.

If your agency is interested in providing the education services for these counties, you must submit a **completed** application and checklist to this office no later than **January 7, 2011**. Incomplete applications will not be accepted. Enclosed you will find an application form and checklist. If you have questions, do not hesitate to contact Millie Fuller at 1-866-954-9411, extension 5198.

APPLICATION FORM

(FOR COURT REFERRAL EDUCATIONAL PROGRAMS)

Complete the following:

1. Name and address of organization.
2. County for which application is made.
3. Describe the current services this organization provides.
4. Provide an organizational chart of the agency, including Board of Directors or other lines of authority.
**Note that the Program Director may not serve on the Board of Directors.*
5. Designate the individual who would coordinate the court referral program and include a resume. Also include brief resumes of individuals who will serve as instructors.
6. Describe how the Court Referral Education Program could enhance current services provided by this agency.
7. Describe the location and physical facilities in which the Level I, II, and/or Youth and Juvenile programs would be held.
8. Describe the agency's policy on staff participation in training events.
9. Describe any current work applicant agency does with area courts.
10. Briefly describe why this agency should provide the Court Referral Education Program(s).

Return to:

Administrative Office of Courts
300 Dexter Avenue
Montgomery, Alabama 36104

ATTENTION: State Coordinator of Court Referral Programs

COURT REFERRAL PROGRAM CHECKLIST

Complete and submit the following checklist to the Administrative Office of Courts on or before *January 7, 2011*.

Please note that contracts can not be considered unless all information is complete. **(Attach additional sheets where necessary.)**

I. NEW PROGRAM (for first time applicants only)

___ 1) Submit a completed application form.

(If you are not a first time applicant, no action is required in this section)

II. PROGRAM (for existing programs)

___ 1) Submit a current copy of the agency's policies and procedures.

___ 2) Submit a copy of your IRS non-profit certification. (non-governmental agencies only)

___ 3) List counties and courts to be served in each county

___ 4) List programs/services offered by your agency. Include targeted population(s), cost, and funding source(s).

___ 5) Submit a copy of the agencies annual audit conducted by a certified public accountant and conducted in accordance with generally accepted auditing standards. (audit should cover previous year)

___ 6) Submit proof of Dishonesty Bond and Liability Insurance in the amount specified by contract.

_____ 7) Submit a proposed semi-annual schedule of classes including time and location.

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III. FACILITY

_____ 1) Provide the physical address, mailing address, telephone number, and facsimile number of each facility utilized by this agency including the administrative office.

2) Submit a brief description of each facility used to conduct the Level I, II, and Youth & Juvenile Court Referral Education Program(s).

_____ 3) Are the facilities structurally sound, handicapped accessible, and maintained according to all federal, state, and local requirements for safety?

_____ 4) Identify the equipment and its' condition available for use in the support of the programs/services provided.

IV. PERSONNEL

_____ 1) Submit a current agency organizational chart (include title and name).

2) Submit a list of all employees: full-time, part-time, and independent contractors (names, title, address, phone number, certification, continuing education credit, etc.).

_____ 3) Submit a current list of Board Members (include: length of appointment, office held, meeting dates, and specific functions). **NEW LIST REQUIRED BY ALL PROGRAMS**

V. GENERAL

- ___ 1) Strengths and Weaknesses -- Provide a summary of each program component and describe the areas you believe to be areas of strength and the areas you believe to be weaknesses.

- ___ 2) Provide your proposal for addressing the areas you have identified as weaknesses and your corrective action plan.