



Goodhue County Grant Form

Grant Information

Grant Award: July 1, 2023-June 30, 2024 - \$4,000

July 1, 2024-June 30, 2025 - \$4000

Name of Grant: Remote Electronic Alcohol Monitoring (REAM)

Sponsoring Agency: MN Department of Corrections

Grant Period: July 1, 2023-June 30, 2024

July 1, 2024-June 30, 2025

Department Information

Department: Goodhue County Court Services

Primary Contact Person: Rhonda VanSchoonhoven

Phone number: 651-267-4907

Purpose: The purpose is to provide financial assistance for payment of Remote Electronic Alcohol Monitoring for any offender charged with a DWI, whether pretrial supervision or sentenced to the Court, if the offender meets financial criteria.

Restrictions: The DWI offender has two criteria to be eligible.

1. Offender's financial application approved by the Court and appointed a Public Defender.
2. Pretrial or probation DWI cases that can demonstrate hardship that would prevent offenders from meeting financial requirements of alcohol monitoring.

Reimbursement Payment up front Match (\$ or in-kind)

Website Address: mn.gov/doc

CFDA # (if Federal Grant):

Date sent to Administration: 5/31/23

Board Approval Date (for office use only): _____

PROGRAM INFORMATION SHEET

Remote Electronic Alcohol Monitoring (REAM)

July 1, 2023 – June 30, 2025

Application Information

1. APPLICANT LEGAL ORGANIZATION NAME – Goodhue County Court Services
2. APPLICANT LEGAL ORGANIZATION ADDRESS – Justice Center 454 W. 6th St. Red Wing, MN 55066
3. MN TAX ID - 8026628
4. FEDERAL EMPLOYER ID – 41-6005797
5. STATE SWIFT VENDOR # 0000197327
6. Agency Remittance Address in SWIFT - Goodhue County T DBA Treasurer
509 W. 5th St. Red Wing, MN 55066
7. Account Type – Treasurer account

Program Authorized Representative

1. NAME: Mark Jaeger
2. TITLE: Court Services Director
3. PHONE: 651-267-4914
4. EMAIL: mark.jaeger@co.goodhue.mn.us

Amount of Funds Requested

1. FY24 July 1, 2023 – June 30th, 2024 - \$4000
2. FY25 July 1, 2024 – June 30th, 2025 - \$4000

Service Areas

1. List the cities or counties you will be serving – Goodhue County, Red Wing, Cannon Falls, Kenyon, Dennison, Wanamingo, Pine Island, Zumbrota, Goodhue, Lake City, Bellechester
2. Estimated population of service areas – 47,968

Certification

By submitting a response to the Remote Electronic Alcohol Monitoring (REAM) Request For Proposals (RFP) I, the Authorized Representative, certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this response on behalf of the applicant entity.

REAM Program Description

Goodhue County

Remote Electronic Alcohol Monitoring

July 1, 2023 – June 30 2025

Jurisdiction Information

Goodhue County is located in southeastern Minnesota and is bordered by the Mississippi River and Wisconsin to the east. Total county population is 47,968. Red Wing is the largest city and county seat with a population of 16,763. Other cities in the county include Cannon Falls, Kenyon, Dennison, Wanamingo, Pine Island, Zumbrota, Goodhue, Bellechester, and part of Lake City. This is a first-time application for the REAM grant.

In 2022 Court Services opened 161 DWI cases. We supervised 37 pretrial DWI offenders on electronic alcohol monitoring and 50 DWI clients with electronic alcohol monitoring as a condition of probation.

Vendor names, tasks, and responsibilities

Goodhue County Court Services Department uses **Community Compliance** as its electronic alcohol monitoring (EAM) vendor for clients released on pretrial EAM and clients sentenced to a period of EAM as a condition of probation.

Court Services has a designated in-house staff person that does hookups for Community Compliance probation clients using CC equipment adding to the timeliness and convenience of hookup arrangements. Community Compliance provides reliable monitoring equipment, client alcohol use monitoring and prompt reporting of alcohol use violations or equipment tampering. Monitoring equipment is returned to the Court Services office upon completion of the court ordered monitoring period or when removed from the monitoring program for other reasons.

The county notifies the vendors of clients approved for REAM grant funding and vendors, in turn, send monthly invoices to the county. Vendors deal directly with clients for payment of their share of the monitoring cost.

Coordination and Support of the Court and Law Enforcement Agencies

Goodhue County Court Services notifies Goodhue County Sheriff's Department, Law Enforcement Agencies within the County, Court Administration, County Attorney and Public Defenders office of the availability of funding through the REAM grant program.

The Court requires a bail study and pretrial release recommendations on all 1st through 3rd degree DWI arrests. Remote electronic alcohol monitoring is often ordered for pretrial release.

Each morning, Court Services is notified by Goodhue County Jail of all offenders who were taken into custody and appearing for a bail hearing. By the time an offender appears for their bail hearing, Goodhue County Jail has completed the bail study and submitted it to the Court.

Once offenders have appeared in Court and have been approved to be released on alcohol monitoring and are determined to be financially eligible, they are referred for alcohol monitoring by Court Services. The Court Services office will make arrangements with the jail to enroll the offender on monitoring.

Remote electronic alcohol monitoring is also considered by the probation agent at sentencing for DWI convictions. Alcohol monitoring is a valuable tool for chemically dependent offenders providing additional compliance and community safety. Alcohol monitoring is often recommended as a condition of probation.

Court Services makes all of the referrals to the REAM program. Those referrals may come after a bail hearing or at the time of sentencing. Court Services is solely responsible for ensuring compliance while an offender is on the REAM grant program. Law Enforcement may be contacted by Court Services to assist in the apprehension of an offender who is alleged to have violated the program rules of no alcohol use.

REAM Protocols/Procedures

- Procedures for equipment hookup, de-installations and retrieval:

The supervising agent will email a REAM referral to our vendor, Community Compliance, and REAM coordinator with installation instructions including date and the installation location. Community Compliance responds within 24 hours for all REAM referral hook ups: most often responding the same referral date. Offenders that are not held in jail normally report to the Goodhue County Court Services during designated hook-up times. Community Compliance staff will report to the Goodhue County Jail for individuals ordered to be held in custody until REAM equipment is installed, or will provide an over the phone enrollment. Community Compliance is responsible to provide available working equipment, respond to troubleshoot equipment issues and assure a timely response.

Upon completion of REAM, Community Compliance arranges de-installation with the offender. De-installation is normally completed at Goodhue County Court Services. All equipment must be turned in within three days of de-installation. The equipment is kept in a secure location at the probation department for Community Compliance staff to pick up. Community Compliance staff will email a completion letter to the supervising probation agent, which is forwarded to the grant coordinator.

- How is your agency notified of drinking event alerts:

If an offender has a positive alcohol test, Community Compliance immediately notifies the supervising/referring agent. Community Compliance follows up by sending the referring agent a violation report the next day, reporting all positive alcohol tests or tampered equipment warnings.

- What breath or blood alcohol level is considered a positive:

Any alcohol test with a level of .01 BAC requires a probation agent to be notified.

- Agency procedures on responding to a violation of the no alcohol use conditions, including consequences for violation:

When an agent is alerted of a positive alcohol test and the offender is on pretrial monitoring, the agent will notify the county attorneys office of the test. The county attorney's office may issue a warrant and request a hearing for violation of release conditions. If a warrant is signed by the judge, the offender will be placed in the Goodhue County Jail or nearest detox center pending court.

When an agent is alerted of a positive alcohol test and the offender is on supervised probation, the agent will request that the offender reports to the agent's office, request law enforcement to verify the positive test at the

offender's location and/or issue an apprehension and detention order. The agent will determine if a hearing or sanctions conference is required. Most offenders are returned to Court on a formal violation. The offender's criminal history, compliance, chemical dependency history, and public safety will all be considered by the probation agent to address the REAM violation. Consequences may include jail, chemical dependency treatment, increased supervision, electronic home monitoring, Sentence to Service work, etc.

The supervising agent is further required to assure an individual is hooked up on monitoring at coordinated times, and monitoring continues during a specified period without interruption. If the agent is notified of any positive alcohol tests, it is the agent's responsibility to verify the positive test. If the test is negative or if there are issues with the monitoring equipment, the agent will work with Community Compliance to fix or replace the equipment at no charge to the offender or grant. If it is a verified positive alcohol test, the agent determines the next course of action, normally, placing the offender into custody by issuing an apprehension and detention order.

- Other internal policies:

The coordinator maintains records of all referrals, monitoring dates, and grant eligibility amounts. At the time of the REAM referral, the grant coordinator confirms the grant share and notifies Community Compliance. Upon completion of REAM, Community Compliance forwards a completion letter to the supervising agent. The agent provides this to the REAM Coordinator to update REAM grant records. Accurate dates provide for quicker quarterly REAM financial and statistical reports. The completion letter, referral information, and invoices are compared to assure appropriate fees are assessed and accurate number of days on REAM is recorded.

Community Compliance collects their share of monitoring cost from the offender. No money is passed through the Goodhue County Court Services. Community Compliance will notify the supervising agent if an offender will soon be delinquent in a payment and in jeopardy of being removed from the monitor. The supervising agent will assist Community Compliance if an offender is delinquent in any monitoring payment by reminding the offender of their financial obligation. This will alleviate any lapse in monitoring and need for further Court involvement.

Equipment

SCRAM Remote Breath Alcohol Testing Device

SCRAM is a hand-held cellular mobile breath alcohol testing device, allowing for scheduled, random and on-demand alcohol testing. The device is mobile and can be taken with the offender wherever he/she goes. This allows for testing all through the day including when at work.

Per Diem Rate or Cost of Equipment

Remote Breath Alcohol Monitoring - \$12/day – Using *SCRAM Remote Breath Alcohol Testing Device*

Community Compliance also charges a \$40 hook-up fee for each new referral.

The offender is responsible for any lost, damaged or destroyed equipment. The offender is responsible for any non-returned equipment fees, re-enrollment fees and credit/debit card declined payment fees.

REAM grant subsidy method

The agent assigned to the case determines indigency by confirming the client was approved by the judge to be eligible for a Public Defender or will review financial information provided by the client. Employment status is monitored by supervising agent, and the client is expected to report any change in income.

All parties in the local justice system are made aware of the grant guidelines and 180-day limit on consecutive days on the REAM grant. Agents constantly monitor days on pretrial alcohol monitoring and number of days pronounced on the sentencing order. Furthermore, the coordinator maintains open communication with the Community Compliance vendor to ensure that clients are limited to 180 consecutive days on the REAM grant program.

If a DWI offender has court ordered conditions including alcohol monitoring, a Probation Agent screens them for eligibility for REAM. Goodhue County Probation has set two criteria to be eligible for REAM funds:

1. Offender's financial application approved by the Court and appointed a Public Defender (Agent verifies in MNCIS or MGA of Public Defender appointment), OR
2. Pretrial or probation DWI cases that can demonstrate hardship that would prevent offenders from meeting financial requirements of alcohol monitoring.

Program Expectations for Clients that do not have a public defender:

(Some offenders do not apply for a public defender or do not qualify, but cannot meet financial requirements to be enrolled)

- Director may approve up to 30 days REAM Grant payment if the agent believes monitoring costs would place an undue hardship on the offender. May be reviewed after 30 days.
- Goal is to get inmates out of jail and keep offenders in the community with abstinence support and temporary financial assistance.
- Can be utilized for Probation Sanctions when offenders waive their right to a court hearing and agree to a Sanctions Conference.

Specialized Populations and Programs

Any offender charged with a DWI offense, whether pretrial supervision or sentenced to probation, is eligible for the REAM Grant Program if the offender meets financial criteria. Goodhue County Court Services has no other specialized DWI programming.

Program fees

REAM Grant funds are solely used for the purpose of contract services with Community Compliance. The vendor has a \$12/day monitoring charge, and a one-time \$40 installation fee. The REAM Grant Program Coordinator will determine the offender's share and the grant share of the daily expense. The vendor is advised that the offender, for example, is required to pay \$2/day. Goodhue County will use REAM grant funds for the \$10/day balance and the \$40 installation fee. Two weeks of adjusted monitoring expenses are collected from the offender by the vendor at the time of hook-up. The probation department only assists with fee collection when the vendor communicates a lack of payment during the monitoring period and possible termination of monitoring. The probation agent will then assist in contacting the offender to encourage payment to the vendor in a timely manner to alleviate any lack of monitoring supervision. Goodhue County Court Services does not charge the offender any additional fees for REAM grant services or receive additional income from REAM participants.

Estimate number of Clients

Fiscal Year	Number of impaired driving offenders who could be subsidized by the REAM grant
2024 (7/1/2023 - 6/30/2024)	45
2025 (7/1/2024 - 6/30/2025)	45

Our proposed expenditure amount for the REAM grant was determined by looking back at 2022 numbers. These would reflect the most accurate numbers available since COVID protocols were in place and case numbers were skewed due to adjustments in arrests, prosecutions and sentencings.

In 2022, Goodhue County Court Services supervised 161 DWI cases:

- 37 DWI cases were supervised on pretrial monitoring with 17 of those were approved to be indigent by the district court.
- 50 DWI cases were sentenced to alcohol monitoring as a condition of probation, 28 of those were approved to be indigent by the district court.

Supervision Type

- 1. Pretrial Release? 37 %
- 2. Supervised Release or Probation (Post-Sentence)? 63%

TOTAL ANNUAL BUDGET
Remote Electronic Alcohol Monitoring (REAM)

GRANT APPLICANT: GOODHUE COUNTY COURT SERVICES

Unless you expect significant differences in the budgets for FY24 and FY25, you need only submit **one annual budget form**. The budget should detail proposed expenditures for a one-year period. List the sources of all funds needed to meet your proposed budget. Because budgets are best-guess estimates, please round to the nearest dollar. Use only the space provided.

Expenses Line Item Expense	Total Proposed Annual Budget	Amount Requested from DOC For this Grant
Personnel		
Fringe Benefits		
Contract Services	\$4000	\$4000
Travel		
Training		
Rent/Mortgage		
Utilities		
Insurance		
Maintenance/Repair		
Office Supplies		
Program Supplies		
Equipment		
Other (Specify)		
Other (Specify)		
Other (Specify)		
Other (Specify)		
TOTALS	\$4000	\$4000

ANNUAL BUDGET NARRATIVE Remote Electronic Alcohol Monitoring (REAM)

GRANT APPLICANT: **Goodhue County Court Services**

This narrative should detail proposed expenditures for a one-year period. Explain in detail each line item charged to DOC on the Total Annual Budget form and show how expenses are estimated. List the line items in order as they appear in the budget. Provide a narrative that includes an explanation of costs such as contract service fees, and equipment, etc.

This is the first time Goodhue County Court Services has applied for the REAM Grant. Our intention is to remove financial barriers to equitably allow eligible clients to access electronic alcohol monitoring for pretrial release, or to satisfy that condition of probation through the REAM grant funding.

The REAM grant will be used exclusively for electronic alcohol monitoring services provided by Community Compliance. Monitoring and hook-up fees are the only expenses associated with our grant proposal. There are no additional or hidden costs charged to the client. "Contract Services" is the sole line item expenditure being requested for reimbursement. Once eligibility is determined, the client and Community Compliance are informed of the client's financial obligation. Community Compliance deals directly with the client for payment of their share of the cost. Community Compliance will send a monthly invoice to Court Services for the balance of the cost. After that information is reconciled, Court Services will then send a request for reimbursement to the Department of Corrections.

Our proposed expenditure amount for one year of the grant was determined by looking back at 2022 numbers. These would reflect the most accurate numbers available since Covid protocols were in place and case numbers were skewed due to adjustments in arrests, prosecutions, and sentencings. In 2022 Court Services DWI cases on pretrial numbered 37, with 17 of those approved for a public defender. Of the 50 cases sentenced to alcohol monitoring as a condition of probation, 28 of those were approved for a public defender.

Qualifying program participants would pay part of the cost of alcohol monitoring until we reach the total amount of our grant award. We are requesting grant funding in the amount of \$4000 for each year of the two year grant for a total of \$8000.

Grants & Subsidies Unit
Office Memorandum

Date: March 30th, 2023

To: Mark Jaeger, Director, Goodhue County Court Services

From: Rubina Khan, Grant Monitor

Re: REAM Grant Award for Fiscal Years 2024-2025

I'm pleased to inform you that your county has been awarded \$4,000 per fiscal year for the Remote Electronic Alcohol Monitoring (REAM) grant program. The total grant amount for the biennium is \$8,000.

As mentioned in the RFP, the following conditions apply to this grant program:

- As applicable, all grantees must submit the current contract with their chosen electronic surveillance vendor upon execution of the grant agreement.
- DOC grant monitors will review for under-spending and at the end of the 2nd quarter of each year (January 31), grant funding may be reduced accordingly if there is 50% or more of unspent money
- DOC grant monitors will review for under-spending and at the end of the 3rd quarter of each year (April 30), grant funding will be reduced accordingly if there is 30% or more of unspent money
- Grantees may request additional REAM funds as needed during the grant period. Grant monitors will award additional funds upon availability and based on grantees' usage and compliance.

Also, a desk review will be conducted per the Minnesota Office of Grants Management Policy [08-10](#) to ensure that the grantee is in compliance with the grant agreement. The desk review will ensure that adequate documentation exists for the expenses claimed and that the expenses claimed are allowable.

I'll be contacting you soon to make any adjustments (if applicable) to your Program Information Sheet (Exhibit A), Workplan (Exhibit B), and Budget (Exhibit C). Once the final documents are received, a grant agreement will be prepared and emailed to you via DocuSign for your signature.

The Minnesota Department of Corrections is committed to providing quality services through partnerships with programs such as yours. I wish you success in your programming!

If you have any questions, feel free to reach out to me at: Rubina.Khan@state.mn.us or 651-363-4392.

Thank you!