

SAO 2



# Howard County

---

## *Internal Memorandum*

**Subject:** SAO 2 – Community Service Support Program

**To:** Lonnie R. Robbins, Chief Administrative Officer  
County Administration

**From:** Jack Kavanagh, Director  
Department of Corrections

**Date:** July 8, 2009

---

The County has been awarded grant funds from the Governor's Office of Crime Control & Prevention for a Community Service Support Program entitled, "Sentencing Alternative". This program provides non-violent adult offenders, referred by the District and Circuit Courts, with alternatives to incarceration and/or fines and meets many community organizations' labor needs. The Community Service Support Program is a pass through grant to the Serenity Center. Staff maintains and establishes work sites, provides guidance to clients, coordinates work assignments and supervises non-violent offenders who have received community service as a pre-trial diversion or a post trial sanction and reports to the courts on a client's success or failure to meet the client's required hours.

The total amount of the award is \$85,000. These funds provide for the salary and benefits for 1.5 full-time equivalent positions – a Project Manager and a Caseworker to be employed by the Serenity Center. In addition, each client will be charged a \$40.00 fee to offset other administrative expenses of the program.

**Fiscal Impact:** There is no cash match required. This is a fully funded grant.

JK:dp

**Cc:** Patricia Schupple, Deputy Director  
Diana J. Pettit, Fiscal Specialist  
File