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## GRANT SUMMARY SHEET

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**Grant Name:** BJA FY24 Adult Treatment Court Program 24-28

**Department:** GENERAL SESSIONS CT

**Grantor:** U.S. DEPARTMENT OF JUSTICE

**Pass-Through Grantor  
(If applicable):**

**Total Award this Action:** \$749,220.00

**Cash Match Amount** \$250,840.00

**Department Contact:** Allison Tarpley  
8069997

**Status:** NEW

**Program Description:**

BJA is a 48 month grant for the enhancement of the General Sessions Recovery Court under the General Sessions Court Department. Funding will be used to hire a Peer Recovery Support Specialist, provide rental assistance to active participants, provide opioid overdose training prevention, team training, and outside evaluation to ensure fidelity to best practice standards and improve program performance.

**Plan for continuation of services upon grant expiration:**

Request funding from Metro for supplemental support and apply for additional funding through the federal government.

**Grants Tracking Form**

Part One

<input type="radio"/> Pre-Application		<input checked="" type="radio"/> Application		<input type="radio"/> Award Acceptance		<input type="radio"/> Contract Amendment	
Department	Dept. No.	Contact		Phone	Fax		
GENERAL SESSIONS CT	027	Allison Tarpley		8069997	2143603		
Grant Name:	BJA FY24 Adult Treatment Court Program 25-28						
Grantor:	U.S. DEPARTMENT OF JUSTICE			Other:			
Grant Period From:	10/01/24	(applications only) Anticipated Application Date:		05/09/24			
Grant Period To:	09/30/28	(applications only) Application Deadline:		05/09/24			
Funding Type:	FED DIRECT	Multi-Department Grant		<input type="checkbox"/>		If yes, list below.	
Pass-Thru:		Outside Consultant Project:		<input type="checkbox"/>			
Award Type:	COMPETITIVE	Total Award:		\$749,220.00			
Status:	NEW	Metro Cash Match:		\$250,840.00			
Metro Category:	New Initiative	Metro In-Kind Match:		\$0.00			
CFDA #	16.585	Is Council approval required?		<input checked="" type="checkbox"/>			
Project Description:	Applic. Submitted Electronically? <input type="checkbox"/>						
<p>BJA is a 48 month grant for the enhancement of the General Sessions Recovery Court under the General Sessions Court Department. Funding will be used to hire a Peer Recovery Support Specialist, provide rental assistance to active participants, provide opioid overdose training prevention, team training, and outside evaluation to ensure fidelity to best practice standards and improve program performance.</p>							
<p><b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b></p> <p>Request funding from Metro for supplemental support and apply for additional funding through the federal government.</p>							
<p><b>How is Match Determined?</b></p> <p>Fixed Amount of \$ _____ or 25.0% % of Grant Other: <input type="checkbox"/></p>							
<p><b>Explanation for "Other" means of determining match:</b></p> <p>Match requirement will be met through salaries of General Sessions Recovery Court staff providing services to program participants and IDC in the amount of \$41,196.00</p>							
<p><b>For this Metro FY, how much of the required local Metro cash match:</b></p> <p>Is already in department budget? Yes</p> <p>Is not budgeted? <input type="checkbox"/></p> <p>Fund 10101 Business Unit 27117000</p> <p>Proposed Source of Match: General Sessions Staff</p>							
<p><b>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</b></p> <p>Other:</p> <p>Number of FTEs the grant will fund: 1.00 Actual number of positions added: 1.00</p> <p>Departmental Indirect Cost Rate 30.60% Indirect Cost of Grant to Metro: \$306,018.36</p> <p>*Indirect Costs allowed? <input checked="" type="radio"/> Yes <input type="radio"/> No % Allow. 16.75% Ind. Cost Requested from Grantor: \$167,521.00 in budget</p> <p>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</p> <p>Draw down allowable? <input checked="" type="checkbox"/></p> <p>Metro or Community-based Partners:</p>							

Part Two

Grant Budget

Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY25	\$187,305.00			\$62,710.00	10101, 27117000	\$0.00	\$250,015.00	\$76,504.59	\$41,880.25
Yr 2	FY26	\$187,305.00			\$62,710.00	10101, 27117000	\$0.00	\$250,015.00	\$76,504.59	\$41,880.25
Yr 3	FY27	\$187,305.00			\$62,710.00	10101, 27117000	\$0.00	\$250,015.00	\$76,504.59	\$41,880.25
Yr 4	FY28	\$187,305.00			\$62,710.00	10101, 27117000	\$0.00	\$250,015.00	\$76,504.59	\$41,880.25
Yr 5	FY__									
<b>Total</b>		\$749,220.00	\$0.00	\$0.00	\$250,840.00		\$0.00	\$1,000,060.00	\$306,018.36	\$167,521.00
<b>Date Awarded:</b>		09/27/24		<b>Tot. Awarded:</b>		\$749,220.00	<b>Contract#:</b>		15PBJA-24-GG-03953-DGCT	
<b>(or) Date Denied:</b>				<b>Reason:</b>						
<b>(or) Date Withdrawn:</b>				<b>Reason:</b>						

Contact: [juanita.paulsen@nashville.gov](mailto:juanita.paulsen@nashville.gov)  
[vaughn.wilson@nashville.gov](mailto:vaughn.wilson@nashville.gov)

Rev. 5/13/13  
5824

GCP Received 10/03/2024

GCP Approved 10/03/2024



**Department of Justice (DOJ)**

**Office of Justice Programs**

Bureau of Justice Assistance

Washington, D.C. 20531

<b>Name and Address of Recipient:</b>		NASHVILLE & DAVIDSON COUNTY, METROPOLITAN GOVERNMENT OF 1 PUBLIC SQ	
<b>City, State and Zip:</b>		NASHVILLE, TN 37201	
<b>Recipient UEI:</b>		LGZLHP6ZHM55	
<b>Project Title:</b> Davidson County GS Recovery Court is applying for funds to expand and enhance the operations of the current Adult Recovery Court model.		<b>Award Number:</b> 15PBJA-24-GG-03953-DGCT	
<b>Solicitation Title:</b> BJA FY24 Adult Treatment Court Program			
<b>Federal Award Amount:</b> \$749,220.00		<b>Federal Award Date:</b> 9/27/24	
<b>Awarding Agency:</b>		Office of Justice Programs Bureau of Justice Assistance	
<b>Funding Instrument Type:</b>		Grant	
<b>Opportunity Category:</b> D			
<b>Assistance Listing:</b> 16.585 - Treatment Court Discretionary Grant Program			
<b>Project Period Start Date:</b> 10/1/24		<b>Project Period End Date:</b> 9/30/28	
<b>Budget Period Start Date:</b> 10/1/24		<b>Budget Period End Date:</b> 9/30/28	
<b>Project Description:</b> The Metropolitan Government of Nashville and Davidson County is seeking funding for the General Sessions Recovery Court (GSRC) to enhance the existing adult drug court. GSRC serves both pre- and post-adjudication cases, including misdemeanor and felony offenses. The target population includes individuals who are high risk for committing a new offense, high need for substance use treatment, and who enter the program voluntarily. All participants who are deemed eligible for medication-assisted treatment services by a licensed medical professional shall have access through local community partners. GSRC is a state-certified adult recovery court that incorporates all best practice standards in daily practices. The purpose of the enhancement project is to reduce recidivism among justice-involved individuals who have a substance use disorder and are high risk for committing a new offense. Expected outcomes include greater program retention and graduation rates; connection to evidenced-based substance use disorder, mental, and physical health treatment; a reduction in overdoses among target population; increased fidelity to best practice standards; higher staff retention; and unbiased program assessments to improve service provision and access to services for the target population.			

## **Award Letter**

September 27, 2024

Dear Allison Tarpley,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you the Office of Justice Programs (OJP) has approved the application submitted by NASHVILLE & DAVIDSON COUNTY, METROPOLITAN GOVERNMENT OF for an award under the funding opportunity entitled 2024 BJA FY24 Adult Treatment Court Program. The approved award amount is \$749,220.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by OJP, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations, and we look forward to working with you.

Brent J. Cohen  
Acting Assistant Attorney General

### **Office for Civil Rights Notice for All Recipients**

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) enforces federal civil rights laws and other provisions that prohibit discrimination by recipients of federal financial assistance from OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW).

Several civil rights laws, including Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, require recipients of federal financial assistance (recipients) to give assurances that they will comply with those laws. Taken together, these and other civil rights laws prohibit recipients from discriminating in the provision of services and employment because of race, color, national origin, religion, disability, and sex or from discriminating in the provision of services on the bases of age.

Some recipients of DOJ financial assistance have additional obligations to comply with other applicable nondiscrimination provisions like the Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of religion in addition to race, color, national origin, and sex. Recipients may also have related requirements regarding the development and implementation of equal employment opportunity programs.

OCR provides technical assistance, training, and other resources to help recipients comply with civil rights obligations. Further, OCR administratively enforces civil rights laws and nondiscrimination provisions by investigating DOJ recipients that are the subject of discrimination complaints. In addition, OCR conducts compliance reviews of DOJ recipients based on regulatory criteria. These investigations and compliance reviews permit OCR to evaluate whether DOJ recipients are providing services to the public and engaging in employment practices in a nondiscriminatory manner.

For more information about OCR, your civil rights and nondiscrimination responsibilities, how to notify your employees or beneficiaries of their civil rights protections and responsibilities and how to file a complaint, as well as technical assistance, training, and other resources, please visit [www.ojp.gov/program/civil-rights-office/outreach](http://www.ojp.gov/program/civil-rights-office/outreach). If you would like OCR to assist you in fulfilling your civil rights or nondiscrimination responsibilities, please contact us at [askOCR@ojp.usdoj.gov](mailto:askOCR@ojp.usdoj.gov) or [www.ojp.gov/program/civil-rights-office/about#ocr-contacts](http://www.ojp.gov/program/civil-rights-office/about#ocr-contacts).

**Memorandum Regarding NEPA**

**NEPA Letter Type**

OJP - Categorical Exclusion

**NEPA Letter**

None of the following activities will be conducted whether under the Office of Justice Programs federal action or a related third party action:

- (1) New construction
- (2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species
- (3) A renovation that will change the basic prior use of a facility or significantly change its size
- (4) Research and technology whose anticipated and future application could be expected to have an effect on the environment
- (5) Implementation of a program involving the use of chemicals (including the identification, seizure, or closure of clandestine methamphetamine laboratories)

Additionally, the proposed action is neither a phase nor a segment of a project that when reviewed in its entirety would not meet the criteria for a categorical exclusion.

Consequently, the subject federal action meets the Office of Justice Programs' criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of Title 28 of the Code of Federal Regulations.

Questions about this determination may be directed to your grant manager or Orbin Terry, Environmental Coordinator for the Bureau of Justice Assistance.

**NEPA Coordinator**

**First Name**

Orbin

**Middle Name**

**Last Name**

Terry

**Award Information**

**This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.**

**Recipient Information**

**Recipient Name**

NASHVILLE & DAVIDSON COUNTY, METROPOLITAN  
GOVERNMENT OF

**UEI**  
LGZLHP6ZHM55

**Street 1**  
1 PUBLIC SQ

**Street 2**

**City**  
NASHVILLE

**State/U.S. Territory**  
Tennessee

**Zip/Postal Code**  
37201

**Country**  
United States

**County/Parish**

**Province**

**Award Details**

**Federal Award Date**  
9/27/24

**Award Type**  
Initial

**Award Number**  
15PBJA-24-GG-03953-DGCT

**Supplement Number**  
00

**Federal Award Amount**  
\$749,220.00

**Funding Instrument Type**  
Grant

**Assistance Listing  
Number**

**Assistance Listings Program Title**

16.585

Treatment Court Discretionary Grant Program

**Statutory Authority**

Pub. L. No. 90-351, Title I, Part EE (codified at 34 U.S.C. 10611 - 10619); Department of Justice Consolidated Appropriations Act, 2024

[ ]  
*I have read and understand the information presented in this section of the Federal Award Instrument.*

**Project Information**

**This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.**

**Solicitation Title**  
2024 BJA FY24 Adult Treatment Court Program

**Awarding Agency**  
OJP

**Application Number**  
GRANT14106642

**Program Office**  
BJA

**Grant Manager Name**

Nicholas Leftwich

**Phone Number**

[202-880-7464](tel:202-880-7464)

**E-mail Address**

Nicholas.Leftwich@usdoj.gov

**Project Title**

Davidson County GS Recovery Court is applying for funds to expand and enhance the operations of the current Adult Recovery Court model.

**Performance Period Start**

**Date**

10/01/2024

**Performance Period End Date**

09/30/2028

**Budget Period Start Date**

10/01/2024

**Budget Period End Date**

09/30/2028

**Project Description**

The Metropolitan Government of Nashville and Davidson County is seeking funding for the General Sessions Recovery Court (GSRC) to enhance the existing adult drug court. GSRC serves both pre- and post-adjudication cases, including misdemeanor and felony offenses. The target population includes individuals who are high risk for committing a new offense, high need for substance use treatment, and who enter the program voluntarily. All participants who are deemed eligible for medication-assisted treatment services by a licensed medical professional shall have access through local community partners. GSRC is a state-certified adult recovery court that incorporates all best practice standards in daily practices. The purpose of the enhancement project is to reduce recidivism among justice-involved individuals who have a substance use disorder and are high risk for committing a new offense. Expected outcomes include greater program retention and graduation rates; connection to evidenced-based substance use disorder, mental, and physical health treatment; a reduction in overdoses among target population; increased fidelity to best practice standards; higher staff retention; and unbiased program assessments to improve service provision and access to services for the target population.

[ ]

*I have read and understand the information presented in this section of the Federal Award Instrument.*

**Financial Information**

**This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.**

The recipient budget is currently under review.

[ ]

*I have read and understand the information presented in this section of the Federal Award Instrument.*

**Award Conditions**

**This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.**

1

## Meaningful access requirement for individuals with limited English proficiency

The recipient, and any subrecipient at any tier, must take reasonable steps to ensure that individuals with limited English proficiency (LEP) have meaningful access to their programs and activities to comply with Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination on the basis of national origin, including discrimination against individuals with LEP. Such steps may require providing language assistance services, such as interpretation or translation services. The Department of Justice guidance on compliance with this requirement may be found at "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" (67 Fed. Reg. 41455-41472) (<https://www.federalregister.gov/d/02-15207>) and is incorporated by reference here.

2

## Compliance with general appropriations-law restrictions on the use of federal funds (FY 2024)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at <https://ojp.gov/funding/Explore/FY24AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

3

## Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" ([ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm](https://ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm)), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.



## 4

### Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

## 5

### Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this award from OJP.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

## 6

### Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates 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.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

## 7

### Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and

subrecipients that are faith-based or religious organizations.

Recipients and subrecipients that provide social services under this award must give written notice to beneficiaries and prospective beneficiaries prior to the provision of services (if practicable) which shall include language substantially similar to the language in 28 CFR Part 38, Appendix C, sections (1) through (4). A sample written notice may be found at <https://www.ojp.gov/program/civil-rights-office/partnerships-faith-based-and-other-neighborhood-organizations>.

In certain instances, a faith-based or religious organization may be able to take religion into account when making hiring decisions, provided it satisfies certain requirements. For more information, please see <https://www.ojp.gov/funding/explore/legaloverview2024/civilrightsrequirements>.

## 8

Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

## 9

Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

## 10

Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

## 11

Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

## 12

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

Among other items, 28 C.F.R. § 42.106(d), 28 C.F.R. § 42.405(c), and 28 C.F.R. § 42.505(f) contain notice

requirements that covered recipients must follow regarding the dissemination of information regarding federal nondiscrimination requirements.

## 13

### Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

## 14

### Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at [OJP.ComplianceReporting@ojp.usdoj.gov](mailto:OJP.ComplianceReporting@ojp.usdoj.gov). For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

## 15

### Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

### 2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

### 3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

### 4. Rules of construction

#### A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

#### B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). E-Verify employer agents can email E-Verify at [E-VerifyEmployerAgent@dhs.gov](mailto:E-VerifyEmployerAgent@dhs.gov).

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

## 16

### Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

## 17

### Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in

material incorporated by reference through award conditions, and references set out in other award requirements.

## 18

### Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

## 19

### OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

## 20

Specific post-award approval required to use a noncompetitive approach in any procurement contract that would

exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

## 21

Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope Grant Award Modification (GAM) to eliminate any inappropriate duplication of funding.

## 22

Required training for Grant Award Administrator and Financial Manager

The Grant Award Administrator and all Financial Managers for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2021, will satisfy this condition.

In the event that either the Grant Award Administrator or a Financial Manager for this award changes during the period of performance, the new Grant Award Administrator or Financial Manager must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after the date the Entity Administrator enters updated Grant Award Administrator or Financial Manager information in JustGrants. Successful completion of such a training on or after January 1, 2021, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://onlinegfmt.training.ojp.gov/>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

## 23

Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

## 24

Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

## 25

Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

## 26

Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

## 27

Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

## 28

Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards

Consistent with Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," OJP has prohibited the use of federal funds under this award for purchases or transfers of specified equipment by law enforcement agencies. In addition, OJP requires the recipient, and any subrecipient ("subgrantee") at any tier, to put in place specified controls prior to using federal funds under this award to acquire or transfer any property identified on the "controlled equipment" list. The details of the requirement are posted on the OJP web site at <https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment> (Award condition: Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards), and are incorporated by reference here.

## 29

### Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

## 30

### All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

## 31

### Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

Among other items, 28 C.F.R. § 54.140 contains notice requirements that covered recipients must follow regarding the dissemination of information regarding federal nondiscrimination requirements.

## 32

The recipient understands that, in accepting this award, the Authorized Representative declares and certifies, among other things, that he or she possesses the requisite legal authority to accept the award on behalf of the recipient entity and, in so doing, accepts (or adopts) all material requirements that relate to conduct throughout the period of performance under this award. The recipient further understands, and agrees, that it will not assign anyone to the role of Authorized Representative during the period of performance under the award without first ensuring that the individual has the requisite legal authority.



### 33

#### Verification and updating of recipient contact information

The recipient must verify its Grant Award Administrator, Financial Manager, and Authorized Representative contact information in JustGrants, including telephone number and e-mail address. If any information is incorrect or has changed, the award recipient's Entity Administrator must make changes to contact information through DIAMD. Instructions on how to update contact information in JustGrants can be found at <https://justicegrants.usdoj.gov/training/training-entity-management>.

### 34

#### FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$30,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$30,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

### 35

The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

### 36

The recipient agrees to submit to BJA for review and approval any product (e.g., curricula, training materials, publications, reports, videos, or any other written, web-based, or audio-visual, or other materials) that will be developed and published under this award at least thirty (30) working days prior to the targeted dissemination date. The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities. Any products developed under this award, (with the exception of press releases, web sites, and mobile applications), shall contain the following statements: "This project was supported by Grant No. <Award\_Number> awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." (Note: A separate disclaimer has been developed and is required for web sites and mobile applications. No disclaimer is required for press releases.)

### 37

Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service: "This Web site is funded in whole or in part through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)." The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included

through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

### 38

Applicants must ensure that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov).

### 39

The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

### 40

Justification of consultant rate

Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the OJP program office prior to obligation or expenditure of such funds.

### 41

The recipient agrees that no funds under this grant award (including via subcontract or subaward, at any tier) may be used for unmanned aircraft systems (UAS), which includes unmanned aircraft vehicles (UAV), or for any accompanying accessories to support UAS.

### 42

Recipient understands and agrees that it must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports through JustGrants ([justgrants.usdoj.gov](http://justgrants.usdoj.gov)), and that it must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website (<https://bjapmt.ojp.gov/>). For more detailed information on reporting and other requirements, refer to BJA's website. Failure to submit required reports by established deadlines may result in the freezing of grant funds and High Risk designation.

### 43

All BJA-funded adult drug courts must be operated based on the 10 key components for drug courts, which are found in BJA's and National Association of Drug Court Professionals (NADCP) publication: Defining Drug Courts: The Key Components at <https://www.ncjrs.gov/pdffiles1/bja/205621.pdf>. During the grant period of performance, if BJA concludes that a funded drug court is not conforming to the 10 key components, it retains the right to place the award recipient on a corrective action plan to bring the drug court into conformance. Continued failure to maintain conformance to the key components may result in a hold placed on award funds or suspension/termination of the grant award agreement.

### 44

Regarding medication-assisted treatment (MAT), the award recipient understands and agrees to the following: 1) all clients in a BJA-funded drug court have a right to access MAT under the care and prescription of a physician to the extent MAT is clinically indicated; 2) BJA-funded drug courts must not deny any eligible client enrollment to the drug court program because of their use of FDA-approved medications for the treatment of substance abuse; 3) MAT must be permitted to be continued for as long as the prescriber determines that the FDA-approved medication is clinically beneficial; 4) while under no circumstances can a BJA-funded drug court program deny access to MAT under the care and prescription of a physician when it is clinically indicated, a judge retains judicial discretion to mitigate/reduce the risk of abuse, misuse, or diversion of these medications; and 5) federal funds shall not be used to support activities that violate the Controlled Substances Act, 21 U.S.C. 801-904.

## 45

The recipient understands and agrees that no award or matching funds may be used to provide services for violent offenders as defined in 42 U.S.C. 3797u-2, a "violent offender" means a person who (1) is charged with or convicted of an offense that is punishable by a term of imprisonment exceeding one year, during the course of which offense or conduct (A) the person carried, possessed, or used a firearm or dangerous weapon; (B) there occurred the death of or serious bodily injury to any person; or (C) there occurred the use of force against the person of another, without regard to whether any of the circumstances described in subparagraph (A) or (B) is an element of the offense or conduct of which or for which the person is charged or convicted; or (2) has 1 or more prior convictions for a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm.

## 46

Limit on use of grant funds for grantees' employees' salaries

With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.

## 47

Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

## 48

The recipient may not obligate, expend, or draw down any award funds for indirect costs, unless and until either -- (1) the recipient submits to OJP a current, federally-approved indirect cost rate agreement, or (2) the recipient determines that it is eligible under the Part 200 Uniform Requirements to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and advises OJP in writing of both its eligibility and its election.

The financial review of the budget for this award is pending. If the OJP Office of the Chief Financial Officer (OCFO) determines as part of its financial review that the recipient already has submitted the documentation concerning indirect costs described above, this condition will be released through a Grant Award Condition Modification (ACM) upon completion of the OCFO final budget review.

If the OJP OCFO instead determines as part of its financial review that the recipient has not yet submitted the required documentation concerning indirect costs, this condition will not be released until OJP (including its OCFO) receives and reviews a satisfactory submission.

## 49

The recipient's budget (and budget narrative) is pending clearance by OJP.

Prior to budget clearance (and unless there is a more restrictive condition on this award, in which case the terms of that more restrictive condition apply): The recipient may not drawdown more than 10% of the award. Pre-clearance obligations, expenditures, and drawdowns may be disallowed if not in compliance with program requirements.

The recipient should be judicious in using award funds prior to budget clearance. Generally, OJP expects that recipients (depending on the specific project scope) may need to advertise for award-funded positions, pay personnel and fringe benefits for positions budgeted under the award, plan for project activities, attend training and pay training-related travel needed to begin the project, and engage in other limited activities conducted by recipient staff (i.e., generally not requiring a subaward or procurement contract under an award).

OJP will issue an Award Condition Modification upon budget clearance.

50

Recipient may not expend or drawdown more than 10% of the award funds until the Bureau of Justice Assistance, Office of Justice Programs has received and approved the required application attachment(s) and has issued an Award Condition Modification (ACM) releasing this award condition. Obligations, expenditures, and drawdowns prior to the ACM are made at the recipient's risk and may be disallowed if not in compliance with program requirements or approved budget.

I have read and understand the information presented in this section of the Federal Award Instrument.

## Award Acceptance

### Declaration and Certification to the U.S. Department of Justice as to Acceptance

By checking the declaration and certification box below, I--

- A. Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.
- B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and (2) I have the legal authority to accept this award on behalf of the applicant.
- C. Accept this award on behalf of the applicant.
- D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

### Agency Approval

<b>Title of Approving Official</b>	<b>Name of Approving Official</b>	<b>Signed Date And Time</b>
Acting Assistant Attorney General	Brent J. Cohen	9/26/24 12:24 PM

**Authorized Representative**

**Entity Acceptance**

**Title of Authorized Entity Official**

Program Manager

**Signed Date And Time**

—



# Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N  
[\(DOJ Financial Guide, Section 3.10\)](#)

## A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>						
		<b>Salary</b>	<b>Rate</b>	<b>Time Worked</b> <i>(# of hours, days, months, years)</i>	<b>Percentage of Time</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Katherine Ramsaur	Probation Officer	\$54,680.65	yearly	1	37%	\$20,232	\$20,232	\$0
Allison Tarpley	Program Manager	\$81,867.77	yearly	1	39%	\$31,929	\$31,929	\$0
TBD	Peer Recovery Support Specialist	\$45,248.00	yearly	1	100%	\$45,248	\$0	\$45,248
<b>Total(s)</b>						<b>\$97,409</b>	<b>\$52,161</b>	<b>\$45,248</b>

### Narrative

Probation Officer Katherine Ramsaur will spend 45% of work hours on the project as an in-kind match in the amount of \$21,900.00. As part of the in-kind services the Probation Officer will provide intensive supervision and case management services to high-risk and high-need clients to include daily monitoring of drug screens, referrals for wraparound services, home/employment visits, and weekly staffing updates to the Court.

The Program Manager will spend 26% of work hours on the project as an in-kind match in the amount of \$19,890.00 As part of the in-kind services the Program Manager will maintain accurate records, oversee fiscal and contractual obligations of the grant award, facilitate communication between team members and partner agencies, provide community outreach, ensure fidelity to BPS, schedule court sessions and staff meetings, hire and orient new team members, and assist in collection of data to monitor performance and outcomes of the program.

The Peer Recovery Support Specialist position will be funded through the grant award in the amount of \$45250.00 annually. This new team member will provide recovery support services to active GSRC participants to help grow their recovery capital and improve outcomes for program retention and completion.

<b>B. Fringe Benefits</b>						
<b>Name</b>		<b>Computation</b>				
<i>List each grant-supported position receiving fringe benefits.</i>		<i>Show the basis for computation.</i>				
		<b>Base</b>	<b>Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Peer Recovery Support Specialist		\$69,000.00	34.40%	\$23,736	\$0	\$23,736
<b>Total(s)</b>				<b>\$23,736</b>	<b>\$0</b>	<b>\$23,736</b>
<b>Narrative</b>						
<p>Metro Nashville and Davidson County has a fringe composition that includes the following:</p> <ul style="list-style-type: none"> <li>OASDI: 6.2%</li> <li>SSMed: 1.45%</li> <li>Group H: \$13,500</li> <li>Dental: \$600</li> <li>Life Insurance: \$300</li> <li>Pension: 12.881%</li> </ul>						



Purpose Area #4

<b>C. Travel</b>										
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Basis</b>	<b>Computation</b>						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				<b>Cost</b>	<b>Quantity</b>	<b># of Staff</b>	<b># of Trips</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
All Rise Conference	Unknown	Lodging	Night	\$182.00	4	2	1	\$1,456	\$0	\$1,456
All Rise Conference	Unknown	Transportation	Round-trip	\$700.00	1	2	1	\$1,400	\$0	\$1,400
<b>Total(s)</b>								<b>\$2,856</b>	<b>\$0</b>	<b>\$2,856</b>
<b>Narrative</b>										
<p>All Rise is a national level conference held annually to provide training on best practices in treatment courts. Two (2) team members will attend in Year 1. Lodging costs were taken from GSA.gov based on historical conference locations and will be adjusted to reflect true costs once location has been determined. Airfare is estimated at \$700.00 per person based on previous spending, however with closer locations forthcoming, this cost is expected to decrease. The Metropolitan Government of Nashville and Davidson County will pay for ride share transportation, mileage, and meals.</p>										

Purpose Area #4

<b>D. Equipment</b>						
<b>Item</b>		<b>Computation</b>				
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
		<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

<b>E. Supplies</b>						
<b>Supply Items</b>		<b>Computation</b>				
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

<b>F. Construction</b>						
<b>Purpose</b> <i>Provide the purpose of the construction</i>	<b>Description of Work</b> <i>Describe the construction project(s)</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

<b>G. Subawards (Subgrants)</b>											
<b>Description</b>			<b>Purpose</b>			<b>Consultant?</b>					
<i>Provide a description of the activities to be carried out by subrecipients.</i>			<i>Describe the purpose of the subaward (subgrant)</i>			<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
								<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
Lauren Allard, Allard Consulting, LLC			Program Evaluation Services					\$15,000		\$15,000	
						<b>Total(s)</b>		<b>\$19,078</b>	<b>\$0</b>	<b>\$19,078</b>	
<b>Consultant Travel (if necessary)</b>											
<b>Purpose of Travel</b>		<b>Location</b>		<b>Type of Expense</b>		<b>Computation</b>					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>		<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>					
						<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Quarterly Site Visit		Nashville, TN		Mileage		0.655	960	2	\$1,258		\$1,258
Quarterly Site Visit		Nashville, TN		Meals		59.25	8	2	\$948		\$948
Quarterly Site Visit		Nashville, TN		Lodging		234	4	2	\$1,872		\$1,872
						<b>Total</b>		<b>\$4,078</b>	<b>\$0</b>	<b>\$4,078</b>	
<b>Narrative</b>											
<p>Lauren Allard has over 10 years experience evaluating publicly funded programs. Lauren and her team member will provide GSRC evaluation planning, data collection and analysis services, quarterly data review, continuation narrative development, PMT reporting, participation in calls with GPO, completion of biannual and annual reporting, and other requests of the Project Director.</p> <p>Lauren will also provide the following as the Lead Evaluator:</p> <ul style="list-style-type: none"> <li>· Ensure alignment of evaluation goals and objectives with evaluation of work products.</li> <li>· Identify initial and recurring program outputs and performance measures.</li> <li>· Conduct research using relevant information sources (e.g., program-related information, statutes, regulations, and national literature)</li> <li>· Collect and analyze all pertinent program qualitative/quantitative information.</li> <li>· Determine if the grant/program under review is operating efficiently and effectively, in compliance with stated policies and procedures, and achieving its intended goals.</li> <li>· Generate recurring and ad-hoc reports.</li> <li>· Ensure compliance with data entry and reporting in accordance with the NOA.</li> <li>· Enter data into project supported platforms and inform project staff of upcoming follow-ups and target achievement.</li> </ul>											

Purpose Area #4

<b>H. Procurement Contracts</b>											
<b>Description</b>			<b>Purpose</b>			<b>Consultant?</b>					
<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>			<i>Describe the purpose of the contract</i>			<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
								<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
										\$0	
						<b>Total(s)</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Consultant Travel (if necessary)</b>											
<b>Purpose of Travel</b>		<b>Location</b>		<b>Type of Expense</b>		<b>Computation</b>					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>		<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>					
						<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
									\$0		\$0
						<b>Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Narrative</b>											

Purpose Area #4

<b>I. Other Costs</b>							
<b>Description</b> <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<b>Computation</b> <i>Show the basis for computation</i>						
	<b>Quantity</b>	<b>Basis</b>	<b>Cost</b>	<b>Length of Time</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Overdose Lifeline Training Certification	2	1-Time Fee	\$225.00	1	\$450	\$0	\$450
Overdose Lifeline 20-Credit Certificate Program	2	Annual Fee	\$300.00	1	\$600	\$0	\$600
Overdose Lifeline Annual Licensure	1	Annual Fee	\$400.00	1	\$400	\$0	\$400
All Rise Membership Fee	6	al Membershi	\$60.00	1	\$360	\$0	\$360
All Rise Conference Registration	6	Registration Fe	\$795.00	1	\$4,770	\$0	\$4,770
Personal Hygiene Kits	96	rd Rate for Hyg	\$1.98	1	\$191	\$0	\$191
31-Day Bus Pass	171	Day Bus Pass R	\$33.00	1	\$5,643	\$0	\$5,643
7-Day Bus Pass	219	Day Bus Pass R	\$20.00	1	\$4,380	\$0	\$4,380
Rental Assistance-Phase 4/5 Clients	10	overy Housing	\$200.00	8	\$16,000	\$0	\$16,000
Rental Assistance-Phase 1 Clients	35	overy Housing	\$200.00	4	\$28,000	\$0	\$28,000
TARCP Registration Fee	6	ard Registratic	\$150.00	1	\$900	\$0	\$900
TARCP Membership Fee	1	al Membershi	\$200.00	1	\$200	\$0	\$200
<b>Total(s)</b>					<b>\$61,894</b>	<b>\$0</b>	<b>\$61,894</b>
<b>Narrative</b>							

Purpose Area #4

TARCP is the local Tennessee Association of Recovery Court Professionals annual conference in Murfreesboro, TN. Annual membership fees are \$200.00 per team.

TARCP Conference registration fees are \$150.00 per person for six team members for a total of \$1,050.00.

Rental Assistance: GSRC will provide 25 participants with 4 weeks of rental assistance during Phase 1 of programming. GSRC will provide 5 participants in Phase 4 or Phase 5 with rental assistance while participating in vocational or educational training through UpRise or another accredited organization. Average weekly cost for recovery housing is \$200 per week.

Hygiene kits can be provided to all participants upon admission or completion of inpatient treatment. Hygiene kits cost \$1.98 per kit and include 1 oz shampoo; .5 oz Stick Deodorant; .6 oz Toothpaste; Deodorant Soap; Toothbrush; 2 shave cream packets; single blade razor; 5" Comb.

Bus passes will be provided to participants in all Phases seeking employment or during periods of transition (completion of inpatient treatment, loss of employment) so that they may attend Recovery Court activities. 7-day bus passes cost \$33/each and 31-day bus passes cost \$20/each.

All Rise is the national organization providing training on best practices for treatment courts. Annual membership fees are \$60 per person, and the annual registration fee for the national



Purpose Area #4

<b>J. Indirect Costs</b>					
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>	<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
	<b>Base</b>	<b>Indirect Cost Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
General Sessions Court Required	\$166,526.00	25.20%	\$41,965	\$10,554	\$31,411
<b>Total(s)</b>			<b>\$41,965</b>	<b>\$10,554</b>	<b>\$31,411</b>
<b>Narrative</b>					
<p>The indirect costs represent the expenses that are not readily identified with the success of this grant but are necessary for the general operation of the organization and the conduct of activities it performs. Metro doesn't have an approved rate for a cognizant agency and is not required to have one based on Federal regulations. The Federal CFR Part 200 defines in Section 414: agencies receiving \$35 million or more in direct Federal awards in their fiscal year are required to submit their indirect cost rate proposal (IDCRP) to their cognizant agency for review and approval (See CFR Appendix VII, Section D.1.a and D.1.b). Metro does not have any agencies receiving above the Federal threshold in direct Federal awards. Link to our website infor: <a href="https://filetransfer.nashville.gov/portals/0/sitecontent/Finance/docs/Cost%20Accounting/OMB%20Super%20Circular.pdf">https://filetransfer.nashville.gov/portals/0/sitecontent/Finance/docs/Cost%20Accounting/OMB%20Super%20Circular.pdf</a> Further, Federal 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards does not require a Local Government to have an approved cost allocation plan/indirect cost rate proposal from a cognizant agency. The CFR requires Metro to have the information on file for audit purposes as outlined in the section below. Metro doesn't have a cognizant agency and has never been requested by the Federal Agency that provides the most funding to Metro to submit our cost allocation plan or proposal for approval.</p>					

## Budget Detail - Year 2

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N  
[\(DOJ Financial Guide, Section 3.10\)](#)

### A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
Katherine Ramsaur	Probation Officer	\$54,680.65	yearly	1	37%	\$20,232	\$20,232	\$0
Allison Tarpley	Program Manager	\$81,867.77	yearly	1	39%	\$31,929	\$31,929	\$0
Unknown	Peer Recovery Support Specialist	\$45,250.00	yearly	1	100%	\$45,250	\$0	\$45,250
<b>Total(s)</b>						<b>\$97,411</b>	<b>\$52,161</b>	<b>\$45,250</b>

### Narrative

Probation Officer Katherine Ramsaur will spend 45% of work hours on the project as an in-kind match in the amount of 21,900.00. As part of the in-kind services the Probation Officer will provide intensive supervision and case management services to high-risk and high-need clients to include daily monitoring of drug screens, referrals for wraparound services, home/employment visits, and weekly staffing updates to the Court.

The Program Manager will spend 26% of work hours on the project as an in-kind match in the amount of \$19,890.00. As part of the in-kind services the Program Manager will maintain accurate records, oversee fiscal and contractual obligations of the grant award, facilitate communication between team members and partner agencies, provide community outreach, ensure fidelity to BPS, schedule court sessions and staff meetings, hire and orient new team members, and assist in collection of data to monitor performance and outcomes of the program.

The Peer Recovery Support Specialist position will be funded through the grant award in the amount of \$45,250.00 annually. This new team member will provide recovery support services to active GSRC participants to help grow their recovery capital and improve outcomes for program retention and completion.

<b>B. Fringe Benefits</b>					
<b>Name</b>	<b>Computation</b>				
<i>List each grant-supported position receiving fringe benefits.</i>	<i>Show the basis for computation.</i>				
	<b>Base</b>	<b>Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Peer Recovery Support Specialist	\$69,000.00	34.40%	\$23,736	\$0	\$23,736
<b>Total(s)</b>			<b>\$23,736</b>	<b>\$0</b>	<b>\$23,736</b>
<b>Narrative</b>					
<p>Metro Nashville and Davidson County has a fringe composition that includes the following:                      OASDI: 6.2%                      SSMed: 1.45%                      Group H: \$13,500                      Dental: \$600                      Life Insurance: \$300                      Pension: 12.881%</p>					

Purpose Area #4

<b>C. Travel</b>										
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Basis</b>	<b>Computation</b>						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				<b>Cost</b>	<b>Quantity</b>	<b># of Staff</b>	<b># of Trips</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>										
<p>All Rise is a national level conference held annually to provide training on best practices in treatment courts. Six (6) team members will attend in Year 2. In Year 2, the conference will take place in Nashville, TN, so lodging and transportation will not be required as all team members reside in Nashville, TN. The Metropolitan Government of Nashville and Davidson County will pay for ride share transportation, mileage, and meals.</p>										

Purpose Area #4

<b>D. Equipment</b>						
<b>Item</b>		<b>Computation</b>				
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
		<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

<b>E. Supplies</b>						
<b>Supply Items</b>		<b>Computation</b>				
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

<b>F. Construction</b>						
<b>Purpose</b> <i>Provide the purpose of the construction</i>	<b>Description of Work</b> <i>Describe the construction project(s)</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

<b>G. Subawards (Subgrants)</b>											
<b>Description</b>			<b>Purpose</b>			<b>Consultant?</b>					
<i>Provide a description of the activities to be carried out by subrecipients.</i>			<i>Describe the purpose of the subaward (subgrant)</i>			<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
								<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
Lauren Allard, Allard Consulting, LLC			Program Evaluation Services					\$15,000		\$15,000	
						<b>Total(s)</b>		<b>\$19,078</b>	<b>\$0</b>	<b>\$19,078</b>	
<b>Consultant Travel (if necessary)</b>											
<b>Purpose of Travel</b>		<b>Location</b>		<b>Type of Expense</b>		<b>Computation</b>					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>		<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>					
						<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Quarterly Site Visit		Nashville, TN		Mileage		0.655	960	2	\$1,258		\$1,258
Quarterly Site Visit		Nashville, TN		Meals		59.25	8	2	\$948		\$948
Quarterly Site Visit		Nashville, TN		Lodging		234	4	2	\$1,872		\$1,872
						<b>Total</b>		<b>\$4,078</b>	<b>\$0</b>	<b>\$4,078</b>	
<b>Narrative</b>											
<p>Lauren Allard has over 10 years experience evaluating publicly funded programs. Lauren and her team member will provide GSRC evaluation planning, data collection and analysis services, quarterly data review, continuation narrative development, PMT reporting, participation in calls with GPO, completion of biannual and annual reporting, and other requests of the Project Director.</p> <p>Lauren will also provide the following as the Lead Evaluator:</p> <ul style="list-style-type: none"> <li>· Ensure alignment of evaluation goals and objectives with evaluation of work products.</li> <li>· Identify initial and recurring program outputs and performance measures.</li> <li>· Conduct research using relevant information sources (e.g., program-related information, statutes, regulations, and national literature)</li> <li>· Collect and analyze all pertinent program qualitative/quantitative information.</li> <li>· Determine if the grant/program under review is operating efficiently and effectively, in compliance with stated policies and procedures, and achieving its intended goals.</li> <li>· Generate recurring and ad-hoc reports.</li> <li>· Ensure compliance with data entry and reporting in accordance with the NOA.</li> <li>· Enter data into project supported platforms and inform project staff of upcoming follow-ups and target achievement.</li> </ul>											



Purpose Area #4

<b>H. Procurement Contracts</b>									
<b>Description</b>		<b>Purpose</b>		<b>Consultant?</b>					
<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>		<i>Describe the purpose of the contract</i>		<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
						<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
								\$0	
<b>Total(s)</b>						<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Consultant Travel (if necessary)</b>									
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>		<b>Computation</b>					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>					
				<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
							\$0		\$0
<b>Total</b>						<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Narrative</b>									

<b>I. Other Costs</b>							
<b>Description</b> <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<b>Computation</b> <i>Show the basis for computation</i>						
	<b>Quantity</b>	<b>Basis</b>	<b>Cost</b>	<b>Length of Time</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Overdose Lifeline 20-Credit Certificate Program	2	Annual Fee	\$300.00	1	\$600	\$0	\$600
Overdose Lifeline Annual Licensure	1	Annual Fee	\$400.00	1	\$400	\$0	\$400
All Rise Membership Fee	6	al Membershi	\$60.00	1	\$360	\$0	\$360
All Rise Conference Registration	6	egistration Fe	\$795.00	1	\$4,770	\$0	\$4,770
Personal Hygiene Kits	96	rd Rate for Hyg	\$1.98	1	\$191	\$0	\$191
31-Day Bus Pass	171	Day Bus Pass R	\$33.00	1	\$5,643	\$0	\$5,643
7-Day Bus Pass	219	Day Bus Pass R	\$20.00	1	\$4,380	\$0	\$4,380
Rental Assistance-Phase 4/5 Clients	10	overy Housing	\$200.00	8	\$16,000	\$0	\$16,000
Rental Assistance-Phase 1 Clients	40	overy Housing	\$200.00	4	\$32,000	\$0	\$32,000
TARCP Registration Fee	6	ard Registratio	\$150.00	1	\$900	\$0	\$900
TARCP Membership Fee	1	al Membershi	\$200.00	1	\$200	\$0	\$200
<b>Total(s)</b>					<b>\$65,444</b>	<b>\$0</b>	<b>\$65,444</b>
<b>Narrative</b>							

Purpose Area #4

TARCP is the local Tennessee Association of Recovery Court Professionals annual conference in Murfreesboro, TN. Annual membership fees are \$200.00 per team.

TARCP Conference registration fees are \$150.00 per person for six team members for a total of \$1,050.00.

Rental Assistance: GSRC will provide 30 participants with 4 weeks of rental assistance during Phase 1 of programming. GSRC will provide 8 participants in Phase 4 or Phase 5 with rental assistance while participating in vocational or educational training through UpRise or another accredited organization. Average weekly cost for recovery housing is \$200 per week.

Hygiene kits can be provided to all participants upon admission or completion of inpatient treatment. Hygiene kits cost \$1.98 per kit and include 1 oz shampoo; .5 oz Stick Deodorant; .6 oz Toothpaste; Deodorant Soap; Toothbrush; 2 shave cream packets; single blade razor; 5" Comb.

Bus passes will be provided to participants in all Phases seeking employment or during periods of transition (completion of inpatient treatment, loss of employment) so that they may attend Recovery Court activities. 7-day bus passes cost \$33/each and 31-day bus passes cost \$20/each.

All Rise is the national organization providing training on best practices for treatment courts. Annual membership fees are \$60 per person, and the annual registration fee for the national

Purpose Area #4

<b>J. Indirect Costs</b>						
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>		<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		<i>Base</i>	<i>Indirect Cost Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
General Sessions Court Required		\$166,076.00	25.20%	\$41,852	\$10,554	\$31,298
<b>Total(s)</b>				<b>\$41,852</b>	<b>\$10,554</b>	<b>\$31,298</b>
<b>Narrative</b>						
<p>The indirect costs represent the expenses that are not readily identified with the success of this grant but are necessary for the general operation of the organization and the conduct of activities it performs. Metro doesn't have an approved rate for a cognizant agency and is not required to have one based on Federal regulations. The Federal CFR Part 200 defines in Section 414: agencies receiving \$35 million or more in direct Federal awards in their fiscal year are required to submit their indirect cost rate proposal (IDCRP) to their cognizant agency for review and approval (See CFR Appendix VII, Section D.1.a and D.1.b). Metro does not have any agencies receiving above the Federal threshold in direct Federal awards. Link to our website infor: <a href="https://filetransfer.nashville.gov/portals/0/sitecontent/Finance/docs/Cost%20Accounting/OMB%20Super%20Circular.pdf">https://filetransfer.nashville.gov/portals/0/sitecontent/Finance/docs/Cost%20Accounting/OMB%20Super%20Circular.pdf</a> Further, Federal 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards does not require a Local Government to have an approved cost allocation plan/indirect cost rate proposal from a cognizant agency. The CFR requires Metro to have the information on file for audit purposes as outlined in the section below. Metro doesn't have a cognizant agency and has never been requested by the Federal Agency that provides the most funding to Metro to submit our cost allocation plan or proposal for approval.</p>						

## Budget Detail - Year 3

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N  
[\(DOJ Financial Guide, Section 3.10\)](#)

### A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
Katherine Ramsaur	Probation Officer	\$54,680.65	yearly	1	37%	\$20,232	\$20,232	\$0
Allison Tarpley	Program Manager	\$81,867.77	yearly	1	39%	\$31,929	\$31,929	\$0
Unknown	Peer Recovery Support Specialist	\$45,250.00	yearly	1	100%	\$45,250	\$0	\$45,250
<b>Total(s)</b>						<b>\$97,411</b>	<b>\$52,161</b>	<b>\$45,250</b>

### Narrative

Probation Officer Katherine Ramsaur will spend 45% of work hours on the project as an in-kind match in the amount of \$21,900.00. As part of the in-kind services the Probation Officer will provide intensive supervision and case management services to high-risk and high-need clients to include daily monitoring of drug screens, referrals for wraparound services, home/employment visits, and weekly staffing updates to the Court.

The Program Manager will spend 26% of work hours on the project as an in-kind match in the amount of \$19,890.00. As part of the in-kind services the Program Manager will maintain accurate records, oversee fiscal and contractual obligations of the grant award, facilitate communication between team members and partner agencies, provide community outreach, ensure fidelity to BPS, schedule court sessions and staff meetings, hire and orient new team members, and assist in collection of data to monitor performance and outcomes of the program.

The Peer Recovery Support Specialist position will be funded through the grant award in the amount of \$45,250.00 annually. This new team member will provide recovery support services to active GSRC participants to help grow their recovery capital and improve outcomes for program retention and completion.

<b>B. Fringe Benefits</b>						
<b>Name</b>		<b>Computation</b>				
<i>List each grant-supported position receiving fringe benefits.</i>		<i>Show the basis for computation.</i>				
		<b>Base</b>	<b>Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Peer Recovery Support Specialist		\$69,000.00	34.40%	\$23,736		\$23,736
<b>Total(s)</b>				<b>\$23,736</b>	<b>\$0</b>	<b>\$23,736</b>
<b>Narrative</b>						
<p>Metro Nashville and Davidson County has a fringe composition that includes the following:</p> <ul style="list-style-type: none"> <li>OASDI: 6.2%</li> <li>SSMed: 1.45%</li> <li>Group H: \$13,500</li> <li>Dental: \$600</li> <li>Life Insurance: \$300</li> <li>Pension: 12.881%</li> </ul>						

Purpose Area #4

<b>C. Travel</b>										
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Basis</b>	<b>Computation</b>						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				<b>Cost</b>	<b>Quantity</b>	<b># of Staff</b>	<b># of Trips</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
All Rise Conference	Unknown	Lodging	Night	\$182.00	4	6	1	\$4,368	\$0	\$4,368
All Rise Conference	Unknown	Transportation	Round-trip	\$700.00	1	6	1	\$4,200	\$0	\$4,200
<b>Total(s)</b>								<b>\$8,568</b>	<b>\$0</b>	<b>\$8,568</b>
<b>Narrative</b>										
<p>All Rise is a national level conference held annually to provide training on best practices in treatment courts. Six (6) team members will attend in Year 1. Lodging costs were taken from GSA.gov based on historical conference locations and will be adjusted to reflect true costs once location has been determined. Airfare is estimated at \$700.00 per person based on previous spending, however with closer locations forthcoming, this cost is expected to decrease. The Metropolitan Government of Nashville and Davidson County will pay for ride share transportation, mileage, and meals.</p>										

Purpose Area #4

<b>D. Equipment</b>						
<b>Item</b>		<b>Computation</b>				
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
		<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						



Purpose Area #4

<b>E. Supplies</b>						
<b>Supply Items</b>		<b>Computation</b>				
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

<b>F. Construction</b>						
<b>Purpose</b> <i>Provide the purpose of the construction</i>	<b>Description of Work</b> <i>Describe the construction project(s)</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

<b>G. Subawards (Subgrants)</b>											
<b>Description</b>			<b>Purpose</b>			<b>Consultant?</b>					
<i>Provide a description of the activities to be carried out by subrecipients.</i>			<i>Describe the purpose of the subaward (subgrant)</i>			<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
								<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
Lauren Allard, Allard Consulting, LLC			Program Evaluation Services					\$15,000		\$15,000	
						<b>Total(s)</b>		<b>\$19,078</b>	<b>\$0</b>	<b>\$19,078</b>	
<b>Consultant Travel (if necessary)</b>											
<b>Purpose of Travel</b>		<b>Location</b>		<b>Type of Expense</b>		<b>Computation</b>					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>		<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>					
						<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Quarterly Site Visit		Nashville, TN		Mileage		0.655	960	2	\$1,258		\$1,258
Quarterly Site Visit		Nashville, TN		Meals		59.25	8	2	\$948		\$948
Quarterly Site Visit		Nashville, TN		Lodging		234	4	2	\$1,872		\$1,872
						<b>Total</b>		<b>\$4,078</b>	<b>\$0</b>	<b>\$4,078</b>	
<b>Narrative</b>											
<p>Lauren Allard has over 10 years experience evaluating publicly funded programs. Lauren and her team member will provide GSRC evaluation planning, data collection and analysis services, quarterly data review, continuation narrative development, PMT reporting, participation in calls with GPO, completion of biannual and annual reporting, and other requests of the Project Director.</p> <p>Lauren will also provide the following as the Lead Evaluator:</p> <ul style="list-style-type: none"> <li>· Ensure alignment of evaluation goals and objectives with evaluation of work products.</li> <li>· Identify initial and recurring program outputs and performance measures.</li> <li>· Conduct research using relevant information sources (e.g., program-related information, statutes, regulations, and national literature)</li> <li>· Collect and analyze all pertinent program qualitative/quantitative information.</li> <li>· Determine if the grant/program under review is operating efficiently and effectively, in compliance with stated policies and procedures, and achieving its intended goals.</li> <li>· Generate recurring and ad-hoc reports.</li> <li>· Ensure compliance with data entry and reporting in accordance with the NOA.</li> <li>· Enter data into project supported platforms and inform project staff of upcoming follow-ups and target achievement.</li> </ul>											

Purpose Area #4

<b>H. Procurement Contracts</b>										
<b>Description</b>		<b>Purpose</b>			<b>Consultant?</b>					
<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>		<i>Describe the purpose of the contract</i>			<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
							<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
									\$0	
<b>Total(s)</b>							<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Consultant Travel (if necessary)</b>										
<b>Purpose of Travel</b>		<b>Location</b>		<b>Type of Expense</b>		<b>Computation</b>				
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>		<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>				
					<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
								\$0		\$0
<b>Total</b>							<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Narrative</b>										

<b>I. Other Costs</b>							
<b>Description</b> <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<b>Computation</b> <i>Show the basis for computation</i>						
	<b>Quantity</b>	<b>Basis</b>	<b>Cost</b>	<b>Length of Time</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Overdose Lifeline 20-Credit Certificate Program	2	Annual Fee	\$300.00	1	\$600	\$0	\$600
Overdose Lifeline Annual Licensure	1	Annual Fee	\$400.00	1	\$400	\$0	\$400
All Rise Membership Fee	6	al Membershi	\$60.00	1	\$360	\$0	\$360
All Rise Conference Registration	6	egistration Fe	\$795.00	1	\$4,770	\$0	\$4,770
Personal Hygiene Kits	96	rd Rate for Hyg	\$1.98	1	\$191	\$0	\$191
31-Day Bus Pass	117	Day Bus Pass R	\$33.00	1	\$3,861	\$0	\$3,861
7-Day Bus Pass	219	Day Bus Pass R	\$20.00	1	\$4,380	\$0	\$4,380
Rental Assistance-Phase 4/5 Clients	10	overy Housing	\$200.00	8	\$16,000	\$0	\$16,000
Rental Assistance-Phase 1 Clients	40	overy Housing	\$200.00	4	\$32,000	\$0	\$32,000
TARCP Registration Fee	6	ard Registratio	\$150.00	1	\$900	\$0	\$900
TARCP Membership Fee	1	al Membershi	\$200.00	1	\$200	\$0	\$200
<b>Total(s)</b>					<b>\$63,662</b>	<b>\$0</b>	<b>\$63,662</b>
<b>Narrative</b>							

Purpose Area #4

TARCP is the local Tennessee Association of Recovery Court Professionals annual conference in Murfreesboro, TN. Annual membership fees are \$200.00 per team.

TARCP Conference registration fees are \$150.00 per person for six team members for a total of \$1,050.00.

Rental Assistance: GSRC will provide 30 participants with 4 weeks of rental assistance during Phase 1 of programming. GSRC will provide 6 participants in Phase 4 or Phase 5 with rental assistance while participating in vocational or educational training through UpRise or another accredited organization. Average weekly cost for recovery housing is \$200 per week.

Hygiene kits can be provided to all participants upon admission or completion of inpatient treatment. Hygiene kits cost \$1.98 per kit and include 1 oz shampoo; .5 oz Stick Deodorant; .6 oz Toothpaste; Deodorant Soap; Toothbrush; 2 shave cream packets; single blade razor; 5" Comb.

Bus passes will be provided to participants in all Phases seeking employment or during periods of transition (completion of inpatient treatment, loss of employment) so that they may attend Recovery Court activities. 7-day bus passes cost \$33/each and 31-day bus passes cost \$20/each.

All Rise is the national organization providing training on best practices for treatment courts. Annual membership fees are \$60 per person, and the annual registration fee for the national conference is \$795.00.

Purpose Area #4

<b>J. Indirect Costs</b>						
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>		<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		<i>Base</i>	<i>Indirect Cost Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
General Sessions Court Required		\$166,076.00	25.20%	\$41,852	\$10,534	\$31,318
<b>Total(s)</b>				<b>\$41,852</b>	<b>\$10,534</b>	<b>\$31,318</b>
<b>Narrative</b>						
<p>The indirect costs represent the expenses that are not readily identified with the success of this grant but are necessary for the general operation of the organization and the conduct of activities it performs. Metro doesn't have an approved rate for a cognizant agency and is not required to have one based on Federal regulations. The Federal CFR Part 200 defines in Section 414: agencies receiving \$35 million or more in direct Federal awards in their fiscal year are required to submit their indirect cost rate proposal (IDCRP) to their cognizant agency for review and approval (See CFR Appendix VII, Section D.1.a and D.1.b). Metro does not have any agencies receiving above the Federal threshold in direct Federal awards. Link to our website infor: <a href="https://filetransfer.nashville.gov/portals/0/sitecontent/Finance/docs/Cost%20Accounting/OMB%20Super%20Circular.pdf">https://filetransfer.nashville.gov/portals/0/sitecontent/Finance/docs/Cost%20Accounting/OMB%20Super%20Circular.pdf</a> Further, Federal 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards does not require a Local Government to have an approved cost allocation plan/indirect cost rate proposal from a cognizant agency. The CFR requires Metro to have the information on file for audit purposes as outlined in the section below. Metro doesn't have a cognizant agency and has never been requested by the Federal Agency that provides the most funding to Metro to submit our cost allocation plan or proposal for approval.</p>						

## Budget Detail - Year 4

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N  
[\(DOJ Financial Guide, Section 3.10\)](#)

### A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
Katherine Ramsaur	Probation Officer	\$54,680.65	yearly	1	37%	\$20,232	\$20,232	\$0
Allison Tarpley	Program Manager	\$81,867.77	yearly	1	39%	\$31,929	\$31,929	\$0
Unknown	Peer Recovery Support Specialist	\$45,250.00	yearly	1	100%	\$45,250		\$45,250
<b>Total(s)</b>						<b>\$97,411</b>	<b>\$52,161</b>	<b>\$45,250</b>

### Narrative

Probation Officer Katherine Ramsaur will spend 75% of work hours on the project as an in-kind match in the amount of \$36,500.00. As part of the in-kind services the Probation Officer will provide intensive supervision and case management services to high-risk and high-need clients to include daily monitoring of drug screens, referrals for wraparound services, home/employment visits, and weekly staffing updates to the Court.

The Program Manager will spend 40% of work hours on the project as an in-kind match in the amount of \$30,600.00. As part of the in-kind services the Program Manager will maintain accurate records, oversee fiscal and contractual obligations of the grant award, facilitate communication between team members and partner agencies, provide community outreach, ensure fidelity to BPS, schedule court sessions and staff meetings, hire and orient new team members, and assist in collection of data to monitor performance and outcomes of the program.

The Peer Recovery Support Specialist position will be funded through the grant award in the amount of \$45,250.00 annually. This new team member will provide recovery support services to active GSRC participants to help grow their recovery capital and improve outcomes for program retention and completion.



<b>B. Fringe Benefits</b>					
<b>Name</b>	<b>Computation</b>				
<i>List each grant-supported position receiving fringe benefits.</i>	<i>Show the basis for computation.</i>				
	<b>Base</b>	<b>Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Peer Recovery Support Specialist	\$69,000.00	34.40%	\$23,736	\$0	\$23,736
<b>Total(s)</b>			<b>\$23,736</b>	<b>\$0</b>	<b>\$23,736</b>
<b>Narrative</b>					
<p>Metro Nashville and Davidson County has a fringe composition that includes the following:</p> <ul style="list-style-type: none"> <li>OASDI: 6.2%</li> <li>SSMed: 1.45%</li> <li>Group H: \$13,500</li> <li>Dental: \$600</li> <li>Life Insurance: \$300</li> <li>Pension: 12.881%</li> </ul>					

Purpose Area #4

<b>C. Travel</b>										
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Basis</b>	<b>Computation</b>						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				<b>Cost</b>	<b>Quantity</b>	<b># of Staff</b>	<b># of Trips</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
All Rise Conference	Unknown	Lodging	Night	\$182.00	4	6	1	\$4,368	\$0	\$4,368
All Rise Conference	Unknown	Transportation	Round-trip	\$700.00	1	6	1	\$4,200	\$0	\$4,200
<b>Total(s)</b>								<b>\$8,568</b>	<b>\$0</b>	<b>\$8,568</b>
<b>Narrative</b>										
<p>All Rise is a national level conference held annually to provide training on best practices in treatment courts. Six (6) team members will attend in Year 1. Lodging costs were taken from GSA.gov based on historical conference locations and will be adjusted to reflect true costs once location has been determined. Airfare is estimated at \$700.00 per person based on previous spending, however with closer locations forthcoming, this cost is expected to decrease. The Metropolitan Government of Nashville and Davidson County will pay for ride share transportation, mileage, and meals.</p>										

Purpose Area #4

<b>D. Equipment</b>						
<b>Item</b>		<b>Computation</b>				
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
		<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

<b>E. Supplies</b>						
<b>Supply Items</b>		<b>Computation</b>				
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

<b>F. Construction</b>						
<b>Purpose</b> <i>Provide the purpose of the construction</i>	<b>Description of Work</b> <i>Describe the construction project(s)</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

<b>G. Subawards (Subgrants)</b>											
<b>Description</b>			<b>Purpose</b>			<b>Consultant?</b>					
<i>Provide a description of the activities to be carried out by subrecipients.</i>			<i>Describe the purpose of the subaward (subgrant)</i>			<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
								<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
Lauren Allard, Allard Consulting, LLC			Program Evaluation Services					\$15,000		\$15,000	
						<b>Total(s)</b>		<b>\$19,078</b>	<b>\$0</b>	<b>\$19,078</b>	
<b>Consultant Travel (if necessary)</b>											
<b>Purpose of Travel</b>		<b>Location</b>		<b>Type of Expense</b>		<b>Computation</b>					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>		<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>					
						<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Quarterly Site Visit		Nashville, TN		Mileage		0.655	960	2	\$1,258		\$1,258
Quarterly Site Visit		Nashville, TN		Meals		59.25	8	2	\$948		\$948
Quarterly Site Visit		Nashville, TN		Lodging		234	4	2	\$1,872		\$1,872
						<b>Total</b>		<b>\$4,078</b>	<b>\$0</b>	<b>\$4,078</b>	
<b>Narrative</b>											
<p>Lauren Allard has over 10 years experience evaluating publicly funded programs. Lauren and her team member will provide GSRC evaluation planning, data collection and analysis services, quarterly data review, continuation narrative development, PMT reporting, participation in calls with GPO, completion of biannual and annual reporting, and other requests of the Project Director.</p> <p>Lauren will also provide the following as the Lead Evaluator:</p> <ul style="list-style-type: none"> <li>· Ensure alignment of evaluation goals and objectives with evaluation of work products.</li> <li>· Identify initial and recurring program outputs and performance measures.</li> <li>· Conduct research using relevant information sources (e.g., program-related information, statutes, regulations, and national literature)</li> <li>· Collect and analyze all pertinent program qualitative/quantitative information.</li> <li>· Determine if the grant/program under review is operating efficiently and effectively, in compliance with stated policies and procedures, and achieving its intended goals.</li> <li>· Generate recurring and ad-hoc reports.</li> <li>· Ensure compliance with data entry and reporting in accordance with the NOA.</li> <li>· Enter data into project supported platforms and inform project staff of upcoming follow-ups and target achievement.</li> </ul>											

Purpose Area #4

<b>H. Procurement Contracts</b>									
<b>Description</b>		<b>Purpose</b>		<b>Consultant?</b>					
<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>		<i>Describe the purpose of the contract</i>		<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
						<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
								\$0	
<b>Total(s)</b>						<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Consultant Travel (if necessary)</b>									
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>		<b>Computation</b>					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>					
				<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
							\$0		\$0
<b>Total</b>						<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Narrative</b>									

<b>I. Other Costs</b>							
<b>Description</b> <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<b>Computation</b> <i>Show the basis for computation</i>						
	<b>Quantity</b>	<b>Basis</b>	<b>Cost</b>	<b>Length of Time</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Overdose Lifeline 20-Credit Certificate Program	2	Annual Fee	\$300.00	1	\$600	\$0	\$600
Overdose Lifeline Annual Licensure	1	Annual Fee	\$400.00	1	\$400	\$0	\$400
All Rise Membership Fee	6	al Membershi	\$60.00	1	\$360	\$0	\$360
All Rise Conference Registration	6	egistration Fe	\$795.00	1	\$4,770	\$0	\$4,770
Personal Hygiene Kits	96	rd Rate for Hyg	\$1.98	1	\$191	\$0	\$191
31-Day Bus Pass	88	Day Bus Pass R	\$33.00	1	\$2,904	\$0	\$2,904
7-Day Bus Pass	116	Day Bus Pass R	\$20.00	1	\$2,320	\$0	\$2,320
Rental Assistance-Phase 4/5 Clients	10	overy Housing	\$200.00	8	\$16,000	\$0	\$16,000
Rental Assistance-Phase 1 Clients	40	overy Housing	\$200.00	4	\$32,000	\$0	\$32,000
TARCP Registration Fee	6	ard Registratio	\$150.00	1	\$900	\$0	\$900
TARCP Membership Fee	1	al Membershi	\$200.00	1	\$200	\$0	\$200
<b>Total(s)</b>					<b>\$60,645</b>	<b>\$0</b>	<b>\$60,645</b>
<b>Narrative</b>							



Purpose Area #4

TARCP is the local Tennessee Association of Recovery Court Professionals annual conference in Murfreesboro, TN. Annual membership fees are \$200.00 per team.

TARCP Conference registration fees are \$150.00 per person for six team members for a total of \$1,050.00.

Rental Assistance: GSRC will provide 35 participants with 4 weeks of rental assistance during Phase 1 of programming. GSRC will provide 10 participants in Phase 4 or Phase 5 with rental assistance while participating in vocational or educational training through UpRise or another accredited organization. Average weekly cost for recovery housing is \$200 per week.

Hygiene kits can be provided to all participants upon admission or completion of inpatient treatment. Hygiene kits cost \$1.98 per kit and include 1 oz shampoo; .5 oz Stick Deodorant; .6 oz Toothpaste; Deodorant Soap; Toothbrush; 2 shave cream packets; single blade razor; 5" Comb.

Bus passes will be provided to participants in all Phases seeking employment or during periods of transition (completion of inpatient treatment, loss of employment) so that they may attend Recovery Court activities. 7-day bus passes cost \$33/each and 31-day bus passes cost \$20/each.

All Rise is the national organization providing training on best practices for treatment courts. Annual membership fees are \$60 per person, and the annual registration fee for the national

Purpose Area #4

<b>J. Indirect Costs</b>						
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>		<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		<b>Base</b>	<b>Indirect Cost Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
General Sessions Court Required		\$166,076.00	25.20%	\$41,852	\$10,554	\$31,298
<b>Total(s)</b>				<b>\$41,852</b>	<b>\$10,554</b>	<b>\$31,298</b>
<b>Narrative</b>						
<p>The indirect costs represent the expenses that are not readily identified with the success of this grant but are necessary for the general operation of the organization and the conduct of activities it performs. Metro doesn't have an approved rate for a cognizant agency and is not required to have one based on Federal regulations. The Federal CFR Part 200 defines in Section 414: agencies receiving \$35 million or more in direct Federal awards in their fiscal year are required to submit their indirect cost rate proposal (IDCRP) to their cognizant agency for review and approval (See CFR Appendix VII, Section D.1.a and D.1.b). Metro does not have any agencies receiving above the Federal threshold in direct Federal awards. Link to our website infor: <a href="https://filetransfer.nashville.gov/portals/0/sitecontent/Finance/docs/Cost%20Accounting/OMB%20Super%20Circular.pdf">https://filetransfer.nashville.gov/portals/0/sitecontent/Finance/docs/Cost%20Accounting/OMB%20Super%20Circular.pdf</a> Further, Federal 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards does not require a Local Government to have an approved cost allocation plan/indirect cost rate proposal from a cognizant agency. The CFR requires Metro to have the information on file for audit purposes as outlined in the section below. Metro doesn't have a cognizant agency and has never been requested by the Federal Agency that provides the most funding to Metro to submit our cost allocation plan or proposal for approval.</p>						

Budget Summary

<b>Budget Summary</b>											
<i>Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.</i>											
Budget Category	Year 1		Year 2 <i>(if needed)</i>		Year 3 <i>(if needed)</i>		Year 4 <i>(if needed)</i>		Year 5 <i>(if needed)</i>		Total(s)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$45,248	\$52,161	\$45,250	\$52,161	\$45,250	\$52,161	\$45,250	\$52,161	\$0	\$0	\$389,642
B. Fringe Benefits	\$23,736	\$0	\$23,736	\$0	\$23,736	\$0	\$23,736	\$0	\$0	\$0	\$94,944
C. Travel	\$2,856	\$0	\$0	\$0	\$8,568	\$0	\$8,568	\$0	\$0	\$0	\$19,992
D. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$19,078	\$0	\$19,078	\$0	\$19,078	\$0	\$19,078	\$0	\$0	\$0	\$76,312
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$61,894	\$0	\$65,444	\$0	\$63,662	\$0	\$60,645	\$0	\$0	\$0	\$251,645
<b>Total Direct Costs</b>	\$152,812	\$52,161	\$153,508	\$52,161	\$160,294	\$52,161	\$157,277	\$52,161	\$0	\$0	\$832,535
J. Indirect Costs	\$31,411	\$10,554	\$31,298	\$10,554	\$31,318	\$10,534	\$31,298	\$10,554	\$0	\$0	\$167,521
<b>Total Project Costs</b>	\$184,223	\$62,715	\$184,806	\$62,715	\$191,612	\$62,695	\$188,575	\$62,715	\$0	\$0	\$1,000,056
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N										No	

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Amanda Brown

Amanda.Brown@nashville.gov

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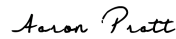
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Aaron Pratt

Aaron.Pratt@nashville.gov

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Kevin Crumbo/mjw

MaryJo.Wiggins@nashville.gov

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Courtney Mohan

Courtney.Mohan@nashville.gov

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Balogun Cobb balogun.cobb@nashville.gov Insurance Division Manager Security Level: Email, Account Authentication (None)	<i>Balogun Cobb</i>  Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 10/21/2024 2:00:39 PM Viewed: 10/21/2024 3:28:19 PM Signed: 10/21/2024 3:28:28 PM

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