

## GRANT APPLICATION SUMMARY SHEET

**Grant Name:** Juv. Ct. 2021 Coronavirus Emergency Supplemental Funding Grant (CESF) 21-22

**Department:** JUVENILE COURT

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

**Pass-Through Grantor (If applicable):** TENN. DEPT. OF FIN. & ADMIN.

**Total Applied For:** \$50,204.56

**Metro Cash Match:** \$0.00

**Department Contact:** Shelley Hudson, Special Projects Program Manager  
862-8079

**Status:** NEW

**Program Description:**  
Covid-19 funding to continue Juvenile Court's prevention, preparation, and response safety plan.

**Plan for continuation of services upon grant expiration:**  
This service will not be continued when federally funding ends.

### APPROVED AS TO AVAILABILITY OF FUNDS:

DocuSigned by:  
*Saul Solomon/mjw* 9/30/2021  
Director of Finance <sup>DS</sup> Date <sub>TE</sub>

### APPROVED AS TO FORM AND LEGALITY:

DocuSigned by:  
*Neki Eke* 9/30/2021  
Metropolitan Attorney <sup>DS</sup> Date

### APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:  
*Balogun Colob* 9/30/2021  
Director of Risk Management <sup>DS</sup> Date

DocuSigned by:  
*John Cooper* 9/30/2021  
Metropolitan Mayor <sup>DS</sup> Date

(This application is contingent upon the approval of the application by the Metropolitan Council.)

B.A. Initials <sup>DS</sup> *kt*

### Grants Tracking Form

Part One

Pre-Application <input type="radio"/>		Application <input checked="" type="radio"/>		Award Acceptance <input type="radio"/>		Contract Amendment <input type="radio"/>	
Department	Dept. No.	Contact			Phone	Fax	
JUVENILE COURT	026	Shelley Hudson, Special Projects Program Manager			862-8079		
<b>Grant Name:</b>	Juv. Ct. 2021 Coronavirus Emergency Supplemental Funding Grant (CESF) 21-22						
<b>Grantor:</b>	U.S. DEPARTMENT OF JUSTICE				<b>Other:</b>		
<b>Grant Period From:</b>	11/15/21	<small>(applications only)</small> <b>Anticipated Application Date:</b>		09/30/21			
<b>Grant Period To:</b>	06/30/22	<small>(applications only)</small> <b>Application Deadline:</b>		10/01/21			
<b>Funding Type:</b>	FED PASS THRU	<b>Multi-Department Grant</b>		<input type="checkbox"/> <b>If yes, list below.</b>			
<b>Pass-Thru:</b>	TENN. DEPT. OF FIN. & ADMIN.	<b>Outside Consultant Project:</b>		<input type="checkbox"/>			
<b>Award Type:</b>	COMPETITIVE	<b>Total Award:</b>		\$50,204.56			
<b>Status:</b>	NEW	<b>Metro Cash Match:</b>		\$0.00			
<b>Metro Category:</b>	New Initiative	<b>Metro In-Kind Match:</b>		\$0.00			
<b>CFDA #</b>	16.034	<b>Is Council approval required?</b>		<input checked="" type="checkbox"/>			
<b>Project Description:</b>					<b>Applic. Submitted Electronically?</b> <input type="checkbox"/>		
Covid-19 funding to continue Juvenile Court's prevention, preparation, and response safety plan.							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
This service will not be continued when federally funding ends.							
<b>How is Match Determined?</b>							
<b>Fixed Amount of \$</b>	N/A	or	<b>% of Grant</b>	<b>Other:</b> <input type="checkbox"/>			
<b>Explanation for "Other" means of determining match:</b>							
<b>For this Metro FY, how much of the required local Metro cash match:</b>							
<b>Is already in department budget?</b>	no	<b>Fund</b>	<b>Business Unit</b>				
<b>Is not budgeted?</b>	\$0.00	<b>Proposed Source of Match:</b>					
<b>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</b>							
<b>Other:</b>							
<b>Number of FTEs the grant will fund:</b>	0.00	<b>Actual number of positions added:</b>		0.00			
<b>Departmental Indirect Cost Rate</b>	24.00%	<b>Indirect Cost of Grant to Metro:</b>		\$12,049.05			
<b>*Indirect Costs allowed?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>% Allow.</b>	0.00%	<b>Ind. Cost Requested from Grantor:</b>		\$0.00 <b>in budget</b>		
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)							
<b>Draw down allowable?</b> <input type="checkbox"/>							
<b>Metro or Community-based Partners:</b>							

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	FY22	\$50,204.56	\$0.00		\$0.00		\$0.00	\$50,204.56	\$12,049.05	\$0.00
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
<b>Total</b>		<b>\$50,204.56</b>	<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>	<b>\$50,204.56</b>	<b>\$12,049.05</b>	<b>\$0.00</b>
<b>Date Awarded:</b>					<b>Tot. Awarded:</b>		<b>Contract#:</b>			
<b>(or) Date Denied:</b>					<b>Reason:</b>					
<b>(or) Date Withdrawn:</b>					<b>Reason:</b>					

Contact: [trinity.weathersby@nashville.gov](mailto:trinity.weathersby@nashville.gov)  
[vaughn.wilson@nashville.gov](mailto:vaughn.wilson@nashville.gov)

Form Name:	Intent to Apply - Solicitation
Submission Time:	September 27, 2021 12:29 pm
Browser:	Mozilla rv:11.0 / Windows
IP Address:	170.190.198.108
Unique ID:	866261803
Location:	36.18159866333, -86.730598449707

## Intent to Apply - General Information

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### Fund Source Selection

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<b>Project Title</b>	CESF Local Government Response
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<b>Please choose the appropriate fund source type for your application.</b>	CESF
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<b>Have you ever received State of Tennessee Funding?</b>	Yes
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<b>State (Edison) Vendor ID #</b>	4
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### General Information

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<b>Person Completing this Form</b>	Shelley Hudson
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<b>Title of Person Completing Form</b>	Special Projects Program Manager
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<b>Authorizing Agency Name</b>	Metropolitan Government of Nashville and Davidson County Office of the Mayor
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<b>Implementing Agency Name</b>	Davidson County Juvenile Court
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<b>Phone Number</b>	(615) 862-8079
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<b>E-Mail Address</b>	shelleyhudson@jnsnashville.gov
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<b>Federal ID # of Authorizing Agency</b>	62-0694743
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<b>Authorizing Agency DUNS Number</b>	078217668
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<b>SAM Expiration Date</b>	11/18/21
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<b>Fiscal Year End</b>	06/30
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<b>Subcontractor to be used?</b>	No
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### Authorized Official Contact Information

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<b>Authorized Official Name</b>	John Cooper
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<b>Authorized Official Title</b>	Mayor of the Metropolitan Government of Nashville and Davidson County
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**Authorized Official Address** Metro Historic Courthouse  
1 Public Square, Suite 100 PO Box 096306  
Nashville, TN 37201

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**Zip + 4 (Authorized)** 372015007

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**Authorized Official's Phone** (615) 862-6000

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**Authorized Official Email** mayor@nashville.gov

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### Project Director Contact Information

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**Project Director Name** Shelley Hudson

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**Project Director Title** Special Projects Program Manager

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**Project Director Address** 100 Woodland Street  
PO Box 196306  
Nashville, TN 37219-6306

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**Zip + 4 (Directors)** 372196306

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**Project Director's Phone** (615) 862-8079

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**Project Director Email** shelleyhudson@jnsnashville.gov

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### Fiscal Director Contact Information

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**Fiscal Director Name** Joe Atchley

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**Fiscal Director Title** Accountant III

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**Fiscal Director Address** 100 Woodland Street  
PO BOX 096306  
Nashville, TN 37219-6306

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**Zip + 4 (Fiscal)** 372196306

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**Fiscal Director's Phone** (615) 862-2368

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**Fiscal Director Email** joeatchley@jnsnashville.gov

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### Demographic / Location Information

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**County 1** Davidson

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**Enter the federal congressional district(s) in which grant will operate.** 5

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## **Scope of Services/Project Narrative**

### **PROJECT NAME**

Davidson County Juvenile Court  
Corona Virus Emergency Supplemental Fund (CESF) Juvenile Court COVID Response

### **PROBLEMS FOR INTERVENTION AND NEEDS TO BE IMPROVED**

**Describe how has your agency prevented, prepared, and responded to the outbreak of COVID-19 and how will these grant funds enhance those activities.**

The Davidson County Juvenile Court is a Metropolitan Court located at 100 Woodland Street, Nashville, Tennessee and 37219. Davidson County is located in Middle Tennessee and the population is 715,884 as reported by the 2020 United States Census.<sup>i</sup> Since March 2019, the court has engaged in the following COVID-19 prevention, preparedness, and response strategies:

#### **Prevention:**

- Followed COVID-19 best safety practices as provided by the Metropolitan Health Department of Nashville and Davidson County's guidelines for building sanitation, masking, and social distancing.
- Followed COVID-19 best safety practices as provided by the Office of the Mayor for the Metropolitan Government of Nashville and Davidson County.
- Followed COVID-19 best safety practices as provided by the CDC.
- Followed COVID-19 best safety practices as provided the Metropolitan Human Resource Department's "Work from Home" policy for staff whose job duties and responsibilities allowed them to work from home.

#### **Prepared:**

- Trained staff on COVID-19 safety precautions by electronic announcements.
- Procured sanitizer stations throughout the courthouse from the in-kind Metro Cares Act fund.
- Procured masks for staff and the public from the in-kind Metro Cares Act fund.
- Procured Hi-Touch rolling glass screens and counter-top screens from the Metro Cares Act fund for some of the courtrooms in the Juvenile Court building (The courthouse has eight courtrooms) and the Metro Student Attendance Center (MSAC), an annex Juvenile Court building for the truancy program from in-kind Metro Cares Act fund.
- Procured non-porous hard chairs for the Metro Student Attendance Center (MSAC), an annex Juvenile Court building for the truancy program from in-kind Metro Cares Act fund.
- Procured 2 extra cleaning staff from the in-kind Metro Cares Act fund.
- Taped off access to public drinking fountains.
- Posted 6-foot social distancing posters throughout the courthouse.
- Marked social distancing queue positions throughout the courthouse.
- Coordinated a process for holding non-emergency court hearings virtually.
- Created incremental time slots for litigants to attend in-person hearings to limit the number of staff and members of the public in the courthouse and courtrooms.

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- Created a case party check-in system to limit the ingress of staff and members of the public into the courthouse and egress of persons from the courthouse.
- Created a contact tracing system to inform employees of positive COVID-19 cases.
- Created safety measures for employees and the public to enter the building.

**Responded:**

- Required temperature checks for employees and members of the public to enter the building.
- Required staff and members of the public to comply with mask mandates.
- Required staff and members of the public to socially distance.
- Encouraged staff to wash hands often and to access sanitizer throughout the building.
- Limited the number of litigants entering and exiting courthouse by scheduling litigants incrementally on the docket.
- Allowed for conference call and zoom meetings instead of in-person meetings.
- Allowed staff to work-from-home.
- Limited the number of persons attending in-person meetings and required social distancing.
- Limited the number of litigants that can be in a courtroom at one time.
- Limited the number of individuals that can congregate on each level of the courthouse.
- Opened secured doors between internal divisions of the court for easier ingress and egress between divisions.
- Opened main courthouse doors to allow for the flow of fresh air into and throughout the main lobby.
- Instigated recommended COVID-19 cleaning and sanitation practices throughout the building.
- Installed Hi-Touch Rolling glass screens and counter-top screens in some of the courtrooms between the bench, witness seat, attorney seats, and general audience.

The Corona Virus Emergency Supplemental Funds(CESF) will allow the court to continue to enhance its COVID-19 preparedness plan by purchasing masks with the organizational logo for all court employees, completing the installation of plexiglass barriers in courtrooms A, C, and E, purchasing non-porous “hard” public seating in the courthouse, hand sanitizer, safety gloves, portable HEPA air filters, and lap-top computers for remote-based work. This equipment will assist in decreasing the transmission of COVID-19 for the public and Juvenile Court staff.

**Explain how your agency has assessed or will assess the future needs of the agency in response to COVID-19.**

Juvenile Court leadership engaged team supervisors to request team needs in response to COVID-19 and CDC safety recommendations. Surveys will be used in the future for a COVID-19 response reassessment purpose.

**Using that assessment, state how these funds will assist your agency to better respond to the needs of any individuals having any court, custodial and/or law enforcement interaction during the COVID-19 crisis.**

As identified by the Centers for Disease Control and Prevention (CDC), the primary route for COVID-19 transmission occurs from mucous membrane exposure to respiratory droplets during

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close contact with an infected individual. Close contact includes being within 6 feet for a person with COVID-19 for a cumulative total of at least 15 minutes during a 24 hour period.<sup>ii</sup>

Personal Protective Equipment (PPE) is a critical component to mitigate and reduce the spread of COVID-19. Equipment includes, but is not limited to, masks, gloves, plexiglass barriers, non-porous covered chairs, 60% alcohol-based sanitizer, and lap top computers for remote-based work.

The Centers for Disease Control (CDC) recommends that people wear masks in public settings, at events, and gatherings and anywhere they will be around people.<sup>iii</sup> The Metropolitan Government of Nashville and Davidson County is under a mandate to wear masks while in a public building. Juvenile Court is a public building. These funds will allow the court to purchase masks imprinted with the court logo. Providing masks having the court logo will assist the public to identify court employees more easily, and assist in reducing the spread of COVID-19 while employees continue providing services to the public.

According to the CDC, keeping hands clean is key to prevent COVID-19 from spreading.<sup>iv</sup> Employees are encouraged to wash their hands or use hand sanitizer with a minimum of 60% alcohol.<sup>v</sup> These funds will allow the court to purchase hand sanitizer for employees and the public in high traffic locations to encourage good hand hygiene.

The use of gloves is not a substitute to washing hands. The CDC recommends the use of gloves “when it can be reasonably anticipated that contact with blood or other potentially infectious materials, mucous membranes, non-intact skin, potentially contaminated skin or contaminated equipment could occur.”<sup>vi</sup> It is reasonably anticipated that Warrant Officers and High Risk Gang Unit SIA Officers may come into contact with blood or potentially infectious materials while completing their duties in the community.

According to the CDC, portable air filters with high efficiency particulate air (HEPA) cleaners reduce the number of airborne infectious particles.<sup>vii</sup> These funds will allow the court to purchase portable HEPA air filters for courtrooms and other enclosed high traffic spaces to reduce the transmission of COVID-19.

The CDC encourages businesses to allow employees to work from home or remotely. This is because people who go to the workplace are twice as likely to get COVID-19 than those who work remotely.<sup>viii</sup> Limiting ingress and egress of employees and the public can reduce the transmission of COVID-19. These funds will allow the court to purchase lap top computers for employees to work remotely.

According to the University of Washington’s Guidance for Plexiglass Barrier in the Workplace, the use of plexiglass barriers is beneficial to block respiratory droplets from standing or sitting individuals, provide a physical separation between people to support social and physical distancing efforts, and are consistent with recommendations from the CDC as a component of exposure controls.<sup>ix</sup> These funds will allow the court to complete the installation of plexiglass barriers in courtrooms A, C, and E to reduce the spread of COVID-19.

According to research published by the Applied and Environmental Microbiology Journal, inanimate objects (fomites), can transfer disease to a new host when contaminated with respiratory droplets. Viral presence on fomites may decrease with surface cleanliness and

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increase with surface usage.<sup>x</sup> Soft and porous material covered seating are generally not as easy to clean and disinfect as hard and non-porous surfaces (Centers for Disease Control).<sup>xi</sup> Seating with high touch points have been removed from common spaces due to difficulty in cleaning and disinfecting for COVID-19. These funds will allow the court to purchase less porous (non-cloth) hard seating that will be easier to clean with EPA approved disinfectant products in order to reduce the spread of COVID-19.

**Provide the agency's own data and list any specific concerns that have been identified that will make providing services to the aforementioned individuals during COVID-19 difficult and how these resources will enhance the overall service.**

The impact of COVID-19 on court services has been disruptive. Trials have been postponed, service of process delayed, a decrease in court ordered child support, and a delay in filing petitions. For example, our data shows there was a 21% decrease in the number of petitions filed between 2019 (9171 petitions) and 2020 (7235 petitions). There was also a 48% decrease in child support cases disposed of between 2019 (3073 cases) and 2020 (1578 cases).

The installation of plexiglass barriers in courtrooms A,C, and E will provide a safer court environment to mitigate the spread of respiratory droplets and/or reduce transmission of COVID-19. Purchasing masks with the organizational logo will allow staff to better identify themselves to clients, and reduce the transmission of COVID-19. Purchasing safety gloves will mitigate contact with potentially infectious materials while Warrant Officers and High Risk Gang SIA Officers complete their duties in the community. Purchasing less porous (non-cloth) hard seating for staff and public will be easier to clean with EPA approved disinfectant and decrease transmission of COVID-19. Purchasing hand sanitizer for employees and the public in high traffic location encourages good hand hygiene. Providing employees with laptops to work remotely in the field limits ingress and egress of the number of individuals in the courthouse; therefore, decreases the transmission of COVID-19.

**GENERAL ACTIVITIES/INPUTS**

**What is the total amount of the funds you are requesting?**

\$ 50,204.56

**List every item in the budget and provide information on how that item will assist with the agency's preparation, response, or prevention of COVID-19 and describe the benefit to the agency.**

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Occupancy: <i>&lt;Please provide description here&gt;</i>	\$0.00
<b>Supplies:</b>	\$0.00
Dell power supply docs: 11 docks x \$179.99/dock *	\$1,979.89
Dell 22" monitors: 8 monitors x 155.24/monitor *	\$1,241.92
Laptop carrying case 16": 1 case x \$29.69/case *	\$29.69
Laptop carrying case 13"-14": 10 case x \$26.99/case *	\$269.90



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HDMI to VGA adapters: 8 adapters x \$24.07/adapter *	\$192.56
Lavaro conference chairs: 50 chairs x \$327.762/chair. Purchasing less porous (non-cloth) seating for staff and public will be easier to clean with EPA approved disinfectant and decrease transmission of COVID-19. This will assist with continued preparedness and response to reduce the spread on COVID-19.	\$16,388.10
Levoit smart air purifiers: 22 purifiers x \$165.22/purifier. Portable HEPA air filters for courtrooms and other enclosed high traffic spaces reduce the transmission of COVID-19. This will assist with continued preparedness and response to reduce the spread on COVID-19.	\$3,634.84
Levoit Air purifier replacement filters: 2 filters/year/purifier x 3 years x 22 purifiers x \$12.50/filter. Replacement filters for air purifiers continue reducing transmission of air particulates due to shelf life of HEPA filters. This will assist with continued preparedness and response to reduce the spread on COVID-19.	\$1,650.00
Disposable vinyl gloves (100 ct.): 30 boxes x \$10/box. The CDC recommends the use of gloves <i>when it can be reasonably anticipated that contact with blood or other potentially infectious materials, mucous membranes, non-intact skin, potentially contaminated skin or contaminated equipment could occur.</i> This will assist with continued preparedness and response to reduce the spread of blood or other potentially infectious materials for staff working in the community.	\$300.00
Hand Sanitizer (8 oz): 150 bottles x \$5/bottle. Purchasing hand sanitizer for employees and members of the public in high traffic location encourages good hand hygiene. This will assist with continued preparedness and response to reduce the spread of COVID-19.	
Tempered safety glass (Courtroom A) The installation of plexiglass barriers in multiple courtrooms will provide a safer court environment to mitigate the spread of respiratory droplets and/or reduce transmission of COVID-19. This will assist with continued preparedness and response to reduce the spread of COVID-19.	\$1,556.68
Tempered safety glass (Courtroom C) (Same as above)	\$1,657.60
Tempered safety glass (Courtroom E) (Same as above)	\$1,556.68
Cloth face masks w/logo: 200 masks x \$2/mask. Purchasing masks with the organizational logo will allow staff to better identify themselves to clients, and reduce the transmission of COVID-19. This will assist as a continued response to keep staff safe from the spread of COVID-19 while conducting their duties and responsibilities with members of the public.	\$400.00
<b>Sensitive Minor Equipment:</b>	\$0.00
Dell Latitude 7320 laptops: 10 laptops x \$1,740.20/laptop *	\$17,402.00
Dell Mobile Precision 3560 laptop: 1 laptop x \$1,194.70/laptop*	\$1,194.70
* Providing employees with laptops, including power supply docs, monitors, carrying cases, and adapters, to work remotely in the field limits ingress and egress of the number of individuals in the courthouse; therefore, decreases the transmission of COVID-19. This will assist with continued	

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preparedness and response to COVID-19.		
	TOTAL	<u>\$50,204.56</u>

**Have funds for this project been granted through FEMA or other emergency relief agencies?**

No funds for this project have been granted through FEMA or other emergency relief.

**How many individuals are estimated to receive services, to include citizens, inmates, staff?**

Approximately 35,000. This averages out to 2,916 individuals (including staff, partners, members of the public) accessing the courthouse for services per 12 months.

**How many Peace Officers Standards and Training (POST) Certified/Sworn Officers on staff, if applicable?**

Not applicable (N/A) for this agency.

**List the number of Tennessee Corrections Institute (TCI) Certified Officers on staff if applicable?**

N/A

**FOR TRAINING/INFORMATION DISSEMINATION**

**Describe the type(s) of training(s) the agency will perform to prevent, prepare and respond to COVID-19. For each training described, include any information about the resources you will use for the trainings.**

The Davidson County Juvenile Court is not using CEFS funds for training purposes.

**Describe how the agency will disseminate information and or training information to individuals the agency serves or employs on how to prevent, prepare and respond to COVID-19.**

Not applicable (N/A) for this application.

**Who will be the target audience(s) for the training(s)?**

N/A

**How many training(s) are anticipated over the course of the project?**

N/A

**How will the participants benefit from the training?**

N/A

**How many people will you train?**

N/A

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**STAFF PROVIDING SERVICE AND ASSISTANCE TO INDIVIDUALS**

**If specific equipment or supplies are needed to implement the changes in the way your agency functions in order to prevent, prepare, or respond to COVID-19, please list those items, how they will be used:**

These funds will allow the Davidson County Juvenile Court to purchase masks imprinted with the court logo. Providing masks having the court logo will assist the public to identify court employees more easily, and assist in reducing the spread of COVID-19 while employees continue providing services to members of the public. These funds will allow the court to purchase hand sanitizer for employees, court partners, and members of the public for high traffic locations to encourage good hand hygiene. These funds will allow the court to purchase safety gloves for employees who may come into contact with blood borne pathogens and potentially other infectious materials while conducting their work-related responsibilities in the community. These funds will allow the court to purchase portable air HEPA filters for courtrooms and other enclosed spaces to reduce the spread of COVID-19. These funds will allow the court to purchase lap top computers for employees to work remotely to reduce the ingress and egress of employees in the building. These funds will allow the court to complete the installation of plexiglass barriers in multiple courtrooms to reduce the spread of COVID-19. These funds will allow the court to purchase less porous (non-cloth) hard public seating that will be easier to clean with EPA approved disinfectant products in order to reduce the spread of COVID-19.

**Describe how these changes in service delivery will benefit individuals served.**

There are eight courtrooms located in the building. The installation of plexiglass barriers in courtrooms A,C, and E will allow the court to continue preparedness and response efforts for these courtrooms; hence, mitigate the spread of respiratory droplets and/or reduce transmission of COVID-19 for staff and members of the public. Purchasing masks with the organizational logo will allow staff to better identify themselves to clients, keep staff safe from COVID-19, and reduce the transmission of COVID-19 to members of the public. Purchasing less porous hard (non-cloth) public seating will be easier to clean with EPA approved disinfectant and decrease transmission of COVID-19 to staff and the public. Purchasing and placing hand sanitizer for employees and members of the public in high traffic locations encourages good hand hygiene for both staff and the public, thus reducing the transmission of COVID-19. Providing employees with laptops to work remotely in the field limits ingress and egress of the number of individuals in the courthouse; therefore, decreases the transmission of COVID-19. Purchasing portable HEPA filters to reduce the spread of COVID-19 droplets in the air and keeps staff and members of the public safe.

**IMPLEMENTATION TIMELINE**

Give a timeline including purchase date, date equipment is expected to arrive and date it will be deployed. Include information on when trainings will be held. This Grant begins on November 15, 2021 and ends on June 30, 2022. When considering budget items for this application, plan for the January 31, 2022 end date.

<b>ACTIVITY</b>	<b>STAFF TO COMPLETE</b>	<b>COMPLETION DATE</b>
Purchase PPE equipment	Joe Atchley	January 2021

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Equipment arrival	Joe Atchley	Within 4 to 8 weeks of purchase date. (depending on delivery availability by company and inventory)
Equipment distribution	Joe Atchley/Shelley Hudson	Within 2 weeks of equipment arrival.

### **DATA COLLECTION PROCEDURE**

**Describe the data collection procedures you will undertake to collect and report the outputs and outcomes of the planned services to individuals and/or agency staff. E.g. stakeholder questionnaires, client satisfaction surveys, case records, etc.**

Juvenile Court will implement a COVID-19 employee COVID response satisfaction survey which will be pushed out electronically to Juvenile Court staff and in-house partners (i.e. District Attorney, Public Defender, DCS, Clerk) that have workspace in the building.

**Describe how you will document your activities and collect the data you will report for the quarterly Performance Measurement Tool reports and OCJP Annual Report. Be specific to the activities and outcome described in this application that pertain to your activities to prevent, prepare and respond to COVID-19.**

All activities associated with the purchase, disbursement, and use of equipment will be documented electronically. A line item list of purchased equipment will be maintained electronically.

**Describe how your agency will use the data collected to evaluate the goals of the project and the work performed and plan accordingly.**

Juvenile court will use qualitative data responses to evaluate the use of PPE equipment for Juvenile Court's COVID-19 response.

**Goal 1:** A minimum of 60% of participating Juvenile Court employees and in-house partners (Public Defender, District Attorney, DCS, and Clerk) will report experiencing a qualitative satisfaction score with Juvenile Court preparedness and response efforts to COVID-19.

**Objective 1:** Provide court employees with a mask, having the Juvenile Court Logo imprinted on the mask.

**Activity 1.1:** Employees to wear the official juvenile court mask while interacting with clients to identify themselves as court staff and reduce the transmission of COVID-19.

**Objective 1.2:** Provide hand sanitizer for employees and the public in high traffic locations to encourage good hand hygiene.

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**Activity 1.2:** Place hand sanitizer in high traffic areas within the court for use and access by staff and members of the public to promote good hand hygiene and reduce the transmission of COVID-19.

**Objective 1.3:** Provide Warrant team and High Risk Gang Unit with safety gloves to work in the community.

**Activity 1.3:** Distribute gloves to Warrant team and High Risk Gang Unit for use and protection against blood borne pathogens and other infectious materials while conducting work in the community

**Objective 1.4:** Provide portable HEPA air filters for courtrooms and other enclosed high traffic spaces.

**Activity 1.4:** Place portable HEPA air filters in courtrooms and enclosed high traffic spaces to filter the air in closed-in spaces to reduce the transmission of COVID-19.

**Objective 1.5:** Provide Warrant team and High Risk Gang Unit with laptops to work in the community.

**Activity 1.5:** Assign Warrant team and High Risk Gang Unit with laptops to complete service of process in the community to decrease ingress and egress into the Juvenile Court building and limit the transmission of COVID-19.

**Objective 1.6:** Provide courtrooms A, C, and E with plexiglass barriers.

**Activity: 1.6:** Install plexiglass barrier in courtrooms A, C, and E to decrease the spread of COVID-19.

**Objective 1.7:** Provide less porous (hard) public seating that will be easier to clean with EPA approved disinfectant products to reduce the spread of COVID-19.

**Activity 1.7:** Install less porous( hard) public seating in area(s) of the court for use of and access by staff and public.

## **OUTCOMES**

Juvenile Court shall provide a narrative report that contains the following information:

- 1) The results of its needs assessment related to the agency's preparation, prevention, or response needs to COVID-19.
- 2) How they used this information to: Prepare, Prevent, or Respond to COVID-19.
- 3) How funding under this grant supported your efforts under 2. (above).

Juvenile Court will track, depending on what is granted, the following measures: 1) Equipment purchased; 2) Number of employees who were able to conduct remote work due to purchases; 3) Amount and types of PPE purchased; 4) Medical supplies and **(N/A for this application)**; 5) The number of employees who benefitted from this PPE.

Additional measures may be developed and provided as more information is released from the Bureau of Justice Assistance.

## **COLLABORATION ACTIVITES**

**Describe how your agency will work with other agencies on this project or how other agencies will benefit from your project.**

Agencies that are housed in the Juvenile Court building (i.e.; District Attorney, Public Defender, DCS, and Clerk) and provide services for children and families will benefit from the access of hand sanitizer, hard seating, plexiglass barriers, HEPA air filters, and interaction with staff wearing protective masks.

**UPON COMPLETION OF THIS SCOPE OF SERVICE/NARRATIVE SAVE A COPY AND SUBMIT IT ALONG WITH YOUR BUDGET FORM TO OCJP VIA THE E-MAIL NOTED IN SOLICITATION.**

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<sup>i</sup> U.S. Census Bureau. Quick Facts Davidson County, Tennessee. Retrieved on September 20, 2021 from <https://www.census.gov/quickfacts/fact/table/davidsoncountytennessee/PST045219>

<sup>ii</sup> Centers for Disease Control and Prevention: How COVID-19 Spreads. Retrieved on September 20, 2021 from <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>.

<sup>iii</sup> Centers for Disease Control and Prevention: Your Guide to Masks. Retrieved on September 20, 2021 from <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

<sup>iv</sup> Centers for Disease Control and Prevention: Hand Sanitizer Use Out and About. Retrieved on September 22, 2021 from <https://www.cdc.gov/handwashing/hand-sanitizer-use.html>

<sup>v</sup> Centers for Disease Control and Prevention: Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19). Retrieved on September 22, 2021 from [https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html#anchor\\_1609684747858](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html#anchor_1609684747858)

<sup>vi</sup> The Association of Mature American Citizens. (May 12, 2020) CDC Recommendations for Wearing Gloves. [Online article]. Retrieved on September 28, 2021 from <https://amac.us/cdc-recommendations-for-wearing-gloves/>

<sup>vii</sup> Lindsley WG, Derk RC, Coyle JP, et al. Efficacy of Portable Air Cleaners and Masking for Reducing Indoor Exposure to Simulated Exhaled SARS-CoV-2 Aerosols — United States, 2021. MMWR Morb Mortal Wkly Rep 2021;70:972–976. DOI: <http://dx.doi.org/10.15585/mmwr.mm7027e1external icon>)

<sup>viii</sup> Fisher KA, Olson SM, Tenforde MW, et al. Telework Before Illness Onset Among Symptomatic Adults Aged ≥18 Years With and Without COVID-19 in 11 Outpatient Health Care Facilities — United States, July 2020. MMWR Morb Mortal Wkly Rep 2020;69:1648–1653. DOI: <http://dx.doi.org/10.15585/mmwr.mm6944a4>; [Retrieved from the Centers for Disease Control and Prevention on September 22, 2021 from [https://www.cdc.gov/mmwr/volumes/69/wr/mm6944a4.htm?s\\_cid=mm6944a4\\_w](https://www.cdc.gov/mmwr/volumes/69/wr/mm6944a4.htm?s_cid=mm6944a4_w)]

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<sup>ix</sup> October 29, 2020. UW Guidance for Plexiglass Barriers in the Workplace. WW.ehs.washington.edu. Retrieved on September 20, 2021.

<sup>x</sup>Boone, S. A. & Gerba, C. P. (December 17, 2020) Significance of Fomites in the Spread of Respiratory and Enteric Viral Diseases. ASM Journal of Applied and Environmental Microbiology. (Vol 73, No. 6). DOI: <https://doi.org/10.1128/AEM.02051-06>

<sup>xi</sup> Centers for Disease Control: Guidance for cleaning and disinfecting public spaces, workplaces, businesses, schools, and homes. Retrieved on September 21, 2021 from [https://www.epa.gov/sites/default/files/2020-04/documents/316485-c\\_reopeningamerica\\_guidance\\_4.19\\_6pm.pdf](https://www.epa.gov/sites/default/files/2020-04/documents/316485-c_reopeningamerica_guidance_4.19_6pm.pdf)

<b>GRANT BUDGET</b>				
<b>AGENCY NAME: METRO GOVERNMENT OF NASHVILLE &amp; DAVIDSON COUNTY: JUVENILE COURT</b>				
<b>FUND SOURCE: CESF LOCAL GOVERNMENT COVID RESPONSE</b>				
<b>SOLICITATION IDENTIFICATION TITLE: DAVIDSON COUNTY JUVENILE COURT</b>				
<b>The grant budget line-item amounts below shall be applicable only to expense incurred during the following</b>				
<b>Applicable Period: BEGIN: 11/15/2021 END: 01/31/2022</b>				
<b>POLICY 03 Object Line-Item Reference</b>	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup></b>	<b>GRANT CONTRACT</b>	<b>GRANTEE PARTICIPATION</b>	<b>TOTAL PROJECT</b>
1, 2	Salaries, Benefits & Taxes <sup>2</sup>	\$0.00	\$0.00	\$0.00
4, 15	Professional Fee, Grant & Award <sup>2</sup>	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications <sup>2</sup>	\$50,204.56	\$0.00	\$50,204.56
11, 12	Travel, Conferences & Meetings <sup>2</sup>	\$0.00	\$0.00	\$0.00
13	Interest <sup>2</sup>	\$0.00	\$0.00	\$0.00
14	Insurance <sup>2</sup>	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals <sup>2</sup>	\$0.00	\$0.00	\$0.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost <sup>2</sup>	\$0.00	\$0.00	\$0.00
24	In-Kind Expense <sup>2</sup>	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	<b>\$50,204.56</b>	<b>\$0.00</b>	<b>\$50,204.56</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.*

[https://www.tn.gov/content/dam/tn/finance/ocjp/Appendix\\_J\\_Policy\\_03\\_Report.xls](https://www.tn.gov/content/dam/tn/finance/ocjp/Appendix_J_Policy_03_Report.xls)

<sup>2</sup> Applicable detail follows this page if line-item is funded.



## Other Funds – Application Attachment

**Agency Name: Davidson County Juvenile Court**

**Date: September 28, 2021**


**Other Funds Table Instructions:**

Use the table below to list **all** funds (federal, state, local, and private) which are dedicated to assist the applicant local unit of government in preventing, preparing for, and responding to the coronavirus. The funding detailed below should only be allocated to the implementing agency for the purpose of preventing, preparing for and responding to the coronavirus. This should also include any appropriations received from units of State or local government. (Ex., Applicant is McMinn County Government, Implementing Agency is McMinn County Sheriff Department)

Provide the funding source name (i.e., TN Department of Finance and Administration), the time period of the funding (start and end date of the funds), the amount of funds, and the purpose of the funds. Add additional lines as needed.

Funding Source	Time Period of Funding	Federal, State, Local, or Private	Amount of Funding	Purpose of Funds
Metro CARES ACT Fund	March 1, 2020 – December 30, 2020	Federal	In-kind	To obtain 4000 disposable masks, hearing impaired masks, hand sanitizer stations, cleaning supplies, chairs (for the Metro Student Attendance Center an annex Juvenile Court building for the truancy program), Hi-Touch rolling glass screens and counter-top screens, from the Metro-wide Cares Act Grant dispersed through the Metro General Services Department

# Davidson County Juvenile Court Organizational Chart



**JUDGE**  
Sheila D.J. Calloway

**Court Administrator, Kathy Sinback**

**MAGSTRATES**

- Alan Cahoun, MSAC
- Jerice Glanton, SBC
- Paul Robertson
- Michael O'Neil
- Melinda Rigby
- Jennifer Wade
- Julie Ottman, Parentage
- Scott Rosenberg, Parentage
- Elijah Wilhoke, Parentage

**MSAC**

- Alan Cahoun, Magistrate
- Wendy Buchanan, Supervisor
- Richard Fletcher
- Wanda Peoples
- Courtney Gervais
- Alexia R. Stapleton
- Sandra Holt
- Penny Tyus
- Janet Jones
- Charlene Williams
- Justin Logue
- Kathy Wilcox
- Bettie Owens
- Tangula Wilcox

Kimberly Head  
Admin Support

**Deputy for Personnel  
Tommy Bradley**

- Teresa Hicks  
Admin Support
- Dana Wolfe  
Victim Services
- Jill Overton  
SBC Coordinator
- Henry A Wilson  
Admin Support, SBC

**Deputy Court Administrator/Finance  
Jim Swack**

- Joe Atchley  
Finance
- Tonya Jones  
Admin Support
- David Morales, Court  
Interpreter
- Atica Helms, Data & Strategic  
Planning Director
- L'Tannia Williams, Grants & Contracts  
Program Mgr/Detention Contract Monitor

Shelley Hudson, Special  
Projects Program Mgr

**Information  
Systems/Technology**

- Donna Josslyn  
IT Director
- Vacant

**Security**

- Michael Craig  
Warrants Director
- Marian Abdirahman
- Michael Christian
- Jacob Cousin
- Sonja Davidson
- Bovhey Doss
- Kathy Hardiman  
Admin Support
- Donnique Harris
- C.D. Holman
- James Johnson, Jr
- Mathew Jones
- Bill Kostrub
- Durann R. MacLin
- Christine McWhorter

**Probation Officer Chief  
Kelly Gray**

STAR	SIA1	SIA2	GANG UNIT	RECOVERY CRT/SIA	FCRS
Amanda Altizer	Michael Upshaw, Supervisor	Billie Edwards, Supervisor	Shellis Hampton Supervisor	Jane Taylor Coordinator	Vacant Supervisor
Jessica Robertson	Ashley Burns	Faheem A Ghany	Georgia Blankenship	Gary Cross	Teresa Busby
Runaway, Spec	Kimberly Eggeron	Charles Jones	Allaaye Russ	Charles Roberts Jr	Connie Heard
Admin Support SIA	Yesenia R. Garcia	LaQuita Jones	vacant	Brittney Wilcox	Dense Rankhom
Delores Gwin	Brandie Jones	LeDarius Starkey			Hannah Renfroe
Jennifer Robinson	Teara Lee				MaryAnn Smith
	Jorrel McDowell				
	Cory Roberts				

**Community Court**

- Ben Denton  
Supervisor
- Lacy M Branch
- Demetris L Chaney

**Intake**

- Leslie Ahlgrim  
Supervisor
- Angela Burns
- Pamela Chunn
- Monica Machado
- Caren Peacock
- Jennifer Poe
- Virginia Theus
- Jamika Jackson

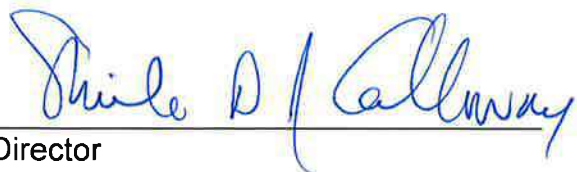
**Parentage**

- Dana Schmidt  
Supervisor
- Charla Beckley
- Felisa Trotter, PAC  
Supervisor
- Marv Brooks
- Sherray Copeland
- TaShauna Hayes
- Noel Weldon
- Michael Wade
- Paula Morgan
- Ivory House, P-Officer
- Markita Moultrie, P-Officer
- Onna Parker, P-Officer
- Jobie Alexander, P-Officer
- Derry Lomax, P-Officer
- Terrell Turner, P-Officer

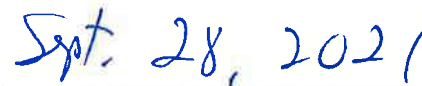


APPLICATION FOR (Corona Virus Emergency Supplemental (CESF) Davidson  
County Juvenile Court COVID Response)

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**



Director  
Department of



Date