

GRANT SUMMARY SHEET

Grant Name: Eviction Diversion Initiative 22-24

Department: GENERAL SESSIONS CT

Grantor: NATIONAL CENTER FOR STATE COURTS

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

Total Award this Action: \$418,170.00

Cash Match Amount: \$0.00

Department Contact: Judge Rachel Bell
862-8343

Status: NEW

Program Description:

This grant from the National Center for State Courts (NCSC) is to establish a court-based eviction diversion program to prevent avoidable evictions; identify and address barriers faced by litigants with the goal of redesigning and simplifying court processes to be more responsive to community needs; collaborate with the legal aid agencies, social service agencies, rental assistance programs, and community-based organizations to expand access and facilitate connections to legal and non-legal resources that can further stabilize litigants; strengthen data collection efforts to better understand the impact and outcomes of reform efforts; and pursue other aligned goals as identified.

Plan for continuation of services upon grant

N/A

B.A. Initials

DS
LB

Grants Tracking Form

Part One									
Pre-Application <input type="radio"/>		Application <input type="radio"/>		Award Acceptance <input checked="" type="radio"/>		Contract Amendment <input type="radio"/>			
Department	Dept. No.	Contact				Phone	Fax		
GENERAL SESSIONS CT	027	Judge Rachel Bell				862-8343			
Grant Name:		Eviction Diversion Initiative 22-24							
Grantor:		NATIONAL CENTER FOR STATE COURTS				Other:			
Grant Period From:		07/01/22		(applications only) Anticipated Application Date:					
Grant Period To:		05/31/24		(applications only) Application Deadline:					
Funding Type:		OTHER		Multi-Department Grant		<input type="checkbox"/> If yes, list below.			
Pass-Thru:				Outside Consultant Project:		<input type="checkbox"/>			
Award Type:		OTHER		Total Award:		\$418,170.00			
Status:		NEW		Metro Cash Match:		\$0.00			
Metro Category:		New Initiative		Metro In-Kind Match:		\$0.00			
CFDA #		N/A		Is Council approval required?		<input checked="" type="checkbox"/>			
Project Description:		Applic. Submitted Electronically? <input type="checkbox"/>							
This grant from the National Center for State Courts (NCSC) is to establish a court-based eviction diversion program to prevent avoidable evictions; identify and address barriers faced by litigants with the goal of redesigning and simplifying court processes to be more responsive to community needs; collaborate with the legal aid agencies, social service agencies, rental assistance programs, and community-based organizations to expand access and facilitate connections to legal and non-legal resources that can further stabilize litigants; strengthen data collection efforts to better understand the impact and outcomes of reform efforts; and pursue other aligned goals as identified.									
Plan for continuation of service after expiration of grant/Budgetary Impact:									
N/A									
How is Match Determined?									
Fixed Amount of \$		\$0.00		or		% of Grant		Other: <input type="checkbox"/>	
Explanation for "Other" means of determining match:									
For this Metro FY, how much of the required local Metro cash match:									
Is already in department budget?						Fund		Business Unit	
Is not budgeted?						Proposed Source of Match:			
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)									
Other:									
Number of FTEs the grant will fund:				2.00		Actual number of positions added:			
						0.00			
Departmental Indirect Cost Rate				25.00%		Indirect Cost of Grant to Metro:			
						\$104,542.50			
*Indirect Costs allowed?		<input type="radio"/> Yes <input checked="" type="radio"/> No		% Allow.		0.00%		Ind. Cost Requested from Grantor:	
								\$0.00	
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)									
Draw down allowable? <input type="checkbox"/>									
Metro or Community-based Partners:									

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	FY23		\$278,780.00		\$0.00		\$0.00	\$278,780.00	\$69,695.00	\$0.00	
Yr 2	FY24		\$139,390.00		\$0.00		\$0.00	\$139,390.00	\$34,847.50	\$0.00	
Yr 3	FY__										
Yr 4	FY__										
Yr 5	FY__										
Total			\$418,170.00	\$0.00	\$0.00		\$0.00	\$418,170.00	\$104,542.50	\$0.00	
Date Awarded:		05/12/22		Tot. Awarded:		\$418,170.00		Contract#:		N/A	
(or) Date Denied:				Reason:							
(or) Date Withdrawn:				Reason:							

Contact: trinity.weathersby@nashville.gov
vaughn.wilson@nashville.gov

TW

**Eviction Diversion Initiative Grant Agreement
Between General Sessions Music City Community Court, Division VIII (8)
Davidson County, Nashville, TN and
the National Center for State Courts**

THIS GRANT AGREEMENT is made between **General Sessions Music City Community Court, Division VIII (8) Davidson County, Nashville, TN** (hereinafter referred to as the “Grantee”) and the National Center for State Courts (hereinafter referred to as “NCSC”) on the 12th day of May, 2022.

WHEREAS, the goal of the EDI grant program is to provide financial support and technical assistance to courts to accomplish the following:

- (1) Establish or expand court-based eviction diversion programs to prevent avoidable evictions;
- (2) Identify and address barriers faced by litigants with the goal of redesigning and simplifying court processes to be more responsive to community needs;
- (3) Collaborate with legal aid agencies, social service agencies, rental assistance programs, and community-based organizations to expand access and facilitate connections to legal and non-legal resources that can further stabilize litigants;
- (4) Strengthen data collection efforts to better understand the impact and outcomes of reform efforts; and
- (5) Pursue other aligned goals as identified by each local jurisdiction; and

WHEREAS, NCSC through the Eviction Diversion Initiative (“EDI”) Advisory Council has approved Grantee’s application to participate in the NCSC Eviction Diversion Initiative.

NOW, THEREFORE, the parties agree as follows:

Grant Overview

The EDI is a four-year program that offers state and local courts an opportunity to learn from and improve upon pandemic-era best practices and to create permanent changes to their high-volume, high-impact eviction dockets. Grantee will receive funding to hire facilitator(s) who will play a key role in implementing and supporting the eviction diversion program and related court reform initiatives.

This initial award is a two-year grant in the amount of \$418,170.00, with the potential for additional funding in the third and fourth years of the program. Grantee will receive ongoing technical assistance from NCSC and will also participate in data-sharing and peer learning opportunities for all four years of the program.

Grant Period

The term of the grant period is **June 1, 2022 – May 31, 2024.**

Payment Schedule

Grant payments will be paid in two installments. The first payment of **\$278,780.00** will be paid after receipt of the signed grant agreement. The second payment of **\$139,390.00** will be paid in June 2023, provided that Grantee has submitted all required reports and remains in compliance with the grant requirements.

Notices

The following designated parties shall represent the parties to this Agreement for notification and communication as may be required. All notices required by this Agreement shall be in writing and delivered to the parties listed below:

a) Representing Grantee:

Judge Rachel L. Bell, Presiding
General Sessions Music City Community Court, Division VIII (8)
Justice A.A. Birch Building
408 2nd Ave. North, Suite 4130
Nashville, TN 37219-6300

Tadayoshi Kawawa, Finance Officer
General Sessions Court Administrative Office
Justice A.A. Birch Building
Nashville, TN 37219-6300

b) Representing NCSC:

David Slayton, Vice President
Court Consulting Services
707 17th Street, Suite 2900
Denver, Colorado 80202-3429

Grant Requirements and Expectations

Grantee is required to do the following as part of participation in the grant program:

- (1) Hire facilitator(s), as described in the Grantee's application, to support the design and implementation of the proposed eviction diversion work and other court reform efforts,
- (2) Collect and share data on the eviction diversion program as requested by NCSC and Stout, the research firm retained by NCSC to conduct the EDI evaluation.
- (3) Submit reports to NCSC as outlined in the grant agreement;

- (4) Participate in monthly peer learning opportunities with facilitators from other EDI jurisdictions and attend in-person convenings of EDI facilitators;
- (5) Receive ongoing technical assistance and support from NCSC staff and other EDI partners to support the eviction diversion work, and
- (6) Create a sustainability plan to ensure the continuation of the work after the grant concludes.

Reporting Requirements

Grantee will provide NCSC with periodic updates on Grantee's progress using an online form to be provided by NCSC in advance of the first reporting deadline. The progress reports will be due according to the following schedule:

- Wednesday, November 30, 2022
- Wednesday, May 31, 2023
- Thursday November 30, 2023
- Friday, May 31, 2024

Grantee will also be required to provide a budget report at the end of the first program year. The budget report for Year 1 will be due on May 31, 2023. Additional instructions will be shared in advance of the reporting deadline.

Notification of Hiring and Changes in Personnel

Grantee will use grant funds to hire facilitators to oversee the eviction diversion and court reform work as outlined in its application. Grantee should have the facilitator(s) in place by July 1, 2022. If Grantee is unable to meet this deadline, Grantee must communicate with NCSC about the reason for the delay and provide an update as to when Grantee anticipates completing the hiring process.

Grantee should provide an update to NCSC with the name, resume, and contact information for each facilitator as facilitator(s) are hired. NCSC is available to assist in drafting and reviewing job descriptions and with other aspects of the hiring process as necessary.

Grantee should inform NCSC within 30 days if a facilitator leaves mid-grant or if there are any other staffing changes that may impact the facilitator's work or supervision.

Grant Restrictions

Grantee must comply with all applicable provisions of local, state and federal laws and regulations pertaining to nondiscrimination, sexual harassment, and equal employment opportunity and any other applicable laws and regulations imposed due to the subject matter of this Agreement regardless whether those legal requirements are specifically referenced in this Agreement.

Management of Grant Funds

Grantee should provide the name of any subcontractors to NCSC for prior approval. Any grant funds that are subcontracted to another person or entity for obligation, expenditure, or use by that other person or entity, shall be treated as grant funds. If the grant funds will flow through a fiscal agent, Grantee must inform NCSC in writing in advance of receipt of funds as to the agent's name and contact information.

If Grantee does not use all of the grant funds as specified in the budget request, funds may be used for a related purpose that furthers the goals of the EDI program upon written approval from NCSC. NCSC will work with Grantee to identify additional and appropriate uses for expenditure of grant funds as necessary.

Confidentiality of Data

Grantee and NCSC agree that confidential data obtained through this Agreement will be used only for the purposes authorized under this Agreement unless prior written approval is obtained, or disclosure is authorized by statute or required by a court of competent jurisdiction.

Grant Publicity

Grantees are expected to serve as ambassadors for their court, EDI, and NCSC. As such, NCSC requests that Grantees submit program updates (photos, short articles, human interest stories) that will help demonstrate the impact of their work to the court community, NCSC, other financial supporters, and the general public. Any requests for NCSC logo use should be submitted to Molly Justice at mjustice@ncsc.org for review/approval. Additional guidance can be found at ncsc.org/styleguide.

Termination by NCSC

If Grantee fails to fulfill its obligations under this Agreement in a timely and proper manner as required by this Agreement or if Grantee violates any of the terms of this Agreement, NCSC shall have the right to terminate this Agreement by giving written notice which shall specifically identify such failures. This termination will become effective thirty (30) days following receipt of notice by Grantee unless Grantee remedies the claimed deficiencies within thirty (30) days of receipt of notice.

Acceptance of Terms and Conditions

This grant is conditioned upon Grantee's acceptance of the terms and conditions outlined in this Agreement. Grantee certifies that all information in its grant application is true and correct to the best of Grantee's knowledge and that the funds awarded shall only be used for the purposes described in this Agreement.

IN WITNESS WHEREOF, the persons signing below certify that they are authorized to sign for, and on behalf of, their respective party and do hereby execute this Agreement.

General Sessions HRDCP - Budget Request for EDI Grant (revised v2)

	<i>Year 1</i>	<i>Year 2</i>	<i>Total</i>
A - B. Salary & Fringe - Personnel	\$185,780.00	\$185,780.00	\$371,560.00
C. Supplies	\$35,500.00	\$33,000.00	\$68,500.00
D. Software	\$33,500.00	\$33,500.00	\$67,000.00
E. Contract/Consultants	\$10,000.00	\$10,000.00	\$20,000.00
F. Other Costs	\$15,000.00	\$15,000.00	\$30,000.00
Grand Total	\$279,780.00	\$277,280.00	\$557,060.00

A. Salary			
<i>Title</i>		<i>Year 1</i>	<i>Year 2</i>
Program Facilitator		\$65,540.00	\$65,540.00
Program Facilitator		\$65,540.00	\$65,540.00
Total		\$131,080.00	\$131,080.00

B. Fringe Benefits			
<i>Fringe benefits comprised of:</i>	<i>Rate</i>	<i>Year 1</i>	<i>Year 2</i>
FICA	6.200%	\$8,100.00	\$8,100.00
SSN med	1.450%	\$1,900.00	\$1,900.00
Pension	12.881%	\$16,900.00	\$16,900.00
Health Insurance	13,100	\$26,200.00	\$26,200.00
Dental	\$600	\$1,200.00	\$1,200.00
Life	\$200	\$400.00	\$400.00
Total		\$54,700.00	\$54,700.00

		<i>Year 1</i>	<i>Year 2</i>
Annual Personnel Totals		\$185,780.00	\$185,780.00

Salary & Fringe Grand Total	\$371,560.00
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C. Supplies		<i>Year 1</i>	<i>Year 2</i>	<i>Notes</i>
Office Equipment for Housing Resource Center		\$10,000.00	\$10,000.00	laptops, desktops, printers, telephones, projection equipment, filing carts, tables, chairs, cubicles
Office Supplies		\$10,000.00	\$7,500.00	paper, folders, pens, tracking journals, boxes, dry erase boards, easels
Materials & Signage		\$3,500.00	\$3,500.00	standing banners, court signage, event signage
Printing and Reproduction		\$5,000.00	\$5,000.00	booklets, folders, court slips
Postage & Shipping		\$2,000.00	\$2,000.00	
Brochures/Folders/Palm Cards		\$5,000.00	\$5,000.00	
Total		\$35,500.00	\$33,000.00	

Total Supplies	\$68,500.00
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D. Software		<i>Year 1</i>	<i>Year 2</i>	
Benchmark Software for Court Dockets, Case Management & Program		\$30,000.00	\$30,000.00	
Remote Platform for Case Management		\$1,500.00	\$1,500.00	
Zoom Subscription w/User Licenses (3)		\$2,000.00	\$2,000.00	
Total		\$33,500.00	\$33,500.00	

Total Software	\$67,000.00
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E. Contract/Consultants		<i>Year 1</i>	<i>Year 2</i>	<i>Notes</i>
Staff Training		\$10,000.00	\$10,000.00	
Total		\$10,000.00	\$10,000.00	

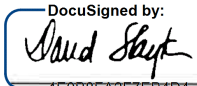
Contract Consultants Total	\$20,000.00
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F. Other Costs				
Marketing & Advertising		\$10,000.00	\$10,000.00	Commercials TV and Radio
Community Meetings & Trainings		\$5,000.00	\$5,000.00	
Total		\$15,000.00	\$15,000.00	

Other Costs Total	\$30,000.00
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Non-Personnel Grand Total	\$185,500.00
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National Center for State Courts

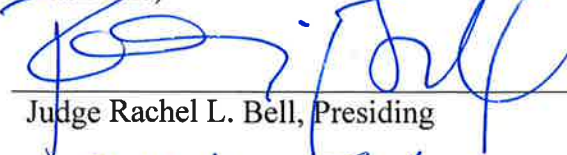
By  DocuSigned by:
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David Slayton, Vice President

Title _____

Date 5/16/2022

**General Sessions Music City Community
Court, Division VIII (8), Davidson County,
Nashville, TN**

By  _____
Judge Rachel L. Bell, Presiding

Title Presiding Judge

Date 5/12/2022

**SIGNATURE PAGE
FOR
GRANT NO. Eviction Diversion Initiative 22-24**

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

**METROPOLITAN GOVERNMENT OF
NASHVILLE AND DAVIDSON COUNTY**


General Sessions Ct. Rachel L. Peel

5/17/2022
Date

**APPROVED AS TO AVAILABILITY
OF FUNDS:**

DocuSigned by:

Kelly Flannery, Director
Department of Finance

5/20/2022
Date

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:

Director of Risk Management Services

5/25/2022
Date

**APPROVED AS TO FORM AND
LEGALITY:**

DocuSigned by:

Metropolitan Attorney

5/25/2022
Date

FILED:

Metropolitan Clerk

Date