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GRANT APPLICATION SUMMARY SHEET

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 Applied For \$749,559.00
Metro Cash Match: \$207,708.00
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.

APPROVED AS TO AVAILABILITY OF FUNDS:

APPROVED AS TO FORM AND LEGALITY:

Kevin Crumbo/mjw 5/8/2024 | 12:12 PM CDT
Director of Finance *AB AP* **Date**

Courtney Mohan 5/8/2024 | 1:31 PM
Metropolitan Attorney **Date**

APPROVED AS TO RISK AND INSURANCE:

Balogun Cole 5/8/2024 | 12:36 PM CDT
Director of Risk Management **Date**
Services

Freddie O'Connell 5/8/2024 | 6:32 PM
Metropolitan Mayor **Date**
(This application is contingent upon approval of the application by the Metropolitan Council.)

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Grants Tracking Form

Part One

Pre-Application

Application

Award Acceptance

Contract Amendment

Department

Dept. No.

Contact

Phone

Fax

GENERAL SESSIONS CT

027

Allison Tarpley

8069997

2143603

Grant Name:

BJA FY24 Adult Treatment Court Program 24-28

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

☐

If yes, list below.

Pass-Thru:

Outside Consultant Project:

☐

Award Type:

COMPETITIVE

Total Award:

\$749,559.00

Status:

NEW

Metro Cash Match:

\$207,708.00

Metro Category:

New Initiative

Metro In-Kind Match:

\$0.00

CFDA #

16.585

Is Council approval required?

☒

Project Description:

Applic. Submitted Electronically?

☐

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 service after expiration of grant/Budgetary Impact:

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

How is Match Determined?

Fixed Amount of \$

or

25.0%

% of Grant

Other:

☐

Explanation for "Other" means of determining match:

Match requirement will be met through salaries of General Sessions Recovery Court staff providing services to program participants.

For this Metro FY, how much of the required local Metro cash match:

Is already in department budget?

Yes

Fund

10101

Business Unit

27117000

Is not budgeted?

Proposed Source of Match:

General Sessions Staff

(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)

Other:

Number of FTEs the grant will fund:

1.00

Actual number of positions added:

1.00

Departmental Indirect Cost Rate

25.20%

Indirect Cost of Grant to Metro:

\$209,733.30

Indirect Costs allowed?

☒ Yes ☐ No

% Allow:

25.20%

Ind. Cost Requested from Grantor:

\$167,521.00

in budget

*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)

Draw down allowable?

☒

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	FY25	\$185,554.00			\$51,927.00	27117000	\$0.00	\$237,481.00	\$59,847.73	\$41,965.00
Yr 2	FY26	\$176,423.00			\$51,927.00	27117000	\$0.00	\$228,350.00	\$57,544.20	\$41,852.00
Yr 3	FY27	\$189,791.00			\$51,927.00	27117000	\$0.00	\$241,718.00	\$60,912.93	\$41,852.00
Yr 4	FY28	\$197,791.00			\$51,927.00	27117000	\$0.00	\$249,718.00	\$62,928.93	\$41,852.00
Yr 5	FY__									
Total		\$749,559.00			\$207,708.00			\$957,267.00	\$241,233.79	\$167,521.00

Date Awarded:

(or) Date Denied:

(or) Date Withdrawn:

Tot. Awarded:

Reason:

Reason:

Contract#:

Contact: juanita.paulsen@nashville.gov
vaughn.wilson@nashville.gov

Rev. 5/13/13
5824

GCP Rec'd
05/08/24

GCP Approved
05/08/24

VW

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OMB No. 1121-0329
Approval Expires 12/31/2023

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



Solicitation Title: BJA FY24 Adult Treatment Court Program
Assistance Listing Number: 16.585
Grants.gov Opportunity Number: O-BJA-2024-171972
Solicitation Release Date: February 7, 2024
Step 1: Application Grants.gov Deadline: 8:59 p.m. Eastern Time on May 2, 2024
Step 2: Application JustGrants Deadline: 8:59 p.m. Eastern Time on May 9, 2024

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Synopsis

Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications for funding.

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJA seeks to provide financial and technical assistance to states, state courts, local courts, units of local government, and federally recognized Indian tribal governments to plan, implement, and enhance the operations of adult treatment courts including management and service coordination for treatment court participants, fidelity to the adult treatment court model, and recovery support services. Adult treatment courts effectively integrate evidence-based substance use disorder treatment, mandatory drug testing, incentives and sanctions, and transitional services in judicially supervised criminal court settings that have jurisdiction over persons with substance use disorder treatment needs to reduce recidivism, increase access to treatment and recovery support, and prevent overdose.

This program furthers the DOJ’s mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Funding Category

Competition ID	Competition Title (Category Name)	Expected Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2024-00010-PROD	Category 1: Planning and Implementation	9	\$900,000	10/1/24	48
C-BJA-2024-00010-PROD	Category 2: Enhancement	33	\$1,000,000	10/1/24	48
C-BJA-2024-00010-PROD	Category 3: Statewide	3	\$2,500,000	10/1/24	48

Eligibility

For Category 1: Planning and Implementation and Category 2: Enhancement, the following entities are eligible to apply:

- State governments
- Special district governments
- City or township governments
- County governments
- Other units of local government, such as towns, boroughs, parishes, villages, or other general purpose political subdivisions of a state
- Public housing authorities/Indian housing authorities
- Native American tribal governments (federally recognized)
- Other: Public or private entities acting on behalf of a single treatment court through agreement with state, city, township, county, or tribal governments.

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For Category 3: Statewide, the following entities are eligible to apply:

- Other: State agencies such as the state administering agency, the administrative office of the courts, and the state substance abuse agency.
- Other: State criminal justice agencies and other state agencies involved with the provision of substance use and/or mental health services, or related services.

An applicant may submit more than one application, if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a subrecipient (subgrantee) in more than one application.

BJA will consider applications under which two or more entities (project partners) would carry out the federal award; however, only one entity may be the applicant for the solicitation. Any others must be proposed as subrecipients (subgrantees). See the [Application Resource Guide](#) for additional information on subawards.

Agency Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center by phone at 800-851-3420 or 301-240-6310 (TTY for hearing-impaired callers only) or email grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. Eastern Time (ET) Monday–Friday and from 10:00 a.m. to 8:00 p.m. ET on the solicitation closing date.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or support@grants.gov. The Grants.gov Support Hotline is open 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

Pre-Application Information Session

BJA will hold a webinar on this solicitation on **February 22, 2024, at 2:30 p.m. ET**. This call will provide a detailed overview of the solicitation and allow interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this link <https://ntcrc.org/solicitations/> and following the instructions. To use the time most efficiently, BJA encourages participants to review this solicitation and submit any questions in advance and no later than **February 16, 2024**. Submit questions to Gregory.Torain@usdoj.gov with the subject “Questions for BJA FY 24 ATC Webinar.” The session will be recorded and available on <https://bia.ojp.gov/events/funding-webinars>. Samples of previous, successful applicants can be found at <https://ndcrc.org/grant-writing-resources/>. For frequently asked questions from the FY23 ATC solicitation, please visit: <https://bia.ojp.gov/funding/fy23-atc-faq.pdf>

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Application Submission Information

Registration

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

Step 1: The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants application deadline. See the [Submission Dates and Time](#) section for application deadlines.

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Program Description

Program Description Overview

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OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJA seeks to provide financial and technical assistance to states, state courts, local courts, units of local government, and federally recognized Indian tribal governments to plan, implement, and enhance the operations of adult treatment courts including management and service coordination for treatment court participants, fidelity to the adult treatment court model, and recovery support services. Adult treatment courts effectively integrate evidence-based substance use disorder treatment, mandatory drug testing, incentives and sanctions, and transitional services in judicially supervised criminal court settings that have jurisdiction over persons with substance use disorder treatment needs to reduce recidivism, increase access to treatment and recovery support, and prevent overdose.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Statutory Authority

Public Law No. 90-351, Title I, Part EE (codified at 34 U.S.C. 10611 - 10619). Any awards under this solicitation would be made under statutory authority provided by the Consolidated Appropriations Act, 2024. As of the writing of this solicitation, the Department of Justice is operating under a short-term Continuing Resolution with no full-year appropriation for the Department currently enacted for FY 2024.

Specific Information

The purpose of the Adult Treatment Court (ATC) Program is to reduce the misuse of opioids, stimulants, and other substances by people involved in the criminal justice system. An ATC is an evidence-based model based on key components and best practices, which are described below. Applications will be evaluated in part on how well they comply with this model and other application requirements, as outlined in this section. Recognizing the significant increase in overdose deaths and their public health impact, BJA also encourages applicants to focus on preventing overdose and overdose deaths. In the proposal narrative, the applicant is **required** to describe a plan to provide access to medication-assisted treatment (MAT) in serving individuals with substance use disorders (SUDs), consistent with the requirements outlined below.

Eligible Adult Treatment Court Types

Adult drug courts (ADCs), driving while intoxicated (DWI)/driving under the influence (DUI) courts, co-occurring courts (participants diagnosed with both substance use and mental health disorders), and tribal healing to wellness courts (THWCs) are eligible. Applicants should refer to their relevant local statutes for definitions of the legal age of an "adult." In addition, the proposed

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program design must function in accordance with the requirements of the court model's key components design, where relevant.

Key Components

BJA provides applicants the flexibility to identify the most appropriate court type on which to base their treatment court to accommodate the needs and available resources of their jurisdiction, so long as the chosen type conforms to All Rise (formally known as the National Association of Drug Court Professionals) key components for drug courts. These components are described in the BJA and All Rise publication, *Defining Drug Courts: The Key Components*, available at: <https://www.ojp.gov/pdffiles1/bja/205621.pdf>.

THWCs are described at: <https://www.ncjrs.gov/pdffiles1/bja/188154.pdf>.

DWI courts are described at: https://www.dwicourts.org/wp-content/uploads/Guiding_Principles_of_DWI_Court_0.pdf.

Best Practice Standards

All Rise has identified 10 best practice standards for ATCs, which represent the most current evidence-based principles and practices. BJA strongly encourages applicants—particularly those proposing to enhance existing treatment courts—to design their proposed programs with the intention of moving toward fully incorporating these standards. For more information on the Best Practice Standards, volumes I and II, visit: <https://allrise.org/publications/adult-drug-court-best-practice-standards/>. These standards represent a cumulative body of the most current evidence-based practices available to treatment courts.

According to data highlighted in the 2022 publication [Painting the Current Picture: A National Report on the Treatment Courts in the United States Highlights and Insights](#), there is a need to address equity and inclusion in treatment courts. In the proposal narrative, BJA **requires** the applicant to describe a plan to collect and examine data on their jurisdiction's access to and retention of treatment court participants to identify and eliminate disparities that exist for race, color, religion, national origin, sexual orientation, gender, gender identity, or disability in admission protocols or elsewhere in the ATC program. The plan may include use of the All Rise and National Center for State Courts (NCSC) Equity and Inclusion Assessment Tool (<https://allrise.org/publications/equity-and-inclusion-assessment-tool/>) or incorporate the American University Racial and Ethnic Disparities (RED) Program Assessment Tool ([RED Program Assessment Tool \(redtool.org\)](#)). BJA will make training and technical assistance available to grantees that plan to use either of these two assessment tools.

Note: The applicant must demonstrate that eligible participants promptly enter the treatment court program following a determination of their eligibility. BJA will not award an applicant whose treatment court requires an initial period of incarceration unless the period of incarceration is mandated by statute for the offense in question. In such instances, the applicant must demonstrate that the person receives evidence-based withdrawal and treatment services, if available, while incarcerated and will begin treatment services immediately, consistent with guidance reflected in the BJA and National Institute of Corrections (NIC) Guidelines for Managing Substance Withdrawal in Jails.

Medication-assisted Treatment

The use of U.S. Food and Drug Administration (FDA) approved medications to treat substance use disorders, in combination with counseling and behavioral therapies, is an effective,

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evidence-based treatment for substance use disorders, including opioid use disorder (OUD). When ATC participants are diagnosed with an SUD, BJA **requires** grantees, where possible, to make all three forms of FDA-approved medications to treat substance use disorder available to the participants under the care and prescription of a physician. BJA will offer technical assistance to grantees to build or expand their capacity to provide access to medication-assisted treatment (MAT). For more information regarding BJA's provisions on MAT, visit: <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/ad-c-faq-medication-assisted-treatment.pdf>.

Note: In 2022, provisional data from the Centers for Disease Control and Prevention (CDC) indicated that more than two thirds (68%) of the reported 107,081 drug overdose deaths in the United States involved synthetic opioids, principally illicitly manufactured fentanyl. Substance use and overdose deaths continue to take a devastating toll on the lives of individuals, families, and communities across the nation. To combat the morbidity and mortality of overdose and the chronic disease of SUD, including OUD, it is critical that individuals have access to evidence-based, FDA-approved treatments. Preventing overdose deaths and expanding access to evidence-based treatment, including access to medications for opioid use disorder across settings, is a priority for the Department of Justice.

In April 2022, the Department of Justice's Civil Rights Division published [guidance](#) clarifying protections under the Americans with Disabilities Act (ADA) for individuals with OUD, including potential violations of the ADA by facilities or programs that do not allow individuals to continue taking doctor-prescribed MOUD. Recent [agreements](#) with [state and county correctional facilities](#) resolved [allegations](#) that the facilities' refusal to permit the use of and provide MOUD violates the ADA. Similarly, a DOJ [report](#) regarding suicides and failure to provide MOUD in a county jail also helps to illustrate specific instances that were considered to be in violation of the 8th and 14th Amendment rights of institutionalized persons. These examples reflect the federal government's position that a correctional facility's refusal to permit incarcerated individuals to continue or initiate treatment for opioid use disorders when clinically needed may violate the ADA, the Constitution, or both.

This information is intended to educate and inform applicants and their partners in considering the following:

- The application to this solicitation.
- Ways that this and other funding opportunities could enhance applicants' capacity to identify, screen, and assess individuals that may have SUD treatment and recovery support needs.
- Applicants' work generally in support of the treatment and long-term recovery of individuals with an SUD.

Note: Applicants are strongly encouraged to use BJA funds to provide overdose education, make take-home naloxone available to treatment court participants, and provide access to other harm-reduction strategies consistent with the ATC model.

Controlled Substance Act

Award recipients are prohibited from using federal funds to support programs or activities that violate the Controlled Substances Act, 21 U.S.C. § 801, et seq, regardless of local or state practices or laws. Programs or activities funded under a BJA ATC award must ensure that

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participants are periodically tested for the use of controlled substances, including medical marijuana. See [34 U.S.C. § 10611, et seq.](#)

Violent Offender Prohibition

Under the Adult Treatment Court Discretionary Grant Program authorization, BJA funds may not be used to serve persons who are “violent offenders.” This prohibition applies to programs or activities funded by the BJA award, including match funds contributed by the grantee. See [34 U.S.C. § 10613](#).

A person who is **presently charged** with an offense as described in **34 USC 10613(a)(1)** would be **ineligible** to participate.

Disqualifying convictions are only those convictions indicated in **34 USC 10613(a)(1)** that occur **after** the initiation of proceedings that led to the person’s consideration for participation in the drug court program, whereas **34 USC 10613(a)(2)** only speaks to those convictions that occurred **prior** to the initiation of those proceedings.

34 U.S.C. § 10613

(a) In general

Except as provided in subsection (b), in this subchapter, the term “[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.

Note: Not included in the violent offender definition are charges that are dropped or reduced to a nonviolent offense or charge prior to a person’s participation in the program, or convictions punishable by less than one year of incarceration.

Note: Grantees may use, and are encouraged to use, other funds for their treatment court programs and serve these participants using those other funds. Grantees must be able to track these expenditures to ensure the separation of funds. Documentation must be maintained to show to an auditor if necessary.

Note: Applicants may qualify for funding under the [Byrne State Crisis Intervention Program \(Byrne SCIP\)](#) which provides formula funds to implement state crisis intervention court proceedings and related programs or initiatives, including, but not limited to, extreme risk protection order programs that work to keep guns out of the hands of those who pose a threat to themselves or others, mental health courts, treatment courts, and veterans treatment courts.

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Note: Applicants may request funds to support a veterans treatment court (VTC) docket and veteran-related services in all three categories of this ATC solicitation; however, funding to specifically plan, implement, and enhance a VTC is available under the BJA Veterans Treatment Court program. For more information, please visit: [Veterans Treatment Court Grant Program | Overview | Bureau of Justice Assistance \(ojp.gov\)](#).

Grant Categories

The FY 2024 Adult Treatment Court Site-Based Program solicitation offers the following three grant categories.

Category 1: Planning and Implementation

Competition ID: C-BJA-2024-00008-PROD

Planning and Implementation grants are available to eligible jurisdictions ready to commit to a six-month planning phase followed by an implementation phase for an evidence-based adult treatment court. The ATC must have core capacity to provide critical treatment services, case management and coordination, judicial supervision, sanctions and incentive services, and other key services such as transitional housing, relapse prevention, employment, and peer recovery support to reduce recidivism.

Note: The six-month planning phase requires grantees to participate in the BJA-sponsored, free foundational training for adult treatment courts, if they did not receive it in the past 12 months. The foundational training provides court teams with the skills necessary to build a program that integrates court and treatment functions and adheres to best practice standards. See <https://allrise.org/trainings/adult-drug-court-foundational-training/> for details.

Category 2: Enhancement

Competition ID: C-BJA-2024-00009-PROD

Enhancement grants are available to eligible jurisdictions with an operational adult treatment court. Funding may be used to assist a jurisdiction to:

- Scale up its existing court program's capacity.
- Provide access to or enhance treatment capacity or other critical support services.
- Enhance court operations.
- Expand or enhance court services.
- Build or enhance collection and use of key drug operation and outcome data.
- Improve the quality and/or intensity of services based on needs assessments.

The ATC must have core capacity to provide critical treatment services, case management and coordination, judicial supervision, sanctions and incentive services, and other key services such as transitional housing, relapse prevention, employment, and peer recovery support to reduce recidivism.

Category 3: Statewide

Competition ID: C-BJA-2024-00010-PROD

State applicants may apply for funding to improve, enhance, or expand adult treatment court services statewide. Statewide activities may include:

- Scaling up capacity for one or more local, state, or tribal ATC programs.

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- Helping a local/rural jurisdiction to launch a new ATC as a grant subrecipient.
- Expanding treatment and services.
- Conducting an audit of the practice and technical assistance for adherence to the key components and best practice standards.
- Collecting data and conducting analyses to assess the practice, as well as tracking recidivism and participant outcomes.
- Delivering statewide training and technical assistance (TTA).
- Supporting a treatment court alumni network and/or peer recovery programs to serve treatment court participants.
- Supporting a statewide management information system.
- Supporting the staff needed to expand services statewide.

Note: For applicants seeking to launch a new adult treatment court and/or scale up an existing one, this program includes a subaward component, whereby the subrecipient is required to comply with all federal subaward requirements as described in the OJP Financial Guide and in [31 U.S.C. § 7502](#) and [Title 2 C.F.R. § 200](#) (including, but not limited to, the sections on "Subrecipient Monitoring and Management" contained in Subpart D and the audit requirements applicable to subrecipients contained in Subpart F).

Solicitation Goals and Objectives

Goals

To provide adult treatment court agencies, their partners and criminal justice professionals with the resources needed to plan, implement, enhance, and sustain evidence-based treatment court programs for individuals with substance use disorders who are involved in the criminal justice system in order to reduce recidivism, increase access to treatment and recovery support, and prevent overdose.

Objectives

To ensure that all grantees, over the project period, have access to the BJA treatment court resources (e.g., TTA) needed to:

- Increase the number of potential participants screened (i.e., determine eligibility) and assessed (i.e., identify criminogenic risk, substance use disorder, or mental health conditions).
- Administer mandatory and random drug and alcohol testing of program participants to help monitor substance use and treatment progress.
- Provide or develop access to evidence-based substance use disorder treatment, as well as recovery support services.
- Provide or develop the capacity to access all three types of FDA-approved medications to treat substance use disorders.
- Increase graduation rates for all treatment court participants actively participating in the grant program.
- Reduce the current recidivism rate among program participants actively participating in the grant program.
- Provide judicial and community supervision, mandatory and random drug testing, substance use and mental health disorder treatment, and appropriate incentives and sanctions.

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- Ensure the use of evidence-based practices and principles that incorporate the Best Practice Standards and other relevant research.
- Ensure that all individuals eligible for the treatment court program have equivalent access as measured by the collection and examination of program data.

Deliverables

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables please see the [“How to Apply” section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form.](#)

Priority Areas

In order to further OJP’s mission, OJP will provide priority consideration when making award decisions to the following:

1A. Applications that propose project(s) that are designed to meaningfully advance equity and remove barriers to accessing services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

To receive this consideration, the applicant must describe how the proposed project(s) will address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. Project activities under this consideration may include but are not limited to the following: improving victim services, justice responses, prevention initiatives, reentry services and other parts of an organization’s or community’s efforts to advance public safety. Applicants should propose activities that address the cultural (and linguistic, if appropriate) needs of communities, outline how the proposed activities will be informed by these communities, and implement culturally responsive and inclusive outreach and engagement.

1B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40 percent** of the requested award funding, as demonstrated in the Budget web-based form) are a *population specific organization* that serves communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

For purposes of this solicitation, population specific organizations are nonprofit, nongovernmental, or Tribal organizations that primarily serve members of a specific underserved population and have demonstrated experience and expertise providing targeted services to members of that specific underserved population.

To receive this additional priority consideration, applicants must describe how being a population specific organization (or funding the population specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which historically underserved populations are intended or expected to be served or have their needs addressed under the proposed project(s).

2. BJA will give priority consideration to applications that seek to expand access to services to rural and or tribal communities. To receive this consideration, the applicant must describe how

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the proposed project(s) will identify rural and/or tribal communities and expand access to services consistent with the needs of the communities as determined by those communities. Applicants should propose activities that address the cultural (and linguistic, if appropriate) needs of communities, outline how the proposed activities will be informed by these communities, and implement culturally responsive and inclusive outreach and engagement.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee an award.

Federal Award Information

Awards, Amounts, and Durations

Anticipated Number of Awards: 45

Anticipated Maximum Dollar Amount per Award: \$2,500,000

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months): 48

Anticipated Total Amount to Be Awarded Under This Solicitation: \$47,450,000

Continuation Funding Intent

OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the progress of the work funded under the award, when making continuation award decisions.

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Type of Award

OJP expects to make awards under this funding opportunity as grants. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Cost Sharing or Matching Requirement

This funding opportunity requires cost sharing or match from the applicant. "Match" means the portion of project costs not paid by Federal funds or contributions (unless otherwise authorized by Federal statute). For information on cost sharing or match requirements, see the "[Application and Submission Information](#)" section.

Eligibility Information

For eligibility information, [see the Synopsis section](#).

For the purposes of this notice of funding opportunity, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

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How To Apply

Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov ["How to Apply for Grants"](#)
2. OJP ["How To Apply"](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

How To Apply

Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as "submitted" or "agency tracking number assigned."

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants deadline.

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress

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in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

National Treatment Court Resource Center (NTCRC)

NTCRC is a BJA-funded resource for the treatment court field that serves as a clearinghouse for treatment court training, technical assistance, publications, funding resources, and other practitioner-specific resources. Applicants are encouraged to visit: <https://ntcrc.org/solicitations/> for useful information regarding this solicitation. In addition, BJA may **require** grantees to participate in the Painting the Current Picture Survey: A National Report on Treatment Courts in the United States in accordance with the following conditions of the award, “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.” For more information, please visit: <https://ntcrc.org/pcp/>.

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by **8:59 p.m. Eastern Time on May 2, 2024**.

The **full application** must be submitted in JustGrants by **8:59 p.m. Eastern Time on May 9, 2024**.

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)

OJP will **only** consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented submission of the application on time.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

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An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants: contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncirs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncirs.gov within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must:

- describe the technical difficulties experienced (provide screenshots if applicable);
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit, and date and time support representatives responded);
- include an attachment of the complete grant application and all the required documentation and materials;
- include the applicant's Unique Entity Identifier (UEI); and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information listed above), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [Application Resource Guide](#).

Application and Submission Information

Content of Application Submission and Available Surveys

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)

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- Financial Management and System of Internal Controls Questionnaire, including applicant disclosure of high-risk status (in JustGrants)
- Timeline Web-based Form (in JustGrants)
- Fiscal Agent Memorandum of Understanding for a unit of local government or county applying on behalf of an ATC (in JustGrants)
- Statewide Applicants Managing Subawards (in JustGrants)

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

Content of the SF-424 in Grants.gov

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This funding opportunity **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant should answer question 19 by selecting "Program is not covered by E.O. 12372."

Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48–72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

Standard Applicant Information

The "Standard Applicant Information" section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude

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personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Abstracts must also clearly describe the following for each court:

- Category of funding requested: Category 1: Planning and Implementation, Category 2: Enhancement, Category 3: Statewide.
- Type of adult treatment court(s) for which funds are requested: ADC, Co-occurring, DWI/DUI court, or THWC.
- The total federal amount requested for the duration of the grant period (48 months). This total amount should be the same amount listed on the SF-424 form and in the required budget attachment. (**Note:** The total amount of federal funds being requested **should not exceed** the category's grant maximum.)

If requesting to fund activities for any of the four court types in combination with a VTC docket or to include veteran-related services, include the amount of funding requested for the ATC and the VTC (e.g., ATC: \$600,000 and VTC: \$400,000).

- Whether the court is pre-or post-adjudication.
- The total number of participants proposed to receive services with these grant funds over the life of the grant. Identify the minimum, maximum, and average length of program participation.
- The target population and whether the jurisdiction has access to all types of MAT services.
- Which of the [Best Practice Standards](#) will be addressed and indicate the page numbers where each item is discussed in the proposal narrative.

Data Requested With Application

The following application elements should be submitted in the web-based forms in JustGrants.

Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High-Risk Status\)](#) for additional guidance on how to complete the questionnaire.

Brief Applicant Entity Questionnaire

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

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Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; and should not exceed 20 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions. The applicant may include tables, charts, and graphs as part of the proposal narrative, but they must be in a legible font no smaller than 12-point. These items will count toward the page limit unless included as a separate attachment.

The Proposal Narrative must include the following sections:

a. Description of the Issue

Category 1, 2, and 3

Note: For each category, the applicant must provide verified sources for the data that support the description of the issue (i.e., U.S. Census or other federal, state, and local data.

For all applicable categories, the applicant should:

- Explain their inability to fund the program adequately without federal assistance.
- Indicate whether their jurisdiction is leveraging any other federal funding sources (e.g., Second Chance Act; Comprehensive Opioid, Stimulant and Substance Use Program; Coordinated Tribal Assistance Solicitation; Justice Reinvestment Initiative; or Edward Byrne Memorial Justice Assistance Grant Program) to support the treatment court.
- Indicate whether their jurisdiction has an active treatment court grant with BJA, the Substance Abuse and Mental Health Services Administration, or the Office of Juvenile Justice and Delinquency Prevention (include the grant number).
- Explain the problems with the current court's response to cases involving SUDs; identify how and to what extent the proposed program will address the current arrest volume; and describe how the current number of treatment slots meets the needs of anticipated referrals.
- Describe the current resources available and the gaps the applicant seeks to address with grant funding, particularly those that impact the collection of key program, recidivism, and treatment-related outcome data to assess the efficacy of the adult treatment court.
- Define the proposed target population, including the criminogenic risk levels (high, medium, low), SUD treatment and recovery needs, and the average jail or prison sentence that potential participants face, if any.
- Describe how applicant will prioritize court resources and services for individuals with high criminogenic risk and treatment needs, including persons with repeat criminal justice involvement and SUDs.
- Provide the target number of people for whom services will be provided under this program during the grant period (48 months). Explain how this target number was derived.
- Describe any current planning or coordination with related projects that shows the jurisdiction is preparing to plan and implement an adult treatment court.
- Illustrate the nature and scope of SUDs in the jurisdictions to be targeted. Include data on race, ethnicity, age, gender, arrest volume (i.e., specifics of the general arrestee population, including the percentage that would be screened for treatment court and

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what percentage of those would be admitted into treatment court), and crime patterns for adult defendants.

- Provide information about the extent to which the proposed program will use evidence-based treatment practices and/or services.
- Describe how applicant will address access to treatment options including MAT, reduce risk for overdose and overdose fatalities, and support the provision of coordinated recovery support services such as transitional housing, peer support, and family related services. Indicate how those services are currently monitored or will be monitored for quality and effectiveness.
- Confirm that access to all three types of MAT will be provided.
- Describe how the project proposes to enhance the potential for the long-term success of participants and graduates, including building positive supports for those in recovery in the programs.

In addition, **Category 2 Enhancement Applicants** should describe the current operation of the adult treatment court, addressing the following:

- Referral, screening, and assessment process.
- Eligibility requirements.
- Target population.
- Current capacity.
- Length and phases of the program.
- Case management process.
- Community supervision.
- Family support services.
- Strategies to prevent and respond to risk for overdose.
- Judicial supervision.
- Incentives and sanctions.
- Graduation requirements and expulsion criteria (including which treatment court members are present when it is decided and communicated that a participant is terminated from the program).
- Restitution costs and all fees required for program participation.
- Whether the treatment court team to be funded has received training on the treatment court model.
- Current efforts and planning that document the jurisdiction is ready to enhance its adult treatment court.
- Local data and any evaluation findings that demonstrate the program's impact with regard to participant recidivism and functional outcomes.

In addition, **Category 3 Statewide Applicants** should provide the following:

- The state's current role and strategy to support existing and build new adult treatment courts or other problem-solving approaches in courts.
- The extent to which the state and these courts meet the needs of the eligible population, whether they are operating at capacity, and the nonbudgetary reasons if they are not operating at capacity. Describe the issue or need.

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- How applicant plans to enhance the capacity of treatment courts to use data and research; implement with fidelity to the ATC model, best practice standards, and 10 key components; and track program outcomes.
- State data and any evaluation findings that demonstrate the state treatment court program's impact on the community and individuals involved in the criminal justice system.
- Other enhancements being proposed to support ATCs in the state.
- Areas where the state needs to enhance the capacity of treatment courts and practitioners statewide. Needs may be different based on the geographical location of the treatment court program (i.e., urban, suburban, or rural). If planning to implement or enhance TTA statewide, provide the target number of treatment courts for which TTA services will be provided. BJA will evaluate the grantee against this target number, so please include the data source used to determine the target number.

For **Category 3 Statewide Applicants** seeking to launch a new adult treatment court and/or scale up an existing one, provide the following information for each court:

- Proposed target population, including criminogenic risk levels (high, medium, low), substance use disorder treatment needs, and the average jail or prison sentence that potential participants face, if any. Provide the target number of people for whom services will be provided under this program during the grant award period (48 months).
- Problems with the local jurisdiction's current response to cases involving SUDs. Identify how and to what extent the proposed program will address the current arrest volume. Describe how the current number of treatment slots meets the needs of anticipated referrals.
- Other challenges these jurisdictions face, including overdose and overdose fatalities, co-occurring mental health challenges, and other public health and homelessness challenges.
- Current efforts that document the jurisdiction is ready to plan and implement an adult treatment court. Indicate whether the treatment court team to be funded has received training on the treatment court model.
- Documentation of the commitment of state and local jurisdictions to prioritizing court resources and services for individuals with high criminogenic risk and treatment needs, including persons with repeat criminal justice involvement and substance use disorders.
- How applicant will map and develop more resources to support the program and how those services would be monitored for quality and effectiveness.
- Local data and how applicant will assess and use any evaluation findings that demonstrate the program's impact with regard to participant recidivism and functional outcomes.
- Gaps and/or locations that have more significant needs or limited capacity and services.

b. Project Design and Implementation

For this section, the applicant should address the following items and then address the specific category requirements that follow.

- State the name, location, and address where the proposed treatment court program is or will be operating.

- Define the type of adult treatment court(s) for which funds are requested.
- Describe applicant's plan to ensure that all individuals eligible for the treatment court program will have equivalent access to the program. This should include protocols for collecting and examining data on access to and retention in the program.
- Describe the plan to provide treatment and services to address SUD and co-occurring SUD and mental health disorder needs. Affirm whether the jurisdiction has access to all types of MAT services. This should include how participant treatment will be funded and the range of treatment modalities that will be provided.
- Explain how the treatment provider(s) will be selected and how the treatment court will monitor the provider(s). This monitoring should ensure the treatment is effective.
- Identify the evidence base for the substance use and other treatment intervention(s) to be used and how responsive interventions are to the needs of the specific target population(s). If the evidence is limited or nonexistent for the target population, provide other information to support the intervention selection.
- Demonstrate that the treatment court program(s) for which funds are being sought will not deny access to the program to any eligible participant because of their use of FDA-approved medications for the treatment of a substance use disorder as discussed under "Medication-assisted Treatment."
- Describe how applicant will use funding to incorporate the evidence-based program principles included in the [All Rise 10 Best Practice Standards](#), and to specify which standard(s) will be addressed, how the standard(s) will be implemented, and the page numbers where each item is discussed in the proposal narrative.
- Illustrate how the treatment court will identify, assess, and prioritize participation and services for high-risk/high-needs persons, including persons with repeat criminal justice involvement and substance use disorders. Identify the validated assessment tool that will be used and explain why this tool was selected.
- Discuss applicant's commitment to admit and provide evidence-based interventions to participants with opioid, stimulant, and other substance use disorders, including strategies for early assessment and entry into treatment to prevent overdose. Describe the strategies that will be used during this phase to assess the risk of overdose, the need for critical access to treatment services, and how to prevent overdose.
- Demonstrate that eligible treatment court participants promptly enter the treatment court program following a determination of their eligibility. The applicant must also explain how participants will receive treatment services while incarcerated, if available, and how they will begin treatment services immediately upon release.
- Describe how applicant will ensure the following requirement is met: That, while the ATC program's authorizing statute requires participants to pay for treatment and restitution, it does not allow a fee to be imposed on a participant that would interfere with their rehabilitation. In the application, indicate how participants will be notified of the fee and include provisions for determining how these costs would not interfere with their rehabilitation or graduation.
- Explain the community reintegration or continued care strategy, detailing the services to assist program graduates as they reintegrate into the community. The applicant should emphasize client access to drug-free or transitional housing, including recovery housing. If applicable, the applicant is encouraged to consider and describe how their state's

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planned Medicaid expansion, waivers, and other state plan amendments, will increase future program capacity or sustainability.

- Describe applicant's sustainability plan, detailing how the adult treatment court operations will be maintained after federal assistance ends. The sustainability plan should describe how current collaborations and evaluations will be used to leverage ongoing resources. BJA encourages the applicant to ensure sustainability by coordinating with local, state, and other federal resources such as the [Edward Byrne Memorial Justice Assistance Grant \(JAG\) Program](#), which has purpose areas to support court services and substance use disorder treatment.
- Discuss how activities of the [Byrne State Crisis Intervention Program](#) will be coordinated with the proposed activities in this application, if relevant.
- Demonstrate how the proposal conforms to the framework of the state treatment court strategy, if one exists.

Note: Applicant must include the Timeline web-based form (in JustGrants), which should address the key steps tied to the program design outlined in this section.

Category 1: Planning and Implementation Applicants

For the planning phase, describe activities the court will take to prepare for program implementation, including the following:

- Staffing needs to implement a treatment court program.
- Any training the treatment court plans to have its members participate in during the 6-month planning stage, if applicant has not attended the training in the past 12 months.
- How the community will be engaged in the planning process and the community partnerships that currently exist that will support the treatment court program.
- How data collected in the community mapping of resources will be used to enhance access to relevant and needed services.

For the implementation phase, describe the planned treatment court program, including the following:

- Referral, screening, and assessment process.
- Eligibility requirements.
- Structure of the treatment court (pre-, post-, plea, etc.)
- Length and phases of the program.
- Case management process.
- Community supervision.
- Availability of evidence-based treatment services.
- Recovery support services delivery plan.
- Judicial supervision.
- Process for randomized drug testing.
- Incentives and sanctions: Proposed approach should demonstrate an understanding that relapse is a part of the substance use disorder recovery process, and it is taken into consideration in the development of incentives and sanctions. Describe how the applicant will employ strategies to ensure due process and reduce the potential for unintended harm in the application of incentives and sanctions.

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- Graduation requirements and expulsion criteria.
- How the treatment court will make efforts to engage and support participants' families.
- Any plans to provide trauma-informed care, including how the model will be implemented.
- If a post-adjudication drug court model is proposed, discuss how the concept of "early intervention" will be implemented.

Category 2: Enhancement Applicants

For the enhancement phase, describe activities the court will take to prepare for program implementation, including the following:

- The proposed enhancement and its specific objectives, including how they tie to the ATC Program's purpose.
- The enhancement options for which funds are being requested and an explanation of how each will be accomplished. In the explanation, address the following:
 - The detailed and randomized drug testing process and how it will occur throughout all components or phases of the program. Describe the mechanism that the treatment court will use to ensure coverage and coordination of drug testing among all available agencies associated with clients.
 - The proposed frequency of judicial status hearings and related criteria. Describe how the program will ensure consistent procedures in the status hearings.
 - The process the treatment court will use to ensure actual, as well as perceived, procedural fairness throughout all court and program operations.
 - Any strategies to enhance the court's capacity to assess and reduce the risk of overdose and overdose fatalities, including use of naloxone and access to MAT.
 - How the treatment court will make efforts to engage and support participants' families.
 - Any plans to provide trauma-informed care, including how the model will be implemented.
- Describe how this application will enhance access to recovery support services such as educational and/or vocational and transitional housing services or peer support such as supporting alumni networks or peer recovery activities. Describe the agency and personnel that will administer the services and how those services are coordinated.

Category 3: Statewide Applicants

For the enhancement phase, describe activities the court will take to prepare for program implementation, including the following:

- The specific design and objectives for the proposed statewide enhancement program. Describe which, if any, of the following statewide strategies will be implemented:
 - Building capacity to ensure diversity, equity, and inclusion in programs for all eligible participants, including [alternative tracks](#) based on the risk and need principles, programming that addresses the cultural needs of participants, and the ability to review and assess equal access to the program, services, and sanctions and incentives.

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- Building or enhancing peer recovery activities such as alumni networks and family support activities for parents in treatment courts.
- Implementing best practice standards and fidelity assessments. Expanding courts' capacity to divert individuals with substance use disorders from incarceration.
- Developing or enhancing a statewide TTA program and/or strategy for operational treatment court teams.
- Enhancing data and research capacity, including automated collection of core data for all treatment courts in the state.
- Making subawards to local or tribal courts to build or enhance treatment courts.
- Disseminating statewide ATC information to enhance or strengthen programs for persons in the criminal justice system.
- Coordinating TTA to treatment courts statewide. If relevant, detail how the state will assess, implement, and monitor treatment courts' TTA needs. Describe any plans to include support from BJA's National Adult Treatment Court TTA providers leveraging no-cost training to support state training activities.
- Addressing gaps in transitional housing, peer support, and other key recovery support services; and/or family support services for adult treatment court participants. Describe how the program will enhance these needs.
- How to enhance local and/or tribal courts' capacity to assess and reduce the risk of overdose and overdose fatalities including use of naloxone and access to MAT.
- How the enhancement efforts will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.

For applicants seeking to make subawards to local and/or tribal courts, provide the following information on state efforts to implement new and/or scale up existing adult treatment courts to better meet the existing and eligible defendant population that is high risk/high needs. Demonstrate how this proposal will assist in implementing that state strategy by addressing the following:

- The detailed and randomized drug testing process and how it will occur throughout all components or phases of the local program. Describe the mechanism which the program will use to ensure coverage and coordination of drug testing among all available agencies associated with clients.
- The proposed frequency of judicial status hearings and related criteria in the program. Describe how the program will ensure consistent procedures in the status hearings and due process protections.
- The process the state will use to ensure a perception of procedural fairness throughout all court and program operations.
- The state's plan for sustaining local treatment court programming after federal funding has ended.

If an applicant is seeking consideration under Priority 1A, it should explain in the Project Design and Implementation section how the proposed project(s) will meaningfully address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. The

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applicant should also identify how the project design and implementation will specifically incorporate the input and/or participation of these communities.

c. Capabilities and Competencies

Category 1, 2 and 3

- Identify each member of the treatment court team and briefly describe their role and responsibilities. Key team members must include a judge, prosecutor, defense attorney, treatment provider, researcher/evaluator/management information specialist, and treatment court coordinator. Other members can include a case management coordinator or other staff to support the provision of key services including treatment, recovery support, peer support, housing, and family support services.
- Identify personnel other than team members who are critical to the program's success and discuss their roles, responsibilities, and qualifications. Discuss the organizational capabilities or competencies that will directly impact the ability to successfully manage the proposed program.
- Describe the treatment court program's proposed treatment and recovery support partners, the history of the partnerships, and how the court will ensure that these SUD treatment providers use evidence-based treatment services and monitor the quality and effectiveness of service delivery.
- Define any research partners or analytical staff members who will support data collection, analysis, and research, including their roles and goals. Describe how they will support equity and inclusion in access to program services, effective targeting and implementation fidelity, and program evaluation.
- Explain how effective communication and coordination among the team members will be implemented throughout the program period.
- Attach an MOU signed by each key treatment court team member with the responsibilities outlined for each as discussed under "Memorandum of Understanding Signed by Key Treatment Court Team Members" in the Additional Application Components section.
- Attach the job descriptions and résumés/CVs of key staff members.
- Attach a letter of support from the local court outlining its commitment to the project.

For statewide applicants seeking to provide subawards to help launch a new adult treatment court and/or scale up an existing adult treatment court attach the written policies and procedures in place for administering subawards.

If the applicant is seeking priority consideration under Priority 1B, it should: (1) describe within this section how being a population specific organization (or funding a population specific subrecipient organization at a minimum of 40% of the project budget) will enhance its capabilities and competencies to implement the proposed project; (2) specify which populations are intended or expected to be served, have their needs addressed, and/or be affected by the proposed project; and (3) include information to confirm that the population specific organization is specifically designed to serve communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization (examples of such

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information include, but are not limited to, the website address, charter, mission statement, or operating principles of the population specific organization).

d. Plan for Collecting the Data Required for This Solicitation's Performance Measures

The applicant must describe its current ability to collect and analyze client-level demographic, performance, and outcome data and to conduct regular assessments of program service delivery and performance. All applicants must indicate their willingness and ability to report the data through BJA's Performance Measurement Tool (PMT) as well as identify the person responsible for collecting the data. Statewide applicants are expected to report on behalf of their subrecipients. In addition, grantees are expected to map community resources to support their programs, conduct or support evaluation of the programs, and assess equity and inclusion in their programs.

Categories 1 and 2

- Describe the steps the treatment court will take to develop a performance management and evaluation plan. The plan should include strategies to collect, review, and use data to improve program performance, and it should discuss how the treatment court will work with an evaluator when appropriate.
- Explain the program's screening tool and referral process to ensure that participants screened and referred to the court mirror the jurisdiction's SUD arrestee percentages.
- Define the process and who will be responsible for the biannual report on the actual number of participants served using grant funds as compared to the target number of participants to be served. The timeline plan must reflect when and how the jurisdiction plans to reach the targeted capacity as measured on a quarterly basis.

Category 3: Statewide Applicants

- Provide a plan detailing how the enhancement activities will be managed and evaluated.
- Designate who will be responsible for the biannual reporting of the number and type(s) of state-based TTA services.
- Describe efforts at the state level to collect and share key efficacy evaluation data on the state's treatment courts to support reducing recidivism rates and improving outcomes for participants.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the solicitation goals and objectives identified in the "[Goals and Objectives](#)" section. Applicants can visit [OJP's performance measurement page](#) at www.ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for this program can be found [here](#). Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

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BJA will require award recipients to submit performance measure data in the Performance Measurement Tool (PMT) and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process if the applicant is selected for award.

Note: For applicants seeking to launch a new adult treatment court and/or scale up an existing adult treatment court, the application must describe how the applicant will collect, store, assess, and report performance data from subrecipients.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the [“Note on Project Evaluations”](#) section in the [Application Resource Guide](#).

Application Goals, Objectives, Deliverables, and Timeline Web-Based Form

The applicant will submit the project's goals, objectives, deliverables, and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

- **Goals:** The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines that should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

Deliverables Expected by Successful Applicants

Applicants will document their successful implementation by reporting outcomes in the PMT reports, semi-annual reports, and a final report. Specific program objectives and deliverables should be included in one timeline. Specifically, the grantees will document the following:

- Category 1: Planned and implemented a new ATC program that adheres to the requirements of this solicitation, including All Rise Adult Drug Court Best Practice Standards, and is consistent with key components for drug courts.
- Category 2: Enhanced and/or expanded the operations of the ATC, consistent with the requirements of this solicitation, including All Rise Adult Drug Court Best Practice Standards, and with key components for drug courts.
- Category 3: Enhanced and/or expanded the state's capacity to coordinate activities and increase services that support the needs of ATCs in the state, consistent with the requirements of this solicitation, including All Rise Adult Drug Court Best Practice Standards, and with key components for drug courts.

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Budget and Associated Documentation

Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the program. The total amount being requested must be identified on the SF424 and proposal abstract.

Funding Restrictions

The budget must explicitly describe how the proposed budget items directly apply to the program design and how they will assist the applicant in meeting the program objectives. In addition to unallowable costs identified in the DOJ Grants Financial Guide, award funds may not be used for the following: prizes, rewards, entertainment, trinkets, or any other monetary incentives, including client stipends, gift cards, vehicle purchases, or food and beverages.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Budget Detail and Narrative Web-Based Form

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the “[Application Resource Guide](#)” section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

If the applicant is seeking priority consideration under Priority 1A and has proposed activities to incorporate the input and participation of communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 1B based on the identification of a proposed subrecipient as a population specific organization, the proposed funding for the subrecipient must **reflect a minimum of 40 percent of the total award funding** within the web-based budget form. The budget narrative must also describe how the **activities that will be funded** with the (minimum) 40 percent of award funding provided to the subrecipient **specifically relate to the proposed project** that will meaningfully address identified inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

If the applicant is seeking priority consideration under Priority 2 to expand access to services to rural and/or tribal communities, financial support for the identify activities and services must be reflected in the web-based budget form.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

Applicants should estimate the costs of travel and accommodations for up to three (Categories 1 and 2) or eight (Category 3) team members to attend up to two conferences and/or trainings each year. The applicant may select and include in the application the trainings and/or conferences, although BJA will approve their selections after the award is made. Note that BJA can also make recommendations on relevant training events and conferences. All expenses must be reasonable, allowable, and necessary to the project. The estimates must provide a breakdown of all costs and adhere to the federal per diem. For federal per diem rates, see: <https://www.qsa.gov/travel/plan-book/per-diem-rates>.

Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

Unmanned Aircraft Systems

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

Non-Federal Costs (match and program income)

This solicitation requires a 25 percent **cash or in-kind match of the total project’s cost**. Federal funds awarded under this solicitation may not cover more than 75 percent of the total costs of the project being funded. An applicant must identify the source of the 25 percent non-federal portion of the total project costs and how they will use match funds. If an award recipient’s proposed match exceeds the required match amount, according to the formula below, and OJP approves the budget, the total match amount in the approved budget becomes part of the project budget and subject to audit. “Match” funds may be used only for purposes that would be allowable for the Federal funds. This means neither Federal funds nor matching funds may be used for costs considered inappropriate by the awarding agency (e.g., lobbying, land acquisition, fundraising). Recipients must satisfy this match requirement with cash or in-kind match. “In-kind” match may be in the form of services, supplies, real property, and equipment.

How to Calculate Match

Formula					
Step 1	Federal Request Amount	+	% of Federal Share	=	Total Project Cost
Step 2	Total Project Cost	-	Federal Request Amount	=	Minimum Required Match
Example					
Match Requirement – 75/25 (Federal Request/Non-Federal Share)					
Federal Request Amount = \$1,000,000					
Step 1	\$1,000,000	+	75% Federal Share	=	\$1,333,334 (rounded up)
Step 2	\$1,333,334	-	\$1,000,000	=	\$333,334 (total minimum match required)

See the [Application Resource Guide](#) for additional information on this match requirement and step-by-step instructions for entering match amounts in the budget.

Match Waiver: The required match may be waived upon request by a grantee. See 34 U.S.C. 10616(a). To be considered for a waiver of match, a letter of request signed by the Authorized Representative must be submitted with the application describing the reason for the request

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(e.g., fiscal hardship). A match waiver request must be submitted as a separate attachment to the application through JustGrants.

Budget/Financial Attachments

Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the Federal award but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III – VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

Consultant Rate (if applicable)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable)

If an applicant proposes to hire employees with Federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent 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. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

Disclosure of Process Related to Executive Compensation (if applicable)

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the “Application Attachments” section of the [Application Resource Guide](#) for information.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

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Curriculum Vitae or Resumes (Recommended)

Provide resumes of key personnel who will work on the proposed project.

Tribal Authorizing Resolution (if applicable)

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on tribal authorizing resolutions.

Letters of Support (Recommended)

Applicants should include, for each named supporting entity, a signed letter of support that outlines the supporting entity's reasons for supporting the project. Applications submitted from two or more entities are encouraged to submit signed letters of support that provide a detailed description of why the proposed project should receive federal funding.

Each letter of support may include the following: (1) a description of the relationship between the applicant entity and the supporting entity, (2) a description of the need and what benefits would be gained from the project, and (3) a description of the applicant's capacity to complete the proposed project. Letters of support should be signed and submitted as one separate attachment to the application in JustGrants.

Research and Evaluation Independence and Integrity Statement (Recommended)

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [Application Resource Guide](#).

Timeline Web-based Form (Required)

A timeline is required and must outline when the objectives will be met during the program period. It must summarize the major activities, responsible parties, and expected completion dates for the principal tasks required to plan and/or implement and manage the treatment court program. Applicants must indicate the number of program participants to be served each quarter to demonstrate how they will reach the target number of participants to be served before the end of the grant period.

State Substance Abuse Agency Director or Designee Letter (Recommended)

Nontribal applicants are encouraged to include a letter from the State Substance Abuse (SSA) director or designated representative in support of the application and include confirmation that the proposal conforms to the framework of the state strategy of substance abuse treatment. Applicants will submit the letter by uploading it as an attachment in JustGrants. A listing of SSAs can be found on the Substance Abuse and Mental Health Services Administration's website at: <https://www.samhsa.gov/sites/default/files/ssa-directory.pdf>.

Memorandum of Understanding Signed by Key Treatment Court Team Members or by a Designated Agency Representative (Recommended)

Attach an MOU signed by either the key drug court team members or by a designated agency representative with the general responsibilities and expectations for coordination agreed upon by each member. Key drug court team members include a judge, prosecutor, defense attorney, treatment provider, researcher/evaluator, management information specialist, community

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supervision representative, and treatment court coordinator. Applicants will submit the MOU by uploading the document as an attachment in JustGrants.

Fiscal Agent Memorandum of Understanding Signed by Applicant and Treatment Court Administrator (Required)

An entity (i.e., unit of local government or county) applying for funding on behalf of an adult treatment court must attach a Fiscal Agent MOU that describes how it will coordinate directly with the treatment court for which funding is being sought and reflects the agreement that it will serve as the fiscal agent. The MOU must address the overall objectives of the treatment court program as well as show support for efforts to adhere to the evidence-based program principles included in Best Practice Standards and the Key Components of Drug Courts. Note: The treatment court administrator is a member of the court program and has authority to make decisions on behalf of the court. Applicants will submit the MOU by uploading it as an attachment in JustGrants.

Chief Justice, State Court Administrator, or Designee Letter (Recommended)

Nontribal applicants are encouraged to include a letter from the chief justice of the state's highest court, the state court administrator, or a designee (e.g., the state treatment or problem-solving court coordinator) describing how the proposed application would enhance statewide efforts related to treatment courts and/or is part of the state's treatment court strategy. The letter should be addressed to the BJA Director. Applicants will submit the letter by uploading it as an attachment in JustGrants.

Statewide Applicants Managing Subawards (Required)

Applicants are required to submit as an attachment their written policies and procedures for administering subawards, including:

- A detailed description of the formal selection process, including information on the applicant's process for requesting proposals (e.g., posting a notice on its website, invitations via email or traditional mail, advertisements); reaching out to stakeholders, including webinars; receiving applications and processing them; conducting programmatic and financial reviews of the applications; evaluating and scoring applications, including the criteria used; and award notification.
- A description for monitoring subrecipients that, at a minimum, must include a plan for (a) reviewing financial and performance reports submitted by the subrecipients; (b) following up to ensure subrecipients act to address deficiencies found through audits, onsite reviews, and other means; and (c) issuing a management decision based on the audit findings that pertain to the subaward.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds.

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Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Review and accept in JustGrants the DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification – DOJ High-Risk Grantees

If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High-Risk Grantee is an award recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Application Review Information

Review Criteria

Basic Minimum Review Criteria

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

- Description of the Issue (20%): evaluate the applicant's understanding of the issue to be addressed.
- Project Design and Implementation (40%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (20%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for this Solicitation's Performance Measures (15%): evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.

- Budget (5%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for OJP include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, pre-award risk rating, and the extent to which the Budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

Risk Criteria/Factors

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above. Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).

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Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: [Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#) under the "Civil Rights Requirements" section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient's program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <http://www.ADA.gov> or contact OJP.

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Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more information.

General Information About Post-Federal Award Reporting Requirements

In addition to the deliverables described in the "[Program Description](#)" section, all award recipients under this solicitation will be required to submit certain reports and data.

Required Reports: Award recipients must submit quarterly financial reports, quarterly, performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent (in appropriate cases, OJP may require additional reports).

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a)

See the [Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

Provide Feedback to OJP

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

A list of performance measure questions for this program can be found at:
<https://bjaojp.gov/sites/g/files/xyckuh186/files/media/document/TreatmentCourt-Measures.pdf>.

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Application Checklist

BJA FY24 Adult Treatment Court Program

This application checklist has been created as an aid in developing an application. For more information, reference [The OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#))

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#))

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Select the correct Competition ID: for Category 1: C-BJA-2024-00008-PROD, Category 2: C-BJA-2024-00009-PROD, and Category 3: C-BJA-2024-00010-PROD.
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#))
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoji/iii-postaward-requirements#6g3y8> (see [Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements

- Review the ["Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards"](#) in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$900,000 for Category 1; \$1,000,000 for Category 2; and \$2,500,000 for Category 3.

Review Eligibility Requirement

- Review the "Eligibility" section in the Synopsis and "Eligibility Information" section in the solicitation.

Application Step 1

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov.

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**

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Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- A submission receipt
- A validation receipt
- A grantor agency retrieval receipt
- An agency tracking number assignment

If no Grants.gov receipt and validation email is received, or if error notifications are received:

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see [“Application Resource Guide” section on Experiencing Unforeseen Technical Issues](#))

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants.

Application Step 2

Submit the following information in JustGrants:

Application Components

- Entity and User Verification (First-Time Applicant)
- Standard Applicant Information (SF-424 information from Grants.gov)
- Proposal Abstract*
- Proposal Narrative*
- Application Goals, Objectives, Deliverables, and Timeline Web-based Form

Budget and Associated Documentation

- Budget Detail Narrative and Web-based Form*
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))

Additional Application Components

- Resumes of Key Personnel
- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Letters of Support
- Memoranda of Understanding and Other Supportive Documents
- Research and Evaluation Independence and Integrity Statement (see [Application Resource Guide](#))
- Timeline Web-based Form*
- State Substance Abuse Agency Director or Designee Letter
- Memorandum of Understanding Signed by Key Treatment Court Team Members or by a Designated Agency Representative

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- Fiscal Agent Memorandum of Understanding Signed by Applicant and Treatment Court Administrator*
- Chief Justice, State Court Administrator or Designee Letter
- Statewide Applicants Managing Subawards*

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [Application Resource Guide](#))

****Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.***

Review, Certify, and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received—

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the [Application Resource Guide](#) for additional information.

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Standard Solicitation Resources

[Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions, and sign up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists, and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.

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OMB Number: 4040-0004
Expiration Date: 11/30/2025

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <div></div> * Other (Specify): <div></div>
* 3. Date Received: 03/28/2024	4. Applicant Identifier: <div></div>	
5a. Federal Entity Identifier: <div></div>		5b. Federal Award Identifier: <div></div>
State Use Only:		
6. Date Received by State: <div></div>	7. State Application Identifier: <div></div>	
8. APPLICANT INFORMATION:		
* a. Legal Name: Metropolitan Government of Nashville and Davidson County		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 2-620694743-014-4		* c. UEI: LGZLHP6ZHM55
d. Address:		
* Street1:	408 2nd Ave N	
Street2:	Recovery Court	
* City:	Nashville	
County/Parish:		
* State:	TN: Tennessee	
Province:		
* Country:	USA: UNITED STATES	
* Zip / Postal Code:	37201-1201	
e. Organizational Unit:		
Department Name: General Sessions		Division Name: Recovery Court
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:	<div></div>	* First Name: Allison
Middle Name:	McGee	
* Last Name:	Tarpley	
Suffix:	<div></div>	
Title: Program Manager		
Organizational Affiliation: GS Recovery Court		
* Telephone Number: 615-862-8380		Fax Number: 615-214-3603
* Email: allisontarpley@jnsnashville.gov		

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Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.585

CFDA Title:

Treatment Court Discretionary Grant Program

* 12. Funding Opportunity Number:

O-BJA-2024-171972

* Title:

BJA FY24 Adult Treatment Court Program

13. Competition Identification Number:

C-BJA-2024-00008-PROD

Title:

Category 2: Enhancement

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

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

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

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Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant	TN-005
* b. Program/Project	005
Attach an additional list of Program/Project Congressional Districts if needed.	
	<div>Add AttachmentDelete AttachmentView Attachment</div>
17. Proposed Project:	
* a. Start Date:	10/01/2024
* b. End Date:	09/30/2028
18. Estimated Funding (\$):	
* a. Federal	749,559.00
* b. Applicant	
* c. State	0.00
* d. Local	207,708.00
* e. Other	
* f. Program Income	
* g. TOTAL	957,267.00
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<div><input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on .</div> <div><input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.</div> <div><input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.</div>	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<div><input type="checkbox"/> Yes<input checked="" type="checkbox"/> No</div> <div>If "Yes", provide explanation and attach</div> <div></div> <div>Add AttachmentDelete AttachmentView Attachment</div>	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)	
<div><input checked="" type="checkbox"/> ** I AGREE</div> <div>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</div>	
Authorized Representative:	
Prefix:	
* First Name:	Allison
Middle Name:	McGee
* Last Name:	Tarpley
Suffix:	
* Title:	Program Manager
* Telephone Number:	615-862-8380
Fax Number:	615-214-3603
* Email:	allisontarpley@jnsnashville.gov
* Signature of Authorized Representative:	Allison M Tarpley
* Date Signed:	03/28/2024

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DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2025

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: Davidson County General Sessions Recovery Court * Street 1: 408 2nd Ave N Street 2: _____ * City: Nashville State: TN, Tennessee Zip: _____ Congressional District, if known: TN-005		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: 		
6. * Federal Department/Agency: US Department of Justice (DOJ)		7. * Federal Program Name/Description: Treatment Court Discretionary Grant Program CFDA Number, if applicable: 16.585
8. Federal Action Number, if known: D-RJA-2024-171972		9. Award Amount, if known: \$ _____
10. a. Name and Address of Lobbying Registrant: Prefix: _____ * First Name: N/A Middle Name: _____ * Last Name: N/A Suffix: _____ * Street 1: N/A Street 2: _____ * City: N/A State: _____ Zip: _____		
b. Individual Performing Services (including address if different from No. 10a) Prefix: _____ * First Name: N/A Middle Name: _____ * Last Name: N/A Suffix: _____ * Street 1: N/A Street 2: _____ * City: N/A State: _____ Zip: _____		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
* Signature: Allison M Tarpley * Name: Prefix: _____ * First Name: Allison Middle Name: McGee * Last Name: Tarpley Suffix: _____ Title: Program Manager Telephone No.: 615-862-8380 Date: 03/28/2024		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

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Davidson County General Sessions Recovery Court
Honorable Judge Gale Robinson, Division I



The Metropolitan Government of Nashville and Davidson County is seeking Category 2 funding for the General Sessions Recovery Court (GSRC) to enhance the existing Adult Drug Court. The total federal amount requested is \$749,559.00 over the grant period. GSRC serves both pre- and post-adjudication cases, including misdemeanor and felony offenses. The total number of participants proposed to receive services with BJA funding is 160; all participants will be in programming for a minimum of 14 months, not to exceed 24 months, with an average participation length of 18 months. 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 MAT services by a licensed medical professional shall have access through local community partners. GSRC is a state-certified Adult Recovery Court which incorporates all BPS in daily practices. The Best Practice Standards enhanced with BJA funding include BPS6 (Complementary Services and Recovery Capital, p. 2-3, 11), BPS8 (Multidisciplinary Team p. 3, 11), and BPS10 (Monitoring and Evaluation, p. 3, 11).

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. Project activities include providing rental assistance to participants in Phase 1 of the program, or participants in phases 4 or 5 participating in a vocational or educational training program; hiring a Peer Support Specialist (PRSS) to provide mentorship, foster hope, and grow recovery capital of program participants through shared lived experiences; providing opioid overdose prevention

100 James Robertson Parkway Suite 10 Nashville, Tennessee 37201
Office: 615-862-8380 Fax: 615-214-3602 RecoveryCourt@jnsnashville.gov

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Davidson County General Sessions Recovery Court
Honorable Judge Gale Robinson, Division I



training; providing personal hygiene kits and bus passes; connecting team members with additional training on BPS; and hiring an outside evaluator to provide program oversight to ensure fidelity to BPS. Expected outcomes include greater program retention and graduation rates; connection to evidenced-based SUD, mental and physical health treatment; a reduction in overdoses among target population; increased fidelity to BPS; higher staff retention; and unbiased program assessments to improve service provision and access to services for the target population. Intended beneficiaries include program participants who will have tools to examine the root causes of their SUD and co-occurring mental health issues and the residents of the Metropolitan Nashville area who will reap the benefits of increased public safety and the cost savings associated with individuals participating in treatment courts rather than incarceration.

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a. Description of Issue. The Davidson County General Sessions Adult Recovery Court (GSRC) is seeking to enhance current operations to reduce recidivism among justice-involved individuals who have a diagnosable substance use disorder and are at high risk for committing a new offense. To improve participant outcomes, GSRC hopes to provide complementary services to enhance recovery capital (**BPS6**), team training (**BPS8**), and monitoring and evaluation (**BPS10**). Currently, GSRC receives no federal funding but has been a previous recipient and steward of federal funds, last grant ending in FFY20. Davidson County General Sessions DUI Court, which is led by the same multidisciplinary team, receives federal funding from BJA; however, none of this funding is used to cover costs of the GSRC.

According to the Tennessee Bureau of Investigation (TBI; 2024), in 2022 the Metro Nashville Police Department (MNPd) reported 3,639 drug-related crimes. The Davidson County General Sessions Adult Probation Office is currently supervising more than 1,400 cases that would be eligible for supervision under GSRC including charges such as DUI, Reckless Driving, Possession of Controlled Substances, and Vandalism. GSRC currently supervises 39 participants, with a capacity to serve up to 45. GSRC is in the process of hiring another probation officer to increase the number of participants served to 60 unique individuals at a time, in alignment with **BPS9** (Census and caseload), which recommends supervision caseloads for high risk, high need clients being no greater than 30:1 (Jalbert et al., 2010, as cited by NADCP, 2018).

SAMHSA (2022) reports that while approximately 6-11% of the general population has a substance use disorder (SUD), 63% of persons in jail are estimated to have a SUD. Bronson, et. al. (2020) reported that among persons incarcerated in jails from 2007-2009, those who met the DSM-IV criteria for substance dependence or abuse were only connected with treatment at a rate

of 19%. The mission of the GSRC is to disrupt the cycle of incarceration for persons with SUD through evidence-based practices. GSRC has several established community partners for inpatient SUD/co-occurring treatment, intensive outpatient SUD treatment, mental health and trauma therapy, MAT services, medication management, and recovery housing partners. GSRC is seeking award funding to connect participants with recovery capital services (**BPS6**), defined by the University at Buffalo School of Social Work (2023) as physical, social, cultural, and human resources that impact a person's recovery. First and foremost, individuals must have safe and stable housing. Zhao (2022) examined 12 studies on homelessness and noted that persons experiencing homelessness are at high risk of food insecurity and poor health and do not have access to education, needs for person hygiene, or clean water. Participants of the GSRC are often unhoused at the time of admission. Assisting with rental costs alleviates the threat of homelessness while transitioning from a period of instability to the structure and accountability of GSRC, which requires SUD treatment (**BPS5**), frequent and random drug testing (**BPS7**), regular status hearings (**BPS3**), employment, and establishing a recovery network (**BPS6**). The GSRC also hopes to utilize grant funding to hire one full-time peer recovery support specialist (PRSS) to invest in participants' long-term recovery. All Rise defines a PRSS as someone who is in recovery and has lived experience with SUD and/or mental health diagnoses as well as specialized training to support peers in becoming hopeful, exploring recovery, and reaching personal goals (Kunkel & van Wormer, 2023). In a quasi-experimental evaluation, Mangrum (2008) found that drug court participants who received PRSS services were more likely to abstain from substance use and had higher rates of completing treatment than those who did not (Kunkel & van Wormer, 2023). Funding would also be used to certify two staff members in overdose response training and disseminate as part of each participant's required 8 hours of

educational training (**BPS6**). While Regional Overdose Prevention Specialists have previously provided training to staff and participants, GSRC has faced barriers in scheduling these trainings in a consistent and timely manner. By certifying GSRC staff to instruct the course, the training will be more accessible, scheduled at regular intervals, reducing the risk of overdose-related deaths. The Program Evaluator will be able to track the number of participants who have received training and measure reductions in overdose deaths. Funding is requested to cover costs associated with staff attending the national All Rise conference and the local Tennessee Association of Recovery Court Professionals (TARCP) conference annually to ensure fidelity to best practices (**BPS8**) and to hire an Program Evaluator to quantify the Court's adherence to Best Practices and the 10 Key Components (**BPS10**).

The **target population** of GSRC includes persons who are substance abusing or dependent and high risk for committing a new offense. Participation in programming is voluntary. Most referrals come from General Sessions Court, involving misdemeanor offenses with an associated jail sentence of no more than 11 months and 29 days; however, GSRC does supervise felony cases and referrals from Criminal Court. GSRC utilizes the Ohio Risk Assessment System Community Supervision Tool (ORAS-CST) to **prioritize services** for individuals presenting with high need and who are at risk of reoffending. The ORAS has been validated and demonstrates reliability, regardless of race, gender identity, or age. The treatment team utilizes the ASAM to assess the level of care. GSRC will seek to serve up to 60 participants at one time, for a total of up to 160 participants over the 48-month life of the grant.

Davidson County is experiencing unprecedented rates of drug-related overdose deaths. According to the Metro Public Health Department of Nashville (2023), from January 1, 2023 to

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March 31, 2023, there were 142 suspected drug overdose deaths in Davidson County, and approximately 75% of the toxicology reports detected fentanyl in the individuals' systems. Moreover, while the national average rate of overdose deaths is 23 per 100,000 persons, in Davidson County, the rate was nearly twice that at 48 per 100,000 (County Health Rankings, 2023). According to the TBI (2023), in 2022 of all individuals age 18 and over arrested for a drug-related crime in Davidson County, African Americans were arrested at a rate of 53%, Whites at a rate of 28%, Hispanic persons at 7%, Asians at .004%, American Indian or Alaskan Native at .0003%, and data was missing or unknown for 11%. Despite being only 27% of the general population of Davidson County, African Americans comprised 60.3% of the average daily population of correctional facilities in Nashville (Nashville.gov, July 2023). Incarcerated Hispanic persons demonstrated a rate of growth of 12.6% from the previous year and women demonstrated a rate of growth of 11.4%, while individuals aged 21-44 represented the highest rate of incarceration (Nashville.gov, July 2023). GSRC partners with the Tennessee Center for Change (TCFC) for **evidence-based SUD treatment**. The Treatment Director completes the ASAM and collaborates with each participant to develop a treatment plan suitable to their level of need and stage of change. Treatment planning may include inpatient treatment, intensive outpatient treatment (IOP; nine hours each week for approximately 20 weeks), Relapse Prevention (RP), Seeking Safety (SS), and aftercare. Participants with a primary mental health disorder are referred to Park Center for IOP (15 hours per week for at least 10 weeks) or outpatient services (6 hours per week for 6-8 weeks). Participants reporting a history of mental health diagnoses are referred for evaluations with partners who specialize in mental health treatment services to include individual therapy, family therapy, and medication management.

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GSRC allows participants to engage in MAT services under the supervision of a licensed professional and may access methadone, Naltrexone, and Buprenorphine.

To reduce risk of overdose, GSRC staff provide overdose prevention kits to participants and will connect them with overdose prevention training. GSRC prefers to connect clients with recovery housing utilizing the housing first model so that participants in the acute stabilization phase may prioritize mental health and substance use needs. Staff visit all potential housing operations to determine if they are an appropriate fit. Peer support will be enhanced through the addition of a PRSS, and participants will also be referred to community partners such as The Family Center for family coaching, the Firefly Program for pregnant people accessing MAT services, and Mental Health Coop for family therapy. The Program Manager and treatment director will ensure that each treatment provider only provides treatment services approved by the State and that any services offered are provided by appropriately licensed and certified personnel. To enhance the long-term success of participants and graduates, the GSRC will connect program participants who so desire with training through UpRise for vocational training and provide information on prosocial community events that foster growth of recovery networks.

Current Court Processes Referral, Screening, and Assessment: Defense attorneys may refer candidates to the GSRC program when they have been charged with a new offense, or when a probation violation has occurred. A probation officer is then assigned to complete the ORAS-CST on or before the candidate's court date to determine eligibility. Assessments are completed by the treatment team, who administer the ASAM at program admission, and the ASI weekly once the participant has been admitted to the outpatient SUD treatment program. **Eligibility requirements** include being high risk and high need (BPS#1, **Target Population**), or scoring at

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least a 24 on the ORAS; being willing to participate in programming; being willing to follow treatment recommendations; having no pending charges or holds in other jurisdictions; not being a violent offender as outlined by State and Federal Treatment Court guidelines; having no confirmed gang affiliations; having no previous felony drug sale convictions; not being a registered sex offender; and being a resident of Davidson County. No individual will be precluded from services, opportunities, or treatment based on race, color, national origin, sexual orientation, ability, or gender expression. The **current capacity** of the program is 60 participants. **Length and Phase of the Program:** The GSRC supervises participants for up to 24 months and consists of five phases. Phase one addresses acute stabilization, phase two focuses on clinical stabilization, phase three is involved with pro-social habilitation, phase four seeks adoptive habilitation, and phase five provides continuing care. **Case management and community supervision** services are provided primarily by probation officers who develop a collaborative supervision plan with each participant based upon areas highlighted in the ORAS-CST. Probation officers monitor drug screens, meet monthly with participants, and conduct home visits for the purpose of public safety. Probation officers report on participant compliance to the team during weekly staffing. Clinical case managers at TCFC develop clinical case management plans utilizing the ASI screening tool. **Family support services** are addressed through referrals for family coaching, wraparound services for pregnant women, family therapy, AlAnon meetings, and referrals for therapy and supportive services for children of participants. Participants are provided with **overdose prevention** kits at intake appointment and as needed throughout programming and will complete Naloxone trainings. **Judicial supervision (BPS3):** Participants attend weekly status hearings with the Honorable Judge Gale Robinson during Phase 1, attend bi-monthly in Phase 2, and once per month in Phases 3-5. The Judge understands the

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importance of being fair and impartial, nonjudgmental, avoiding shaming the participants, and spending quality time and reduced close-ended questions with each participant at status hearings.

Incentives and Sanctions: The GSRC recognizes that participants are most successful when incentives outnumber sanctions by at least 4:1 and try to reinforce prosocial behaviors through positive and negative reinforcement, only using punishment when participants are assessed by a clinician to be clinically stable, and at least four or five other responses have been attempted.

Graduation requirements include having completed all court-ordered requirements; having completed all assessed aspects of drug and alcohol treatment; maintained sobriety for at least 90 days; maintained employment; completed at least 8 hours of educational or vocational training; and having communicated a plan for maintaining independence to the Recovery Court team.

Termination criteria include having been rearrested or convicted of a new offense; having verbally or by actions refused to comply with case plan or treatment plan; having become violent or made verbal threats to other participants, GSRC staff, or partner agency team members; having been repeatedly dishonest or broken confidentiality agreement; having requested to no longer participate in Recovery Court. On occasion, participants may be neutrally discharged for medical reasons. Participants are notified that they are going to be terminated at Recovery Court status hearings with all multidisciplinary team members present. The participant is then set for a termination hearing where they may have their legal counsel present. **Restitution Costs and**

Program Fees: There are no fees associated with the GSRC, and participants are not precluded from graduation due to inability to pay restitution. Costs associated with GSRC activities are supplemented through local, state, and federal funding. **Treatment Court Model Training:** All members of the GSRC receive training on the Adult Drug Court Best Practice Standards and 10 Key Components during onboarding. All members of the team attend the annual All Rise

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conference as well as the local TARCP conference. **Planning to Enhance Court:** Housing partners have provided letters of commitment detailing their willingness to participate in the rental assistance proposal. The Program Manager has identified a source to provide training certification for opioid overdose prevention, and the Program Manager and Treatment Director have identified potential candidates for the PRSS positions. The Program Manager has also met with other treatment coordinators in the jurisdiction to learn how they have implemented rental assistance and peer support services and will continue to meet quarterly to review processes.

One of the goals of the GSRC is to reduce **recidivism** of non-violent chemically dependent participant through behavioral change promoted by alternatives to incarceration. One measurable objective is that no graduate of the GSRC will re-engage with the criminal justice system within one year of program completion. Utilizing the program's data analysis of 207 participants who graduated between September of 2017 and July of 2023, only nine (4%) were convicted of a new arrest and ten (5%) were arrested but not convicted of a new crime within one year of graduation.

b. Project Design and Implementation. The Davidson County GSRC is an Adult Treatment Court located at 100 James Robertson Parkway, Nashville, TN 37201. GSRC tracks referral data including race, sex, age, and reason for denial if applicable. Recently, GSRC began utilizing the Equity and Inclusion Assessment Tool (EIAT) to track referral, admission, and discharge data and make access to the program more equitable for underserved groups. Participants of GSRC complete the ASAM clinical assessment with the Clinical Director of TCFC to determine level of care. Level of care may include residential treatment, outpatient services, and aftercare. Treatment modalities include Cognitive Behavior Therapy (CBT), Motivational Interviewing (MI), RP, Seeking Safety (SS), and Dialectical Behavior Therapy (DBT). All participants will

also complete Moral Reconation Therapy (MRT) to address antisocial cognitions. Any participant who is deemed eligible for MAT services by a licensed clinician will be referred for services. The Program Manager and Treatment Director will ensure that each treatment provider only provides treatment services provided by appropriately licensed personnel, and all partner agencies shall adhere to Title VI regulations. Monitoring will include a dose response analysis of treatment services provided by community partners will be conducted annually to measure participant outcome data.

The National Institute on Drug Abuse (2018) reports CBT is effective in helping persons learn new skills to identify and correct problematic behaviors associated with substance use while also addressing co-occurring mental health issues. (NIDA, 2018). In an examination of 12 studies evaluating the effects of MI on an experimental group and a control group receiving no intervention at 6-12 months post-intervention, Smedslund et al. (2011) found participants in the MI group had shown significant reductions in substance use when compared to the control group (Crime Solutions, n. d.). In a narrative review of 24 randomized controlled trials, Carroll (1996) determined RP was as effective as other treatments for cessation of smoking, alcohol, marijuana, and cocaine use and more efficacious than no treatment at all (Witkiewitz & Marlatt, 2004). In a meta-analysis of seven studies evaluating the efficacy of the SS modality, SS was found to be effective in treating co-occurring PTSD and SUD among diverse populations (Sherman, et. al., 2022). Robinson (2018) reports that outcome studies have shown reduced recidivism rates, improved retention in treatment, and greater internal locus of control for individuals engaged in MRT over periods up to 20 years.

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GSRC is seeking funding to address **BPS6** (Complementary Services and Recovery Capital), **BPS8** (Multidisciplinary Team), and **BPS10** (Monitoring and Evaluation). Funding will be used for rental assistance, bus passes, Peer Recovery Support services, opioid overdose prevention and response training certifications and dissemination, hygiene kits for new participants, medical and dental health assistance, and training for six team members to attend 2 trainings each year. An outside evaluator will be hired to provide data collection, reporting, and review of progress towards program goals and objectives.

The ORAS-CST is the risk-need assessment tool utilized by all state-certified recovery courts in the state of Tennessee, as it has been found to be valid and reliable for identifying the target population of high-risk and high-need participants, including those from historically disenfranchised groups. Probation officers complete the ORAS with candidates, and only accept clients who score high-risk and high need. The ASAM is completed with the treatment team to ensure participants are receiving the appropriate level of care.

If they qualify and wish to participate, incarcerated participants may be transferred to the Behavioral Care Center (BCC), a therapeutic community attached to the Downtown Detention Center in Nashville, TN, where they will receive evidenced-based mental health and substance use treatment prior to release to an inpatient facility for treatment. These services may include CBT, MAT, and medication management. Participants will either be released from jail directly to an inpatient facility or begin intensive outpatient programming for SUD upon release. GSRC understands that persons who are in active addiction are at risk of overdose when jail sanctions are imposed, and therefore avoids use of jail sanctions to anyone who is not clinically stable.

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No participant will be denied services due to inability to pay. There are no probation fees associated with GSRC. At the time of the screen, all candidates are notified of fees associated with drug testing, housing, and treatment services. No fees will compromise a participant's ability to graduate from the GSRC. All GSRC participants are enrolled in an aftercare program at TCFC. Many participants continue to live in recovery housing after completing GSRC. All participants complete at least 8 hours of educational or vocational training while in programming to improve employability, obtain higher-paying jobs, access health services through employer benefit plans, and grow their recovery capital.

GSRC receives funding from the TDMHSAS and the Metropolitan Nashville Government to cover the costs of drug testing and staff salaries. The Program Manager will develop a plan throughout that will be brought to Metro Council (inclusive of data tracked by program evaluator) that will include several options that outline core services needing funding to allow flexibility of funding allocation. GSRC wants to ensure if all efforts cannot be sustained, that partial sustainability is available. Data compiled during the life of the grant will be used to demonstrate how enhancement activities have improved service provision, promoted better outcomes for participants, reduced disparities in accessing the program, increased completion rates, and saved taxpayer dollars as a result of enhancement activities. Key team members will provide community outreach and build partnerships with local agencies to develop trust so that the enhancements will be viewed as necessary components of the local criminal justice system. GSRC was recertified in July of 2023 for having met the requirements under the Tennessee Certified Recovery Court Program. After thorough review of application documents for

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programmatic completeness, the GSRC was deemed to adhere to All Rise Best Practice Standards as well as the TN Drug Court Treatment Act of 2003.

GSRC is seeking funding through BJA to advance the mission of the GSRC: Promoting judicial intervention and rehabilitation to individuals who have entered the criminal justice system due to a severe SUD. The GSRC seeks to improve the life of the participant, thereby **enhancing** the lives of their families and the community by incorporating the following goals:

Goal 1: Reduce recidivism and improve social functioning of 60 participants annually.

Goal 2: Connect clients with evidenced-based recovery support services to fill gaps in the current continuum of care accessible by GSRC participants.

Goal 3: Address behavioral health inequities by connecting historically disadvantaged groups with evidenced-based treatment for SUD, physical, and mental health.

Goal 4: Connect treatment court members with training opportunities to grow their education and understanding of best practices and current trends in the field of recovery.

Goal 5: Use data collection tools to ensure program fidelity and evaluate effectiveness of programmatic activities.

Goal 6: Ensure trauma-informed care model is integrated into court processing, treatment, and supervision of participants.

GSRC partners with Averhealth for completion of all **randomized drug testing**. Participants test 2-3 times each week throughout their participation in GSRC in accordance with **BPS#7**. Drug testing dates are selected at random and results are monitored by probation staff daily. If a participant produces a non-negative result, the participant is contacted immediately by their PO. Confirmed non-negative results are addressed at the next status hearing with swiftness

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and celerity. The **coverage and coordination** of drug testing is accomplished by contractual agreement with Averhealth and written policy and procedure adhered to by GSRC staff.

Judicial status hearings occur weekly. Participants in Phase 1 attend each week, Phase 2 participants attend twice each month, and Phases 3-5 each attend once per month, in accordance with **BPS#3**. When considering responses and incentives for behaviors, each participant's level of clinical stability is considered, as well as whether the behavior is a proximal, distal, or managed goal. The team also reviews all past behaviors and responses. **Consistency** is achieved through written protocol in the GSRC policy and procedural manual. **Procedural fairness** is achieved through communication, transparency, and a non-adversarial approach. Team members sign a Memorandum of Understanding (MOU) outlining their role and their agreement to engage in a non-adversarial approach to achieving a shared goal. Recovery Court team present a united front when addressing participants. Participants have an opportunity to discuss positive and negative behaviors and be heard. Should a sanction be imposed, or probation violation requested by the Judge, the public defender is present for guidance, support, and advocacy. In alignment with **BPS5**, the GSRC enables participants to **access MAT** while participating in programming. TCFC has grant funding to connect participants with free Vivitrol injections, and the BCC can connect participants with suboxone while they are incarcerated. GSRC is seeking award funding to certify two staff members in Opioid Prevention strategies and disseminate training to all participants while in programming. Should a participant request **family services**, referrals will be made for wraparound services for pregnant people, family coaching, therapy, parenting skills classes, or social services. Participants are also connected with resources to assist

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them in accessing state IDs, food boxes, and employment, which benefit their families by helping to improve their recovery capital and long-term financial stability.

GSRC utilizes SAMHSA's six key principles of a **trauma-informed approach** in its policies and procedures in the following ways: prioritizing the physical and psychological safety for staff and participants during interactions; focusing on trust-building and transparency, recognizing that justice-involved individuals may have had previous experiences with the criminal justice system that inhibit trust; incorporating peer support to grow trust and place value on lived experiences; collaborating with participants on goal-setting and treatment-planning; empowering participants and staff to use their voice and provide choice whenever possible; and being inclusive and equitable, noting the impact of historical, cultural and gender issues at play in relational dynamics in the criminal justice system (SAMHSA's Trauma and Justice Strategic Initiative, 2014). Examples include the GSRC Judge not wearing his robe during proceedings and standing at a podium rather than sitting on the bench; being transparent in all GSRC requirements from the date of admission and following through on consequences; hiring a PRSS to work collaboratively with participants; identifying SMART goals with participants; and using gender-specific treatment groups for SUD treatment.

Grant funding will be used to connect all clients with recovery support services including naloxone training, rental assistance, and PRSS services. GSRC also partners with UpRise to connect participants with job training and certifications to ensure their success in a long-term career with added benefits, better salaries, and an ability to achieve long-term financial goals. The GSRC aftercare program is led by program graduates.

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c. Capabilities and Competencies. Key Team Members include **Recovery Court Judge** Gale Robinson who has worked with the GSRC since 2017 and has attended both the NADCP and local TARCP conferences to grow knowledge and understanding of best practices. **GSRC Program Manager**, Allison Tarpley, LMSW, maintains accurate and timely records, oversees fiscal and contractual obligations of the grant award, facilitates communication between team members and partner agencies, provides community outreach, ensures fidelity to BPS, schedules court sessions and staff meetings, orients new team members, and oversees the collection of performance and outcome data. The Program Manager attends TARCP, NADCP, and annual Program Coordinator conferences each year. Allison joined the GSRC team as a probation officer in 2020 before moving into the Program Manager position in 2023. **District Attorney**, General William Griffith, J.D. advocates on behalf of public safety, victim interest, and holding participants accountable for meeting their obligations. The prosecutor may also help to resolve other pending legal cases that impact participants' legal status or eligibility for Recovery Court. General Griffith attends the TARCP and NADCP conferences. He joined the GSRC Team in 2019. **Public Defenders** Stephanie Gray and Sean Dowling ensure participants' constitutional rights are protected and advocate for participants' stated legal interests and rights within the program. The public defenders attend TARCP and NADCP conferences to grow their knowledge and understanding of the treatment court model and best practices. **Probation Officer**, Kate Ramsaur is trained to complete the ORAS-CST, provide case management throughout the participant's time in GSRC. Kate Ramsaur has been with the GSRC team since 2019. **Treatment Director**, Trey French, LADAC II, facilitates the completion of the ASI and makes recommendations for participants' treatment plans as needed. The treatment director ensures education, training, and ongoing clinical supervision are provided to treatment staff. The

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treatment director participates in quarterly meetings to address any changes in case processing policies and procedures or eligibility guidelines. Mr. French has been with the GSRC team since 2019. **Program Evaluator** Lauren Allard will provide data collection, reporting, and review of progress towards program goals and objectives. This will be completed using a mixed methods approach and rely on time series analysis to review participant program across periods. **Other key personnel** include clinical case managers from TCFC, Jessica Howard and Nick Gipson, who develop treatment plans with participants and facilitate groups. Clinical case managers receive supervision and are working towards LADAC licensure. Community partners providing recovery housing, inpatient treatment services, mental health services, drug testing, and physical health services are also critical to the success of the GSRC. Partners are invited to attend staffing and communicate with GSRC staff on at least a weekly basis for updates on shared clients.

Organization Capabilities. GSRC has been in operation since 2003 and is well established in the local community, having a reputation for assisting participants in changing their lives, and the lives of their families and community for the better. The team participated as a subawardee under a SAMHSA grant through the end of FY20 and was also awarded a BJA grant to launch the Davidson County General Sessions DUI Court in 2021 which has graduated 19 participants since August 2022. The Program Manager and Treatment Director and are responsible for identifying agencies that utilize evidenced-based practices and only work with agencies that are licensed by the state of TN. GSRC partners with the TCFC, a nonprofit outpatient treatment center established to support local recovery courts through provision of SUD assessments and treatment planning for participants. GSRC has a MOU with TCFC and has partnered with this agency since 2017 for intensive outpatient treatment and therapy services. TCFC is licensed by

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the State of TN. GSRC also partners with Mental Health Cooperative for mental health assessments, therapy, medication management, MAT, and case management services. Mental Health Cooperative is licensed to provide mental health and substance use treatment for individuals who are uninsured and low-income. GSRC also partners with Park Center for SUD treatment for participants with co-occurring disorders.

Program Manager Allison Tarpley worked on a BJA grant enhancement from 2018-2020 assisting the Project Evaluator with qualitative and quantitative analysis for biannual and quarterly reports and SAMHSA's GPRA data collection tool. Ms. Tarpley oversees data collection and reporting for the Davidson County DUI Court, completing FFR and PMT reports. Ms. Tarpley has been involved with data collection and program evaluation of ATCs for more than five years. Allard Consulting, LLC, will partner with Ms. Tarpley to compile collection, completing the PMT and biannual reports using a mixed methods approach. **Effective communication** is essential to ensure each participant's treatment and supervision plans are being developed and monitored successfully to achieve shared goals. All communication regarding participants is confidential; participants sign releases allowing communication among the multidisciplinary team. Shared information is limited to what is necessary to evaluate a participant's status within the program. Attached is an MOU signed by all members of the GSRC Team, the job descriptions and resumes of key staff members, and a letter of support from the local court outlining its commitment to the project.

d. Plan for Collecting the Data Required for Performance Measures. Program processes and outcomes will be examined through data analysis of all active or newly admitted program participants during the project period. GSRC will contract with an external evaluator, Allard

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Consulting, LLC. Allard Consulting will provide the following services to GSRC **1)** collection/analysis/interpretation of quantitative and qualitative performance measures (detailed below); **2)** review of project implementation; **3)** create reports and share program data with stakeholders; **4)** produce visualizations; and **5)** be responsible for supporting Program Manager on all BJA's performance reporting. The evaluation is intended to verify the extent to which enhanced treatment and recovery services are implemented and the impact of additional staff on GSRC's ability to provide these services and improve program and participant outcomes.

Objective	Frequency/Data Source	Responsible Staff for RC	Method of DA
Number of individuals served	Weekly Client Meetings	Probation Officer	Descriptive Statistics, Time Series Analysis (TSA)
Abstinence from substance use	Weekly Client Meetings	Probation Officer, Treatment Director, Case Manager	Descriptive Statistics, TSA
Housing stability	Weekly Client Meetings	Probation Officer	Descriptive Statistics
Employment/education status	Weekly Client Meetings	Probation Officer	Descriptive Statistics, TSA
Social connectedness	Weekly Client Meetings	Probation Officer, Treatment Director, Case Manager	Survey/Interview
Health/behavioral / social consequences	Weekly Client Meetings, Quarterly Interviews w/ Evaluator	Probation Officer, Case Manager, Evaluator	Descriptive Statistics, Survey/Interview
Access to treatment	Weekly Client Meetings	Probation Officer, Case Manager	Descriptive Statistics
Treatment(s) provided	Weekly/Monthly Treatment Sessions	Case Manager, Treatment Director	Participant Observations
Retention in treatment	Weekly Client Meetings	Treatment Director, Case Manager	Descriptive Statistics, TSA
Criminal justice involvement	Weekly Client Meetings	Probation Officer	Descriptive Statistics, TSA

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The court currently captures data via ABPD and TN-WITS. GSRC will ensure a BAA is signed with the Evaluator as part of the subcontract for the use and review of data. As part of the evaluation, the evaluator will assess the effectiveness of the expansion project, analyze pertinent program data, and provide recommendations based on the findings to improve key program components, including referral, screening, assessment, and monitoring. Program outcomes will be utilized to assist in determining the effectiveness of the program by examining the number of treatment classes/sessions attended; graduation rates; length of participation in treatment, improvement made in securing and retaining employment, housing, and educational/vocational training services; program completion rates; and post-program recidivism rates. **Progress Meetings.** Allard Consulting will hold, at a minimum, quarterly meetings with the court team to ensure project progress. The evaluator will review the progress of data collection and performance measures with the court team at each meeting. These regular meetings will ultimately serve as a resource to track training delivery issues, review project goals, mitigate challenges, and build on program successes to facilitate positive outcomes. **Data Security.** The privacy and maintenance of confidentiality of service recipients and associated provider staff, court team, and grant staff will be respected and monitored by Allard Consulting in the strictest terms and per all required protocols. Data received and collected by the evaluator will be stored on a password-protected computer and in an encrypted database file with passwords. Any analysis conducted during the evaluation will not personally identify anyone who provides information to the Evaluation Team. All analyses using client information and provided in any evaluation work product will be in aggregate form to protect the identity of any information source. **Data Analysis.** The evaluation completed by Allard Consulting will include an analysis of the data collected through the assessments completed by the court team, data entered in GSRC

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data portals, key stakeholder interviews, and participant satisfaction surveys. The survey forms will allow participants to reflect on their experience with the court program and provide feedback. The evaluator will collect all survey data under its HIPAA-compliant license of Formstack. Key interviews will be completed with court team members and program stakeholders who consent to participate in a semi-structured interview(s) regarding their role on the team, participant characteristics, job satisfaction, and program quality. Consumer interviews will examine participant attributes, program quality, service gaps, and use of support services. A consent form will be developed for participants and team members before any interviews are conducted. **Data Reporting.** Recovery court staff members will complete quarterly reporting; specifically, the GSRC Program Manager will be responsible for working with the evaluator, Allard Consulting, as they collect and prepare all data reporting. **Project Timeline:** As part of quarterly reporting with GSRC the Evaluator will identify the progress made toward meeting goals and objectives in accordance with the proposed timeline. If there are delays or challenges with implementation, these will be documented and discussed as part of reporting. The Evaluator and Program Manager will work on the quarterly PMT and biannual reporting together to ensure all components are accurately described. **System Enhancements After the Grant Period:** Once the grant period is over, system enhancements created using grant funds will continue with funding from the Metropolitan Government of Nashville & Davidson County and the TDMHSAS. The Program Manager will also work with the evaluator on sustainability options through the local and state opioid abatement council RFP processes to support items not covered by other funding sources. Recovery Court staff members will continue to use the customized data reporting system to track and evaluate program progress. Internal quarterly reporting will continue to be completed to ensure that the enhancements created using this funding continues.

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Davidson County General Sessions Recovery Court BJA FY24 Adult Treatment Court
Expansion Program Time Task Plan

Goal #1: Reduce recidivism and improve social functioning of 40 participants annually.			
Objectives	Timeframe	Deliverables	Person Responsible
Accept 160 participants into the Recovery Court//	40/40/40/40	*Outreach materials, posters, flyers, brochures *TNRAS/ORAS training within first 3 months of staff onboarding	DAs, PDs, Program Manager, POs
Reduce re-arrests among target population during participation and up to 1 year following graduation	Annually	*Review re-arrest reports daily *Annual report to disseminate recidivism rates to community stakeholders annually	Program Manager, DA, POs
Connect Participants to community meetings and prosocial activities	Ongoing	*MIRC scale administered at intake, six months, and program completion/termination *Participant Manual/Weekly Meeting Sheets	POs, Clinical Case Managers, PRSS
Improve vocational training and employability of participants	Admission, Intake, Completion/Termination	*MIRC scale administered at intake, six months, and program completion/termination *Naloxone/Vocational Training	Treatment, Program Manager, POs, PRSS

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Davidson County General Sessions Recovery Court BJA FY24 Adult Treatment Court
Expansion Program Time Task Plan

Goal #2: Connect GSRC participants with evidenced-based recovery support services to fill gaps in the current continuum of care.			
Objectives	Activities and Time Frame	Deliverables	Person Responsible
Connect all participants living in recovery housing with rental assistance during Phase 1 of programming.	Ongoing	*Develop flowchart/action plan delineating how payment process will work *Include recovery housing partners in weekly court staffings *Schedule bi-annual visits to recovery housing partners to foster relationships and monitor stability and programming of partners-P&P	Program Manager, Treatment Director, POs, PRSS
Provide transportation for RC participants to RC activities/employment	Ongoing	*Bus Passes/Participant Manual	Program Manager/POs/PRSS
Screen clients for additional recovery capital needs to include budgeting, employability, familial needs	*Admission, 6 months, completion	*MIRC scale *Utilize TNRAS to determine needs in domains	Program Manager/POs/PRSS
Provide Peer Support Services	*4 months *MIRC scale administered at intake, six months, and program completion/termination	*Create PRSS position on Recovery Court Team *Hire/Train PRSS	Program Manager/PRSS

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Davidson County General Sessions Recovery Court BJA FY24 Adult Treatment Court
Expansion Program Time Task Plan

Goal #3: Address behavioral health inequities by connecting historically disadvantaged groups with evidenced-based treatment for substance use disorder and mental health.			
Objectives	Timeframe	Deliverables	Person Responsible
Ensure referral/acceptance rates reflect demographics of local community	Every 6 months/Biannually	Biannual report	Program Manager/Program Evaluator
Screen clients for physical health needs	Admission, 6 month, completion	*TNRAS *Refer to community health partners for further testing, treatment, and/or vaccination for infectious diseases	Program Manager, Treatment Director, POs, Clinical Case Managers, PRSS
Screen clients for mental health services	Ongoing/Admission	*Referrals to community partners for mental health assessments/services	Program Manager, Treatment Director, POs, Clinical Case Managers
Screen clients for appropriateness for MAT services	Ongoing/Admission	*Referrals to community partners for MAT assessments	Program Manager, Treatment Director, POs, Clinical Case Managers

Goal #4 Connect treatment court members with training opportunities to grow their education and understanding of best practices and current trends in the field of recovery.			
Objective	Timeframe	Deliverable	Person Responsible
Six Team Members will Attend All Rise Conference annually	Annual	*In-person training	Program Manager, POs, PRSS, Judge
Six Team Members will attend TARCP Conference annually	Annual	*In-person training	Program Manager, POs, PRSS, Judge
Connect two staff members with initial training and annual licensing for Opioid Overdose Prevention	FY24, Q2 FY25, Q2 FY26, Q2 FY27, Q2	*Training-Online Curriculum	Program Manager/Treatment Director/PRSS/Clinical Case Manager

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Davidson County General Sessions Recovery Court BJA FY24 Adult Treatment Court
Expansion Program Time Task Plan

Goal #5 Use data collection tools to ensure program fidelity and evaluate effectiveness programmatic activities.			
Objective	Timeframe	Deliverables	Person Responsible
Complete process evaluation	Annually	*BJA bi-annual narrative reports *BJA PMT reporting	Project Manager/Program Evaluator
Review outcome data quarterly	*Quarterly	*Quarterly Reports	Project Manager/Program Evaluator
Ensure program goals are being completed on appropriate timeline.	*Quarterly	*Review time task plan regularly	Project Manager/Program Evaluator

Goal #6: Ensure trauma-informed care model is integrated into court processing, treatment, and supervision of participants.			
Objectives	Timeframe	Deliverables	Person Responsible
Provide training on trauma-informed care model to all GSRC team members	Biannually	*In-person trainings *Online trainings	Program Manager, Treatment Director
Ensure community partners are providing services that incorporate the trauma-informed care model	Annually	*In-person trainings	Program Manager, Treatment Director
Refer participants to supportive services to grow recovery capital	Ongoing	*Resource Manuals/referrals	Program Manager, Treatment Director, POs, Case Managers

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Purpose Area #4

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 (DOI 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 & 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	\$48,666.00	yearly	1	45%	\$21,900	\$21,900	\$0
Allison Tarpley	Program Manager	\$76,500.00	yearly	1	26%	\$19,890	\$19,890	\$0
TBD	Peer Recovery Support Specialist	\$45,250.00	yearly	1	100%	\$45,250	\$0	\$45,250
Total(s)						\$87,040	\$41,790	\$45,250
Narrative								
<p>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.</p> <p>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.</p> <p>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.</p>								

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Purpose Area #4

B. Fringe Benefits					
Name		Computation			
List each grant-supported position receiving fringe benefits.		Show the basis for computation.			
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
Peer Recovery Support Specialist	\$69,000.00	34.40%	\$23,736	\$0	\$23,736
Total(s)			\$23,736	\$0	\$23,736
Narrative					
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%					

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Purpose Area #4

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Lodging, Meals, Etc.	Per day, mile, trip, Etc.	Compute the cost of each type of expense X the number of people traveling.						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
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
Total(s)								\$8,568	\$0	\$8,568
Narrative										
	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.									

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Purpose Area #4

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

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Purpose Area #4

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

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Purpose Area #4

G. Subawards (Subgrants)											
Description <i>Provide a description of the activities to be carried out by subrecipients.</i>		Purpose <i>Describe the purpose of the subaward (subgrant)</i>		Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>							
						Total Cost	Non-Federal Contribution	Federal Request			
Lauren Allard, Allard Consulting, LLC		Program Evaluation Services				\$15,000		\$15,000			
Total(s)						\$19,078	\$0	\$19,078			
Consultant Travel (if necessary)											
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>		Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>					
				Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request		
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
Total						\$4,078	\$0	\$4,078			
Narrative											
<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">· Ensure alignment of evaluation goals and objectives with evaluation of work products.· Identify initial and recurring program outputs and performance measures.· Conduct research using relevant information sources (e.g., program-related information, statutes, regulations, and national literature)· Collect and analyze all pertinent program qualitative/quantitative information.· Determine if the grant/program under review is operating efficiently and effectively, in compliance with stated policies and procedures, and achieving its intended goals.· Generate recurring and ad-hoc reports.· Ensure compliance with data entry and reporting in accordance with the NOA.· Enter data into project supported platforms and inform project staff of upcoming follow-ups and target achievement.											

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Purpose Area #4

H. Procurement Contracts									
Description <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>		Purpose <i>Describe the purpose of the contract</i>		Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
						Total Cost	Non-Federal Contribution	Federal Request	
									\$0
Total(s)						\$0	\$0	\$0	
Consultant Travel (if necessary)									
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>		Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>			
				Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
							\$0		\$0
Total						\$0	\$0	\$0	
Narrative									

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Purpose Area #4

I. Other Costs							
Description <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>	Computation <i>Show the basis for computation</i>						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
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	egistration Fe	\$795.00	1	\$4,770	\$0	\$4,770
Personal Hygiene Kits	96	d 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	7	overy Housing	\$200.00	8	\$11,200	\$0	\$11,200
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
Total(s)					\$57,094	\$0	\$57,094
Narrative							

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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 7 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 Phase 1 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

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Purpose Area #4

J. Indirect Costs						
Description		Computation				
Describe what the approved rate is and how it is applied.		Compute the indirect costs for those portions of the program which allow such costs.				
		Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
General Sessions Court Required		\$166,526.00	25.20%	\$41,965	\$10,137	\$31,828
Total(s)				\$41,965	\$10,137	\$31,828
Narrative						
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 hae any agencies receiving above the Federal threshold in direct Federal awards. Link to our website info: https://filetransfer.nashville.gov/portals/0/sitecontent/Finance/docs/Cost%20Accounting/OMB%20Super%20Circular.pdf 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.						

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Purpose Area #4

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 (DOI Financial Guide, Section 3.30)								
A. Personnel								
Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & 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	\$48,666.00	yearly	1	45%	\$21,900	\$21,900	\$0
Allison Tarpley	Program Manager	\$76,500.00	yearly	1	26%	\$19,890	\$19,890	\$0
Unknown	Peer Recovery Support Specialist	\$45,250.00	yearly	1	100%	\$45,250	\$0	\$45,250
Total(s)						\$87,040	\$41,790	\$45,250
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.								

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Purpose Area #4

B. Fringe Benefits					
Name		Computation			
List each grant-supported position receiving fringe benefits.		Show the basis for computation.			
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
Peer Recovery Support Specialist	\$69,000.00	34.40%	\$23,736	\$0	\$23,736
Total(s)			\$23,736	\$0	\$23,736
Narrative					
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%					

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Purpose Area #4

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
<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>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
				Total(s)				\$0	\$0	\$0
Narrative										
All Rise is a national level conference held annually to provide training on best practices in treatment courts. In Year 2, the conference will take place in Nashville, TN, and therefore, no lodging or airfare will be required as all staff for GSRC reside in Nashville, TN.										

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Purpose Area #4

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

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Purpose Area #4

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

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Purpose Area #4

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

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Purpose Area #4

G. Subawards (Subgrants)											
Description <i>Provide a description of the activities to be carried out by subrecipients.</i>		Purpose <i>Describe the purpose of the subaward (subgrant)</i>		Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>							
						Total Cost	Non-Federal Contribution	Federal Request			
Lauren Allard, Allard Consulting, LLC		Program Evaluation Services				\$15,000		\$15,000			
				Total(s)		\$19,078	\$0	\$19,078			
Consultant Travel (if necessary)											
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>		Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>					
				Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request		
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
				Total			\$4,078	\$0	\$4,078		
Narrative											
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.											
Lauren will also provide the following as the Lead Evaluator:											
<ul style="list-style-type: none">· Ensure alignment of evaluation goals and objectives with evaluation of work products.· Identify initial and recurring program outputs and performance measures.· Conduct research using relevant information sources (e.g., program-related information, statutes, regulations, and national literature)· Collect and analyze all pertinent program qualitative/quantitative information.· Determine if the grant/program under review is operating efficiently and effectively, in compliance with stated policies and procedures, and achieving its intended goals.· Generate recurring and ad-hoc reports.· Ensure compliance with data entry and reporting in accordance with the NOA.· Enter data into project supported platforms and inform project staff of upcoming follow-ups and target achievement.											

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Purpose Area #4

H. Procurement Contracts										
Description <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>			Purpose <i>Describe the purpose of the contract</i>		Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
						Total Cost	Non-Federal Contribution	Federal Request		
								\$0		
Total(s)							\$0	\$0	\$0	
Consultant Travel (if necessary)										
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>		Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>				
					Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
								\$0		\$0
Total							\$0	\$0	\$0	
Narrative										

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Purpose Area #4

I. Other Costs							
Description <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>	Computation <i>Show the basis for computation</i>						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
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	d 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	7	overy Housing	\$200.00	8	\$11,200	\$0	\$11,200
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
Total(s)					\$56,644	\$0	\$56,644
Narrative							

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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 7 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 Phase 1 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

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Purpose Area #4

J. Indirect Costs					
Description <small>Describe what the approved rate is and how it is applied.</small>		Computation <small>Compute the indirect costs for those portions of the program which allow such costs.</small>			
		Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution
					Federal Request
General Sessions Court Required		\$166,076.00	25.20%	\$41,852	\$10,137
					\$31,715
				Total(s)	\$41,852
					\$10,137
					\$31,715
Narrative					
		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 info: https://filetransfer.nashville.gov/portals/0/sitecontent/Finance/docs/Cost%20Accounting/OMB%20Super%20Circular.pdf 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.			

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Purpose Area #4

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 (DOI 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 & 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	\$48,666.00	yearly	1	45%	\$21,900	\$21,900	\$0
Allison Tarpley	Program Manager	\$76,500.00	yearly	1	26%	\$19,890	\$19,890	\$0
Unknown	Peer Recovery Support Specialist	\$45,250.00	yearly	1	100%	\$45,250	\$0	\$45,250
Total(s)						\$87,040	\$41,790	\$45,250
Narrative								
<p>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.</p> <p>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.</p> <p>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.</p>								

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Purpose Area #4

B. Fringe Benefits					
Name		Computation			
List each grant-supported position receiving fringe benefits.		Show the basis for computation.			
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
Peer Recovery Support Specialist	\$69,000.00	34.40%	\$23,736		\$23,736
Total(s)			\$23,736	\$0	\$23,736
Narrative					
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%					

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Purpose Area #4

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Lodging, Meals, Etc.	Per day, mile, trip, Etc.	Compute the cost of each type of expense X the number of people traveling.						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
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
Total(s)								\$8,568	\$0	\$8,568
Narrative										
	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.									

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Purpose Area #4

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

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Purpose Area #4

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

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Purpose Area #4

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

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Purpose Area #4

G. Subawards (Subgrants)										
Description <i>Provide a description of the activities to be carried out by subrecipients.</i>		Purpose <i>Describe the purpose of the subaward (subgrant)</i>		Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>						
						Total Cost	Non-Federal Contribution	Federal Request		
Lauren Allard, Allard Consulting, LLC		Program Evaluation Services				\$15,000		\$15,000		
				Total(s)		\$19,078	\$0	\$19,078		
Consultant Travel (if necessary)										
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>		Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>				
				Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request	
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
				Total			\$4,078	\$0	\$4,078	
Narrative										
<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">· Ensure alignment of evaluation goals and objectives with evaluation of work products.· Identify initial and recurring program outputs and performance measures.· Conduct research using relevant information sources (e.g., program-related information, statutes, regulations, and national literature)· Collect and analyze all pertinent program qualitative/quantitative information.· Determine if the grant/program under review is operating efficiently and effectively, in compliance with stated policies and procedures, and achieving its intended goals.· Generate recurring and ad-hoc reports.· Ensure compliance with data entry and reporting in accordance with the NOA.· Enter data into project supported platforms and inform project staff of upcoming follow-ups and target achievement.										

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Purpose Area #4

H. Procurement Contracts									
Description <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>		Purpose <i>Describe the purpose of the contract</i>		Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
						Total Cost	Non-Federal Contribution	Federal Request	
									\$0
Total(s)						\$0	\$0	\$0	
Consultant Travel (if necessary)									
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>		Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>			
				Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
							\$0		\$0
Total						\$0	\$0	\$0	
Narrative									

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Purpose Area #4

I. Other Costs							
Description	Computation						
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).	Show the basis for computation						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
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	d 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 Registratio	\$150.00	1	\$900	\$0	\$900
TARCP Membership Fee	1	al Membershi	\$200.00	1	\$200	\$0	\$200
Total(s)					\$61,444	\$0	\$61,444
Narrative							

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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 Phase 1 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

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Purpose Area #4

J. Indirect Costs					
Description <small>Describe what the approved rate is and how it is applied.</small>		Computation <small>Compute the indirect costs for those portions of the program which allow such costs.</small>			
		Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution
					Federal Request
General Sessions Court Required		\$166,076.00	25.20%	\$41,852	\$10,137
					\$31,715
				Total(s)	\$41,852
					\$10,137
					\$31,715
Narrative					
		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 info: https://filetransfer.nashville.gov/portals/0/sitecontent/Finance/docs/Cost%20Accounting/OMB%20Super%20Circular.pdf 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.			

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Purpose Area #4

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 (DOI Financial Guide, Section 3.30)								
A. Personnel								
Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & 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	\$48,666.00	yearly	1	45%	\$21,900	\$21,900	\$0
Allison Tarpley	Program Manager	\$76,500.00	yearly	1	26%	\$19,890	\$19,890	\$0
Unknown	Peer Recovery Support Specialist	\$45,250.00	yearly	1	100%	\$45,250		\$45,250
Total(s)						\$87,040	\$41,790	\$45,250
Narrative								
<p>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.</p> <p>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.</p> <p>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.</p>								

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Purpose Area #4

B. Fringe Benefits					
Name		Computation			
List each grant-supported position receiving fringe benefits.		Show the basis for computation.			
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
Peer Recovery Support Specialist	\$69,000.00	34.40%	\$23,736	\$0	\$23,736
Total(s)			\$23,736	\$0	\$23,736
Narrative					
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%					

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Purpose Area #4

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Lodging, Meals, Etc.	Per day, mile, trip, Etc.	Compute the cost of each type of expense X the number of people traveling.						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
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
Total(s)								\$8,568	\$0	\$8,568
Narrative										
	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.									

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Purpose Area #4

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

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Purpose Area #4

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

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Purpose Area #4

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

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Purpose Area #4

G. Subawards (Subgrants)											
Description <i>Provide a description of the activities to be carried out by subrecipients.</i>		Purpose <i>Describe the purpose of the subaward (subgrant)</i>		Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>							
						Total Cost		Non-Federal Contribution		Federal Request	
Lauren Allard, Allard Consulting, LLC		Program Evaluation Services				\$15,000				\$15,000	
				Total(s)		\$19,078		\$0		\$19,078	
Consultant Travel (if necessary)											
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>		Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>					
						Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
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
						Total		\$4,078		\$0	
Narrative											
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.											
Lauren will also provide the following as the Lead Evaluator:											
<ul style="list-style-type: none">· Ensure alignment of evaluation goals and objectives with evaluation of work products.· Identify initial and recurring program outputs and performance measures.· Conduct research using relevant information sources (e.g., program-related information, statutes, regulations, and national literature)· Collect and analyze all pertinent program qualitative/quantitative information.· Determine if the grant/program under review is operating efficiently and effectively, in compliance with stated policies and procedures, and achieving its intended goals.· Generate recurring and ad-hoc reports.· Ensure compliance with data entry and reporting in accordance with the NOA.· Enter data into project supported platforms and inform project staff of upcoming follow-ups and target achievement.											

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Purpose Area #4

H. Procurement Contracts									
Description <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>		Purpose <i>Describe the purpose of the contract</i>		Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
						Total Cost	Non-Federal Contribution	Federal Request	
									\$0
Total(s)						\$0	\$0	\$0	
Consultant Travel (if necessary)									
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>					
				Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
							\$0		\$0
Total						\$0	\$0	\$0	
Narrative									

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Purpose Area #4

I. Other Costs							
Description	Computation						
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).	Show the basis for computation						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
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	d 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	45	overy Housing	\$200.00	4	\$36,000	\$0	\$36,000
TARCP Registration Fee	6	ard Registratio	\$150.00	1	\$900	\$0	\$900
TARCP Membership Fee	1	al Membershi	\$200.00	1	\$200	\$0	\$200
Total(s)					\$69,444	\$0	\$69,444
Narrative							

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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 45 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 Phase 1 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

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Purpose Area #4

J. Indirect Costs					
Description		Computation			
Describe what the approved rate is and how it is applied.		Compute the indirect costs for those portions of the program which allow such costs.			
	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
General Sessions Court Required	\$166,076.00	25.20%	\$41,852	\$10,137	\$31,715
		Total(s)	\$41,852	\$10,137	\$31,715
Narrative	<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 info: https://filetransfer.nashville.gov/portals/0/sitecontent/Finance/docs/Cost%20Accounting/OMB%20Super%20Circular.pdf 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>				

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Purpose Area #4

Budget Detail - Year 5								
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N (DOI Financial Guide, Section 3.10)								
A. Personnel								
Name <small>List each name, if known.</small>	Position <small>List each position, if known.</small>	Computation <small>Show annual salary rate & amount of time devoted to the project for each name/position.</small>						
		Salary	Rate	Time Worked <small>(# of hours, days, months, years)</small>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0
Narrative								

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Purpose Area #4

B. Fringe Benefits					
Name		Computation			
List each grant-supported position receiving fringe benefits.		Show the basis for computation.			
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					

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Purpose Area #4

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
<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>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
			N/A					\$0		\$0
Total(s)								\$0	\$0	\$0
Narrative										

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Purpose Area #4

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

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Purpose Area #4

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

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Purpose Area #4

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

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Purpose Area #4

G. Subawards (Subgrants)															
Description Provide a description of the activities to be carried out by subrecipients.			Purpose Describe the purpose of the subaward (subgrant)			Consultant? Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.									
						Total Cost		Non-Federal Contribution		Federal Request					
										\$0					
						Total(s)		\$0		\$0					
Consultant Travel (if necessary)															
Purpose of Travel Indicate the purpose of each trip or type of trip (training, advisory group meeting).		Location Indicate the travel destination.		Type of Expense Hotel, airfare, per diem		Computation Compute the cost of each type of expense X the number of people traveling.									
				Cost		Duration or Distance		# of Staff		Total Cost		Non-Federal Contribution		Federal Request	
										\$0				\$0	
						Total				\$0		\$0		\$0	
Narrative															
H. Procurement Contracts															

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Purpose Area #4

Description <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>		Purpose <i>Describe the purpose of the contract</i>		Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
					Total Cost	Non-Federal Contribution	Federal Request		
							\$0		
					Total(s)	\$0	\$0		
Consultant Travel (if necessary)									
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>		Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>			
				Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
							\$0		\$0
					Total		\$0	\$0	\$0
Narrative									

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Purpose Area #4

I. Other Costs							
Description	Computation						
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).	Show the basis for computation						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					\$0		\$0
Total(s)					\$0	\$0	\$0
Narrative							

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Purpose Area #4

J. Indirect Costs						
Description		Computation				
Describe what the approved rate is and how it is applied.		Compute the indirect costs for those portions of the program which allow such costs.				
		Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

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Budget Summary

Budget Summary											
Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.											
	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		
Budget Category	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	Totals(s)
A. Personnel	\$45,250	\$41,790	\$45,250	\$41,790	\$45,250	\$41,790	\$45,250	\$41,790	\$0	\$0	\$348,160
B. Fringe Benefits	\$23,736	\$0	\$23,736	\$0	\$23,736	\$0	\$23,736	\$0	\$0	\$0	\$94,944
C. Travel	\$8,568	\$0	\$0	\$0	\$8,568	\$0	\$8,568	\$0	\$0	\$0	\$25,704
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	\$57,094	\$0	\$56,644	\$0	\$61,444	\$0	\$69,444	\$0	\$0	\$0	\$244,626
Total Direct Costs	\$153,726	\$41,790	\$144,708	\$41,790	\$158,076	\$41,790	\$166,076	\$41,790	\$0	\$0	\$789,746
J. Indirect Costs	\$31,828	\$10,137	\$31,715	\$10,137	\$31,715	\$10,137	\$31,715	\$10,137	\$0	\$0	\$167,521
Total Project Costs	\$185,554	\$51,927	\$176,423	\$51,927	\$189,791	\$51,927	\$197,791	\$51,927	\$0	\$0	\$957,267
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N											No

**FISCAL AGENT MEMORANDUM OF UNDERSTANDING
BETWEEN THE GENERAL SESSIONS COURT OF THE METROPOLITAN
GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY
AND THE DAVIDSON COUNTY GENERAL SESSIONS RECOVERY COURT**

I. BACKGROUND

- A. According to the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) grant solicitation O-BJA-2024-171972, BJA is seeking applications for funding to enhance substance use treatment courts, including service coordination, management of treatment court participants, fidelity to the model, and recovery support services. This program furthers the DOJ's mission by providing resources to state, local, and federally recognized tribal governments to support treatment court programs for individuals involved with the justice system who have substance use disorders, including stimulant, opioid, and other substances, and for those at risk of overdose.
- B. The purpose of the BJA Adult Treatment Court Discretionary Grant Program is to reduce the misuse of opioids, stimulants, and other substances by people involved in the criminal justice system. Recognizing the significant increase in overdose deaths and their public health impact, BJA also encourages applicants to focus on preventing overdose and overdose deaths.
- C. The General Sessions Recovery Court is seeking funding under the BJA grant to allow the Court to enhance its program through increased autonomy and greater capacity to provide meaningful and beneficial services to eligible participants from Nashville and Davidson County areas served by the Court.

II. PURPOSE OF AGREEMENT

- A. General Sessions Recovery Court's proposal is in response to the grant's *Category 2: Enhancement* component. Under this category, the following entities are eligible to apply: State governments; Special district governments; City or township governments; County governments; Public housing authorities/ Indian housing authorities; Native American tribal governments (Federally recognized); Other: Public or private entities acting on behalf of a single treatment court through agreement with state, city, township, county, or tribal governments.
- B. The BJA grant requires the entity applying for funding on behalf of an adult treatment court (i.e., Metropolitan Government of Nashville and Davidson County)

to attach a Fiscal Agent Memorandum of Understanding to the application that describes:

- a) How the fiscal agent will coordinate directly with the treatment court for which funding is being sought.
- b) Agreement that the applicant entity will serve as the fiscal agent.
- c) How the overall objectives of the treatment court program will be addressed.
- d) Support for efforts to adhere to the evidence-based program principles included in National Association of Drug Court Professional's Adult Drug Court Best Practice Standards and the 10 key components defining drug courts.
- e) The treatment court administrator is a member of the court program and has authority to make decisions on behalf of the court.

III. AGREED UPON CONDITIONS

- A. Metropolitan Government of Nashville and Davidson County is the applicant agency on behalf of General Sessions Recovery Court for BJA grant O-BJA-2024-171972 satisfying the grant's applicant eligibility requirement.
- B. Metropolitan Government of Nashville and Davidson County agrees to serve as the fiscal agent under the grant (in accordance with any and all applicable federal guidelines related to the grant). As the Fiscal Agent, the Metropolitan Government of Nashville and Davidson County will have financial responsibility for and oversight of the Adult Treatment Court grant funds awarded under the Grant Contract.
- C. As the fiscal agent, Metropolitan Government of Nashville and Davidson County will directly coordinate with General Sessions Recovery Court regarding the grant. At minimum, this will include open lines of communication at all times between the two entities. Any other coordination efforts will be established between the two parties upon the grant award. On behalf of the General Sessions Recovery Court, the Fiscal Agent will establish and operate for the uses of the Adult Treatment Court, a designated account segregated on the Fiscal Agent's books. All amounts deposited into the ATC Account will be used in its support and subject to the conditions set forth below.
- D. The key objectives of General Sessions Recovery Court under this grant are to reduce recidivism by utilizing evidenced-based recovery support and substance use disorder treatment services to address behavioral health inequities among the target population. Furthermore, General Sessions Recovery Court will strive to reduce the negative impact substance use disorder has on the Metropolitan Nashville and Davidson County area, reduce associated crime, and increase accountability of

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program participants through additional training for its staff and data collection to improve program outcomes.

- E. The General Sessions Recovery Court grants coordinator/administrator is a member of the Court program and has authority to make decisions on behalf of the Court regarding this grant.
- F. Metropolitan Nashville and Davidson County Government supports the efforts of the General Sessions Recovery Court to follow the evidence-based program principles included in National Association of Drug Court Professional's 10 Best Practice Standards and the 10 key components.
- G. This MOU will commence and expire on the dates determined by the federal Bureau of Justice Assistance in accordance with grant O-BJA-2024-171972.

IV. MOU Participant Signatures



Signature



Date

The Honorable Melissa Blackburn
Presiding Judge *Pro Tem* | General Sessions Court
Metropolitan Government of Nashville & Davidson County



Signature




Date

Kyle Sowell
Court Administrator | General Sessions Court
Metropolitan Government of Nashville & Davidson County



Signature



Date

Rimou Abdou
Senior Finance Officer | General Sessions Court
Metropolitan Government of Nashville & Davidson County
(Grant Fiscal Agent)

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Signature

4/19/2024
Date

Allison Tarpley
Program Manager/Grants Coordinator
Davidson County General Sessions Recovery Court
(BJA Grant Project Manager)

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MEMORANDUM OF UNDERSTANDING

AGREEMENT between the General Sessions Recovery Court of the Metropolitan Government of Nashville and Davidson County, the Office of the District Attorney of Nashville, the Metropolitan Public Defender's Office of Nashville, and the Tennessee Recovery Foundation.

The parties to this Agreement endorse the mission and goals of the treatment court in order to enhance public safety, ensure participant accountability, and reduce the cost to society. By addressing criminal thinking, substance/alcohol use disorders, trauma, and mental and physical health, the participants will realize improved quality of life, thereby improving the lives of their families and the community. The parties recognize that for the goals and mission of the treatment court to be successful, cooperation and collaboration must occur within a network of systems.

The parties to this Agreement understand that the confidentiality of participants' alcohol and drug treatment records are protected under Federal regulations: Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2 and the HIPPA Privacy Rule, 45 CFR 160, 162, and 164. The parties agree to comply with all confidentiality requirements.

PROGRAM GOALS

Improve the lives of participants with substance use disorders in the criminal justice system through the integration of intensive supervision, alcohol and drug treatment, mental health services, alcohol and drug testing, and case management services with criminal justice system processing.

The parties agree that the program will follow the *10 Key Components of Drug Courts* in which the respective agencies will work cooperatively. They are:

1. Drug courts integrate alcohol and other drug treatment services with justice system case processing.
2. Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights.
3. Eligible participants are identified early and promptly placed in the drug court program.
4. Drug courts provide access to a continuum of alcohol, drug, and other related treatment and rehabilitations services.
5. Abstinence is monitored by frequent alcohol and other drug testing.
6. A coordinated strategy governs drug court responses to participant compliance.
7. Ongoing judicial interaction with each drug court participant is essential.
8. Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.
9. Continuing interdisciplinary education promotes effective drug court planning, implementation, and operations.
10. Forging partnerships among drug courts, public agencies, and community-based organizations generates local support and enhances drug court effectiveness.

INDIVIDUAL AGENCY RESPONSIBILITIES AND STAFF COMMITMENTS

Treatment Court Judge

1. The Judge will ensure a cooperative atmosphere for attorneys, probation officers, law enforcement, and treatment providers to stay focused on the task of providing participants with treatment and rehabilitation opportunities.
2. The Judge will ensure the integrity of the treatment court is maintained by having an understanding of the program's policies and procedures.
3. The Judge will participate as an active member of the Staffing Team and will chair the treatment court team.
4. The Judge will assist in motivating and monitoring the participants of the treatment court.
5. The Judge will gather information from the treatment court team and make all final decisions on incentives, sanctions that effect the participants.

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6. The Judge will act as a mediator to develop resources and improve interagency linkages.
7. The Judge will contribute to the education of peers, colleagues, and the judiciary in the efficacy of treatment court.
8. The Judge encourages participants to succeed, treats participants fairly and with respect and is not intimidating.
9. The Judge emphasizes treatment throughout the participant's time in the treatment court.

Ethical Considerations

- The Judge must show impartiality
- The Judge must be aware of ex parte communication
- The Judge must demonstrate judicial authority
- The Judge must not give up their final decision-making authority
- The Judge must recognize constitutional rights and follow appropriate legal processes

Treatment Court Coordinator

1. The Coordinator will assist in providing general oversight to the treatment court to include meeting attendance, grant reporting, and administration of the budget (to include management of contracts), program support, funding solicitation, and community outreach. The responsibilities exist for the term of this Agreement, as funding permits.
2. The Coordinator will facilitate communication between team members and partner agencies.
3. The Coordinator will assist with organizing court, events, and meetings and compiling supporting materials to disseminate to stakeholders and providers of services to maintain linkages.
4. The Coordinator will ensure the treatment court policies and procedures are updated annually and followed during program operations.
5. The Coordinator will ensure all team members follow confidentiality regulations and all appropriate forms are signed and circulated to the appropriate agencies.
6. The Coordinator will provide oversight of the statistical database and evaluation process of the treatment court.
7. The Coordinator will assist in providing or seeking continuing training for the treatment court team and will ensure all new team members receive a treatment court orientation before participating in their first staffing.

Ethical Considerations

- The Coordinator must be knowledgeable of each team members' ethical boundaries and how they are incorporated into the treatment court

Treatment Court Prosecutor

1. The Prosecutor will be assigned to the treatment court for the term of this Agreement and will participate as an active member of the Staffing Team and the Steering/Planning Team.
2. The Prosecutor will assist in identifying defendants arrested for specific offenses that meet program eligibility requirements.
3. The Prosecutor may help resolve other pending legal cases that affect participants' legal status or eligibility.
4. The Prosecutor will participate as a Team member during pre-court staffings and advocate for effective incentives and sanctions for program compliance or lack thereof.
5. The Prosecutor will participate as a Team member, operating in a non-adversarial manner during court, to promote a sense of a unified Team presence.
6. The Prosecutor will contribute to the education of peers, colleagues, and the judiciary in the efficacy of treatment court.
7. The Prosecutor agrees that a positive drug test or open court admission of drug possession or use will not result in filing of additional charges.
8. The Prosecutor makes decisions regarding the participant's continued enrollment in the program based on performance in treatment rather than on legal aspects of the case, barring additional criminal behavior.

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Ethical Considerations

- The Prosecutor must make decisions to protect public safety
- The Prosecutor must advocate for the victims' interest

Treatment Court Public Defender

1. The Public Defender will be assigned to the treatment court for the term of this Agreement and will participate as an active member of the Staffing Team and the Steering/Planning Team.
2. The Public Defender will advise the defendant as to the nature and purpose of the treatment court, the rules governing participation, the consequences of abiding or failing to abide by the rules, and how participating or not participating in treatment court will affect his/her interests.
3. The Public Defender will participate as a Team member, operating in a non-adversarial manner during court, to promote a sense of a unified Team presence.
4. The Public Defender will review the participant's progress in the program and advocate appropriately for effective incentives and sanctions for program compliance or lack thereof.
5. The Public Defender will ensure the constitutional rights of the participant are protected.
6. The Public Defender will advocate for the participant's stated interests.
7. The Public Defender will contribute to the education of peers, colleagues, and the judiciary in the efficacy of treatment court.
8. The Public Defender explains all the rights that the participant will temporarily or permanently relinquish.
9. The Public Defender explains that because criminal prosecution for admitting to substance or alcohol use in open court will not be invoked, the participant is encouraged to be truthful with the team.

Ethical Considerations

- The Public Defender must demonstrate integrity to the client
- The Public Defender must protect attorney/client privilege
- The Public Defender must insure the client's due process rights are protected

Treatment Court Probation Officer

1. The Probation Officer will be assigned to provide comprehensive case management and field supervision of treatment court participants for the term of this Agreement and to participate as an active member of the Staffing Team and Steering/Planning Team.
2. The Probation Officer will use a validated criminogenic risk/needs assessment tool to be conducted during the referral process to ensure the treatment court is serving the appropriate target population.
3. The Probation Officer will provide coordinated and comprehensive supervision and case management to include telephone contact, office/home/employment visits, as well as random field visits to participants' homes.
4. The Probation Officer will develop effective measures for alcohol and drug testing and supervision compliance reporting that provide the treatment court staffing team with sufficient and timely information to implement sanctions, incentives, and therapeutic interventions.
5. The Probation Officer will monitor/assist the participant compliance and progress to the adherence of the Judgement and Sentence order and program requirements.
6. The Probation Officer will participate in pre-court staffings and will provide updates on all active participants and advocate for effective incentives, sanctions, and therapeutic interventions during staffing.
7. The Probation Officer will coordinate the utilization of community-based services such as health and mental health services, victims' services, housing, entitlements, transportation, education, vocational training, and job skills training and placement to provide a strong foundation for participants.
8. The Probation Officer will utilize and deliver cognitive-behavioral interventions to address criminal thinking and increase a readiness for change.
9. The Probation Officer will contribute to the education of peers, colleagues, and the judiciary in the efficacy of treatment court.
10. The Probation Officer will develop a written case plan and update based ongoing risk and need assessment.

Ethical Considerations

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- The Probation Officer must make decisions to protect public safety
- The Probation Officer must inform the court of non-compliance with judicial orders in a timely manner

Treatment Court Treatment Provider

1. The Treatment Provider will participate fully as a Team member, for the term of this Agreement and will work as a partner to ensure the success of treatment court participants.
2. The Treatment Provider will operate in conjunction with the treatment court team for the assessment and placement of participants in the appropriate level of care to meet their treatment needs.
3. The Treatment Provider will utilize a validated clinical screening and assessment tool to ensure appropriate placement of participants.
4. The Treatment Provider will provide progress reports to the Team prior to staffing, so the Team will have sufficient and timely information.
5. The Treatment Provider will advocate for effective incentives, sanctions, and therapeutic adjustments during staffing.
6. The Treatment Provider will provide information to the Team on assessment, basis of alcohol/substance use, the impact of treatment on the participant, and the potential for relapse.
7. The Treatment Provider will ensure all confidentiality forms are signed with the client and the team.
8. The Treatment Provider will contribute to the education of peers, colleagues, and the judiciary in the efficacy of treatment court.
9. The Treatment Provider manages the delivery of treatment services and administers behavioral or cognitive-behavioral treatments that are documented in manuals and have been demonstrated to improve outcomes.
10. The Treatment Provider provides clinical case management, provides relapse prevention and continuing care and develops a continuing care plan with participants.

Ethical Considerations

- The Treatment Provider must keep its integrity to the client
- The Treatment Provider must have a valid release of information executed before sharing patient information
- The Treatment Provider only needs to share information that is pertinent to court requirements (i.e.; attendance, testing results, where client is in treatment, changes in client treatment)

In creating this partnership and uniting around a single goal of addressing an underlying problem affecting our community, we pledge to enhance communication between courts, law enforcement, advocacy groups, and treatment programs. Through this linkage of services, we expect greater participation and effectiveness in addressing treatment court participants involved in the criminal justice system.

All parties agree to be represented in the treatment court team. The treatment court team will be responsible for modifying and amending this Agreement. The treatment court team will address problems and issues as identified and develop policy and program modifications.

AGREEMENT MODIFICATIONS

Any individual agency wishing to amend and/or modify this Agreement will notify the coordinator of this issue(s). The coordinator will present the issue(s) to the Steering Team for the purpose of modifying and/or amending the Agreement. The issues will be decided by consensus (if possible) or by simple majority, if not.

TERMINATION OF AGREEMENT

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Individual agencies contemplating termination of their participation in this Agreement shall first notify the coordinator of their concerns. The coordinator shall attempt to resolve the program to ensure continuation of the treatment court. If the coordinator is unable to resolve the concern, the issue(s) will be presented to the Steering Team to reach a resolution. If unable to resolve the problem, the individual agency or department can exercise its right to terminate this Agreement by notifying all other agencies in writing a minimum of sixty (60) days prior to such termination.

IN WITNESS THEROF, the parties have caused their duly authorized representative to execute this Agreement.


Judge4-17-24
Date
Allison Lewis
Treatment Court Coordinator4/17/24
Date
Will G. Smith #025417
Prosecutor4-17-24
Date
Public Defender4/17/24
Date
Probation Officer4/22/24
Date
Treatment Provider4.17.24
Date

Question ID	Question Text	Answer
QUESTION_2939	Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?	Yes
QUESTION_2938	Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	Yes
QUESTION_2946	Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?	Yes
QUESTION_2868	Date:	4/19/2024
QUESTION_2867	Name:	Allison Tarpley
QUESTION_2866	On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority to make this certification on behalf of the applicant entity.	
QUESTION_2954	Title:	Other
QUESTION_2865	This certification must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority.	
QUESTION_2871	Phone:	615-806-9997
QUESTION_2870	Please specify your title:	AOR

QUESTION_2859	Date(s) the agency notified the applicant entity of the "high risk" designation:	
QUESTION_2858	Name(s) of the federal awarding agency:	
QUESTION_2878	Reason for "high risk" status as set out by the federal agency:	
QUESTION_2863	Email:	
QUESTION_2951	Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ?	No
QUESTION_2862	Phone:	
QUESTION_2861	Name:	
QUESTION_2860	Enter in the contact information for the "high risk" point of contact at the federal agency:	
QUESTION_2918	Does the applicant entity maintain a standard travel policy?	Yes
QUESTION_2920	Does the applicant entity adhere to the Federal Travel Regulation (FTR)?	Yes
QUESTION_2917	Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity/individual that is suspended/debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended/debarred sub-grantees and contractors, prior to award?	Yes

QUESTION_2916	Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	Yes
QUESTION_2915	Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	Yes
QUESTION_2914	Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	Yes
QUESTION_2913	Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award fund (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	Not Sure
QUESTION_2904	Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	Yes
QUESTION_2903	Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	Yes
QUESTION_2902	Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?	Yes
QUESTION_2896	Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?	Yes

QUESTION_2909	Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R Part 200?	Yes
QUESTION_2893	Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?	Yes
QUESTION_2892	Which of the following best describes the applicant entity's accounting system:	Automated
QUESTION_2888	Were material weaknesses noted in the report or opinion?	No
QUESTION_2887	On the most recent audit, what was the auditor's opinion?	Unqualified Opinion
QUESTION_2783	Enter the dollar amount of questioned costs (if none, enter "0"):	0
QUESTION_2782	Enter the number of findings (if none, enter "0"):	0
QUESTION_2819	Name of Audit Agency/Firm:	Crosslin Certified Public Accountants
QUESTION_2856	If the answer to the question below is "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.	
QUESTION_2778	If Other Audit and Agency - list type of audit:	
QUESTION_2777	"Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200	true

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QUESTION_2777	Financial Statement Audit	true
QUESTION_2777	Defense Contract Agency Audit (DCAA)	true
QUESTION_2777	Other Audit and Agency	true
QUESTION_2777	None	true
QUESTION_2776	For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.	
QUESTION_2886	Most Recent Audit Report Issued:	Within the last 12 months
QUESTION_2885	With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?	
QUESTION_2884	Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?	
QUESTION_2880	Unique Entity Identifier (UEI) Number:	LGZLHP6ZHM55
QUESTION_2883	Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)?	No

Audit**Case details**

Last updated by

Allison Tarpley
1h ago

Created by
Allison Tarpley
16d ago

Participants

No items

Attachment Research and Evaluation Independence and Integrity

Confidentiality and privacy are essential to providing services to adults with co-occurring substance use and mental health disorders. Precautions will be established so that when participants are referred for services, all information will be identified and processed to ensure privacy, confidentiality, absence of coercion, and eliminate risk for the individual without becoming an obstacle to working with other agencies and providers. The proposed project will ensure that policies regarding confidentiality and informed consent are extended to include the evaluation aspects and that services are provided in accordance with Participant Protection (SPP) standards, federal and state laws, and professional practice ethics. All participants who need the assistance of interpreters will be provided with one throughout their participation in services. Persons providing interpreter services will be required to adhere to all confidentiality standards. In all project and evaluation activities, staff will follow approved confidentiality procedures as outlined by the Office for Human Research Protections 45 Code of Federal Regulations (CFR) 46, Confidentiality of Alcohol and Drug Abuse Patient Records (42 CFR Part II), and the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Responses to Participant Protection guidelines will be updated as needed throughout the project.

Protect Participants and Staff from Potential Risks

Physical, medical, psychological, social, legal risks. The risks associated with the proposed project for the Davidson County General Sessions Recovery Court (GSRC) participants with substance use and/or co-occurring mental health disorders are consistent with those of participation in most substance abuse and behavioral health interventions. Risks include possible adverse effects that arise when experiences related to substance use and risky behaviors are brought up in counseling or therapy. To ensure informed consent, program and research staff will discuss these risks and how the problems will be managed if they occur. To minimize the negative effects of involvement in the study, interviewers will be trained to be sensitive and responsive to the emotional needs of the participants. Because the assessment process will be tightly integrated within the project's treatment programs, and will be implemented by experienced clinical staff, there will be ample opportunity for feedback and emotional support as needed. Medical attention in emergency situations will be accessible through normal medical resources. All facilities will be accessible and secure, and project staff will be trained to recognize any psychological, legal, or social issues that may arise during this project. Should it be necessary to address a participant's specific issues, a referral network is available to ensure that a participant in crisis can receive required assistance or treatment. Individuals have the option to terminate participation at any time. Another risk is misuse of confidential information by a member of the project team. To protect against such misuse, all team members will be trained in confidentiality procedures. If information must be shared, the individual will be given the opportunity to consent to the sharing of information with various agencies and the care management team must use strict guidelines in doing so.

The primary risk related to participation in the data collection activities is a breach of confidentiality regarding individually identifiable responses to sensitive questions. As detailed throughout this document, program and evaluation staff will take every precaution to ensure that no breach of confidential information occurs.

b) Procedures to minimize or protect against risks, including confidentiality risks. Participants will be informed at the start of their involvement in the program that all information they disclose in

program or evaluation activities is confidential unless program and/or evaluation staff determine that a participant is at risk for being harmed or presents a danger to harm oneself or others. If such information comes to the attention of program or evaluation staff, appropriate action will be taken in accordance with legal requirements and the appropriate agencies will be contacted. The proposed program manager will respond to any incident by identifying and responding to the participant's needs in a safe, confidential setting. Confidentiality will be of paramount importance in the collection of all data and information, as supervised by the evaluator. To maximize the validity of self-report information and to create a safe environment for participants to discuss sensitive issues, strict confidentiality will be maintained, and evaluation records will not be shared with program staff without permission from the consumer. Evaluation staff, however, will have access to program records as required for monitoring program implementation and related activities. In addition, all the safeguards for protecting confidentiality of the participants and their personal information will be in place (as described below in D.5. Privacy and Confidentiality).

c) Plans for guidance and assistance in the event of adverse effects. Adverse effects will be reported and reviewed on a priority basis by executive program and evaluation staff. If a participant appears to suffer an adverse effect from the project, the Project Director and/or clinician will meet with the participant (and family when applicable) to plan and implement further services needed. Program staff will immediately review any adverse effects to determine the appropriate course of action and develop a specific course of action to best minimize the likelihood of future adverse effects.

d) Alternative beneficial procedures. Project goals and activities focus on integrating behavioral health treatment and services for substance use disorders and co-occurring mental health disorders, permanent housing, and other critical services for recovery court participants and provide recovery-oriented treatment, access to healthcare services in Davidson County, Tennessee. Individuals will be free to decline participation in the project or evaluation at any time, and may enter alternative services at another treatment agency, or choose no services at all.

The proposed program fills a significant gap in the local continuum of services with a comprehensive evidence-based focused model for treatment of co-occurring substance use and mental health disorders in a recovery court. This model includes the use of Cognitive Behavioral Therapy, Motivational Interviewing, some Dialectical Behavioral Therapy and 12 step based systems. If the program identifies persons requiring a more intensive level of care (e.g., residential, or inpatient), GSRC has sufficient relationships in the local service communities to find the most beneficial treatment. In addition, the proposed model includes close ties with community partners in the general medical and social service to facilitate referrals for other needs. Because of the comprehensive nature of the proposed model and the extensive service linkages throughout the community, service recipients will not be denied any alternative procedures that may be beneficial to their recovery. The project will work in collaboration with other local and national agencies to synergize project efforts and to encourage involvement across agencies, thus creating natural partnerships and providing more local options.

Fair Selection of Participants

a) Description of the population of focus. The population of focus will be criminal justice involved adults (18+) with a substance use disorder and/or co-occurring disorder in the Davidson County, Tennessee. The GSRC program is in the state capital of Nashville and includes Davidson County.

Focus population demographics are expected to mirror current GSRC client demographics with 72% White, 25% African American, and 3% Hispanic. No individual will be excluded due to race, gender, ethnic group, or religious affiliation. Due to the prevalence of risk factors within this group, the project expects to serve at least 240 individuals over the grant period.

b) Basis for including vulnerable populations. Participants will come from the general population of the targeted county, including all races, religions, ages, socio-economic backgrounds, and cultures. This project will assist participants in their recovery, risk and protective factors, treatment opportunities, and self-help options. This project is specifically targeting GSRC participants and racial/ethnic minorities with substance use or co-occurring disorders who reside in Davidson County and are seeking recovery through legal diversion. This population has been described in the literature and through local needs assessments as being highly vulnerable due to lack of access to care, poor environmental supports, and elevated community risk factors. Program services will address the unique needs of these populations.

c) Rationale for including or excluding participants. Any stakeholder listed in the target population will be eligible for participation in project efforts. No exclusions will be made based on cultural-, age-, ability-, socioeconomic status-, and gender-specific needs. GSRC has a dedicated history of serving diverse cultural and stakeholder populations, ensuring broad representation with respect to culture, ethnicity, language, gender, or other special population characteristics.

d) Recruiting and selecting participants. Anyone may refer adults who are criminal justice involved to GSRC with co-occurring substance use and mental health disorders to the project, including law enforcement, attorneys, family members, friends, and representatives from social services agencies. Additionally, adults will be recruited through community-based outreach and engagement activities, including staff-led presentations to legal counsel, at community centers, social services agencies, and hospitals, as well as literature dissemination throughout the community. Program staff will interpret intake assessment information and determine eligibility and individual treatment/referral needs.

For evaluation recruitment, evaluation staff will fully explain that participation in the evaluation project is voluntary and not a requirement for receipt of services. The program model supports the development of participant self-efficacy and empowerment to achieve long-term recovery. This evaluation will encourage this decision-making process by offering potential participants the freedom to make their own decisions. It is necessary to conduct research with the target population because current substance abuse and behavioral health treatment models do not adequately address their unique needs. In accord with sampling needs, all eligible consumers will be invited to participate in the research project, with specific efforts to ensure effective and sensitive recruitment of minority participants and other special populations.

Once an individual is invited to participate and is deemed capable of giving informed consent, they will be told about the objectives of the study and will be invited to complete the intake assessment process. If the adult expresses an interest in participating, the project staff will then describe the evaluation objectives and timeline in more detail, verbally present the "Consent to Participate" form, and answer any questions that may arise. At this point, the "Consent to Participate" form will be signed. As part of the consent process, study participants would identify up to three individuals who would most likely be aware of their location if they move (to facilitate follow-up tracking) via a Locator Form.

Absence of Coercion

Explain if participation is required/voluntary. There will be no coercion for anyone to participate in the project. Coercion of participants in any form will be strictly prohibited within the project. It is expected that adults with substance issues or co-occurring mental health disorders who meet program criteria and are seeking recovery will be effectively engaged and participate willingly. These individuals will have the right of refusal of services. Participants who volunteer for the project will be informed that failure to participate in follow-up activities will not result in the discontinuation of services. All participants will be informed that their responses to any surveys or evaluation inquiries are entirely voluntary. Project staff will explain that treatment services are not in any way contingent upon participation in follow-up or evaluation activities and, as such, participation is entirely voluntary. As part of the intake process, participants will receive a description of the evaluation measures, have opportunities to ask questions, and will be asked if they would like to participate. It is hoped that full disclosure of evaluation objectives prior to baseline assessment will minimize attrition. If a willingness to participate is indicated, participants will be asked to sign a "Consent to Participate" form.

b) Participant Remuneration and Methodology. Respondents will receive a \$10 gift card if they choose to participate in an interview (as part of the evaluation) as incentives for their participation. Participants will be given the gift card incentive directly after completing an interview. The total amount of remuneration at each time point is low enough to maintain the voluntary nature of participation but shows respect for participants' time and inconvenience involved in submitting to follow-up interviews.

c) How participants may participate or receive services intervention. As stated above, participation in project and evaluation activities will be entirely voluntary. All consumers will be informed prior to any data collection activities that participation in data collection is voluntary, and that a decision not to participate will not affect their involvement in treatment activities in any way.

Data Collection

a) Data collection sources, procedures, and setting. The evaluation design will include both process and outcome objectives, including fidelity monitoring and timely reporting on performance measures. The Project Director (PD) and Evaluator (E) will oversee all evaluation activities.

Data Collection: Recovery Court in Tennessee use the TN-WITS web-based system which is a certified EHR to collect data including assessments, military status, arrests, incarcerations, co-occurring disorders, levels of care, discharge information, and other relevant data. All data will be collected via face-to-face interviews by the Case Manager (CM) at enrollment, 6 months post-enrollment, and discharge and submitted into the TN-WITS EHR system. Instruments will include the following screens: CAGE (substance use), ASI (addiction severity), SASSI (substance abuse), Trauma Screening Questionnaire (PTSD), C-SSRS (suicidal ideation), The Recovery Capital Scale, and other treatment assessments. The GSRC also uses the Adult Probation Database as well and can run several reports from this separate system. The PD will be responsible for reviewing all data entries.

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All clients will be informed about the evaluation and invited to participate. Clients deemed capable of informed consent, and desiring to participate, will sign a consent form. All staff will be trained in techniques to assist participants who need individualized assistance due to cultural challenges (norms, values, etc.), disability, language barriers, etc.

Data Management: Access to data in the TN-WITS system requires a user ID, password, and pin number which the Tennessee Department of Mental Health and Substance Abuse Services individually assigns to providers. TN-WITS will designate a unique identification number to each participant enrolled in GSRC and will then be able to provide demographic and service-related statistical information as needed. The ADPB system also requires a password protected login to enter, review and extract data. Hard copies of the data will be kept in the office of the GSRC in a locked and secure cabinet, in a locked office.

Data Analysis: For the process evaluation, descriptions of the treatment/recovery services enhancements and consumers will be developed using key informant interviews, focus groups, program observation, and document review. Further process measurement will occur through collection of service delivery information from the electronic systems. Outcome evaluation analysis will involve: 1) Preliminary analyses of baseline data to examine psychometric properties of measures; 2) Descriptive statistics of data to characterize the study population in terms of demographic, drug use, prior drug treatment, HIV risk behaviors, psychological functioning, and employment/housing stability; 3) Cross-tabular techniques and t-tests to be used to assess possible attrition biases, helping to identify subgroups most likely to remain in an intervention; and, 5) Analyses of changes from baseline will be assessed using analysis of variance (ANOVA) and covariance. By utilizing SAMHSA's quality improvement planning outline, the Evaluator will monitor progress on each of the project objectives as well as utilize a management-by-objectives framework to encourage project quality improvement based on evaluation findings, including but not limited to client outcomes, target enrollment numbers, and fidelity monitoring from national, cross-site, and local evaluation efforts. Deviations or barriers will be addressed using targeted training, project modifications, and/or technical assistance as necessary. Project modifications as a result of continuous quality improvement (CQI) efforts will be communicated with staff and partners during the quarterly meetings. The GSRC team will engage in the CQI process at these meetings using feedback to improve the project and help clients meet their needs.

b) Type of specimens (blood, urine) to be used. No specimens will be used.

Privacy and Confidentiality

a) Method for ensuring privacy/confidentiality. GSRC recognizes that Federal confidentiality laws and regulations protect any information about a project participant who has applied for or received substance abuse services from a program that is covered under the law, and this may include screening, referral, assessment, diagnosis, individual or group counseling, or treatment. This applies to any information that would identify the participant as an alcohol or drug user, either directly or by implication (Code of Federal Regulations Part 2, 42 CFR Part II). All project confidentiality standards are compliant with HIPAA regulations and 45 CFR 46.

As previously indicated, evaluation data will be collected by a trained Evaluator in a face-to-face interview format for each time point. Interviews will be conducted in a private setting at the service facility or in a location convenient for the client. All documentation that is collected will be coded

whenever possible to remove identifying information. All documents containing individually identifiable information will be stored in confidential files accessible only to employees who have signed confidentiality agreements and have been trained in Federal and State requirements.

b) Data collection, storage, access, and identity protection. All data will be used to monitor progress toward program goals and inform program pivots or enhancements. Local evaluation data (e.g., Recovery Capital Scale, Trauma Questionnaire, SASSI) will be entered and stored in a secure, password-protected database. Performance Measurement data will be collected, and a report provided to the Program Director by the Evaluator. This provides the opportunity for real-time edit checks and data cleaning as the assessment is occurring. This approach also minimizes costs and errors due to data entry and maximizes the availability of current data for use in program management. Any hard copy interview materials will be maintained in a secure location, in locked filing cabinets, in locked offices.

Upon enrollment, all participants are assigned a unique ID number via computer algorithm; other identifying information will also be encrypted. This eliminates the need to keep identifying information (e.g., name, address, birthdate) with test materials, protecting participant confidentiality. A separate encrypted file will be maintained to match ID numbers with identifying information (accessible only by the Evaluator).

Once the data are uploaded to the server and verified, working data files will be deleted from local workstations to ensure maximum confidentiality and server files will be converted to statistical formats (e.g., SAS, SPSS, R) for management and analysis. Variables and datasets will be labeled using an organized coding scheme considering the specific data element, sample, and time point. Codebooks will be generated to enhance capacity to organize data. All treatment and evaluation information will be maintained in accordance with guidelines for 45 CFR 46, HIPAA regulations, and Confidentiality of Alcohol and Drug Abuse Patient Records (42 CFR Part II).

Adequate Consent Procedures

a) Information type and purpose to participants, including use and privacy of data. During the participant's initial intake appointment, participants will be informed of their rights and responsibilities, risks, alternative treatments, and confidentiality. When individuals are enrolled in the project, they will be offered written and verbal information about their options and rights. Additionally, project staff will verify that all information is clearly stated and understood. Written informed consent for assessment and treatment will be obtained from the participant. Consent for assessment and treatment is explained to the participant verbally and in writing, and they are provided with copies of the consent. Staff ensures, to the fullest extent possible, that participants understand the nature of informed consent, what it means to participate in evaluation activities, and what data collection involves. During the consent process, participants are also informed about the uses of the data, the requirements of confidentiality, how their rights are protected, and what to do if they feel their rights have been, in any way, violated. All services are voluntary, and everyone has the right to refuse services without explanation or fear of derogatory treatment. They will also receive information about the program evaluation component and responsibilities associated with these procedures. Additionally, program participants will receive information concerning the confidentiality of individual clinical and program evaluation information. Individuals who do not consent to having individually identifiable data collected for evaluation purposes will still be allowed to participate in the program.

All data collected for the project will be used to report on project findings and to report on the effectiveness of services. Such data may be used to improve substance abuse or mental illness treatment service models by documenting specific intervention methods and program design characteristics. Data will be gathered by personnel trained in federal confidentiality regulations and will be stored in locked filing cabinets. Anonymous code numbers will be assigned to participants to facilitate any necessary tracking of participants.

b) Participant protection/rights. Each project participant will be invited to participate in the evaluation and follow-up activities and the following issues will be explained verbally and provided in writing (and by other means if necessary for participants' full comprehension) during the consent process. Each participant will be told that their participation in the project and evaluation is voluntary, and that they will still be eligible to receive project services even if they choose not to participate in the evaluation. They will also be told that they are free to withdraw from the project or evaluation at any time without any negative consequences or penalties. Risks from the project and evaluation (described in this document in Section D.7. Risk/Benefit Discussion) are minimal and will be explained during consent. In addition, we will describe the steps taken to protect them from risk, including a description of the data to be collected, protection of records, limits of confidentiality, alternatives to participation in this project, and the level additional protection afforded by a Certificate of Confidentiality.

c) Methods of obtaining participant consent. All information for the project will be obtained using informed consent and specific consent for the release of information will be used for all aspects of the project. The participants will be informed of the nature of the consent form, it will be read to them, and they will be given a copy of the signed form. The consent form will indicate the specific nature of the information and will cite applicable federal confidentiality regulations. A sample consent form is provided in this grant proposal. The consent form does not imply that participants waive any legal rights nor release the project from negligence and emphasizes that the participant is free to terminate involvement with the project at any time for any reason. This program does not serve youth, so youth assents will not be needed. Accommodation will be made to meet the needs of clients with disabilities, low literacy, or other factors limiting their ability to provide full informed consent. If assistance is required to complete the consent form, i.e., a person who is visually or hearing impaired, the person assisting with the interpretation will cosign the consent as a witness. Translators will provide similar assistance where indicated for participants who do not speak English.

d) Consent from legal guardians. When a participant is unable to complete informed consent due to cognitive or psychiatric issues, poor literacy, language barriers, or other reasons, a legal guardian (often a spouse or other designated representative) may sign on behalf of the participant. Evaluation staff will read the form to both the potential participant and their legal guardian and provide copies of the consent form if both the participant and their legal guardian agree to sign it. If the participant is later able to provide informed consent on his or her own behalf, we will repeat informed consent at that time. As stated above, this program will not serve youth, so consent from legal guardians of youth will not be required.

Sample Consent Form. A sample consent is included in this grant proposal.

Explain whether separate consents will be used for different stages or parts of the project. Separate consents will not be used for this project. As described earlier, written materials describing goals

and activities will be distributed to all members and project stakeholders. These materials will include a statement regarding the voluntary nature of participation, and the evaluation's commitment to protecting participants from any risks associated with participation. To maximize participant protection, consent will be obtained for all treatment activities and for participation in evaluation or other data collection activities. Individuals who choose not to participate in data collection activities will be informed that they are free to participate in other project activities to the extent that they choose.

Other consents. No other consents will be used. All individuals who choose to participate in the evaluation will be asked to sign the "Consent to Participate" document described above and will be provided with a copy of their signed consent document for their records. Individuals who choose not to participate in the evaluation will not be excluded from the program or denied program services. They will be informed that they are free to participate in the program and receive program services to extent that they choose.

Risk/Benefit Discussion. The benefits to adults who are in GSRC with co-occurring substance use and mental health disorders in this project far outweigh the risks of not having access to treatment. This focus population has a high need for services and support targeting their unique needs, and the proposed model offers these services with negligible risk. The model will ensure participants access a vast array of services including substance abuse intervention and treatment, mental health services, health screenings and referrals, as well as social and educational activities. Without access to these services, the focus population will continue to suffer substance abuse and mental health problems, and increased health care costs will continue to rise.

The risks to participants in the evaluation are relatively mild due to the integration of the data collection process with proposed assessment and treatment services. All participants in this project will receive services determined to be appropriate based on the results of intake assessment information.

Participants may experience occasional emotional discomfort related to content in the evaluation questionnaires, but this is expected to be minimal because all evaluation measures have been used extensively in other research protocols with little negative consequence. Staff will be trained to be sensitive to those questionnaire items most likely to be intrusive and they will receive instruction beforehand regarding how to deal appropriately with emotional content. It will be made clear that participants will be free to skip questions or discontinue at any time for any reason.

The potential benefits of this project with respect to the knowledge obtained are significant. As discussed in Section A, the prevalence of substance use and mental illness is a serious issue. This evaluation will serve to fully document the implementation of this project model and its efficacy in terms of clinical outcomes, treatment process, and societal costs. This project will provide a rich data source to describe fundamental principles, processes, and outcomes associated with a substance abuse treatment services model. Program implementation will be thoroughly documented so that successful program elements may be generalized to other providers and communities. It is expected that consumer-level process and outcome data collection will provide the critical link between implementation of specific treatment elements, subsequent recovery, and long-term maintenance. For example, participation in specific program elements or engagement with the program may be used to predict long-term outcomes, thus suggesting where the program may need to improve or modify services. If the program proves efficacious and cost effective, this

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project may provide a model that bridges the existing gap between adults suffering from co-occurring disorders of substance abuse and mental illness and evidence-based, culturally responsive treatment that addresses the unique needs of this focus population.



③

AT

 Federal Forms

Actions

[Solicitation Instructions](#)

- Standard Applicant Information
- Proposal Abstract**
- ✓ Data Requested with Application
- ✓ Proposal Narrative
- Budget and Associated Documentation
- ✓ Additional Application Components
- ✓ **Disclosure And Assurances**
- ✓ Disclosure Of Lobbying Activities
- Disclosure of Duplication In Cost Items**
- DOJ Certified Standard Assurances
- DOJ Certifications Regarding Lobbying
- Other Disclosures and Assurances
- Declaration and Certification to DOJ as to Application Submission

Information Grant Package Application Versions

OpportunityID	SolicitationID	Solicitation Title
O-BJA-2024-171972	SI-171972	BJA FY24 ATC
Application Case ID	Application Group Case ID	SF424_2_1

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29/2024

CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

- (1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.
- (2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
- (3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--
 - a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
 - b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
 - c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.
- (4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--
 - a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
 - b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
 - c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
 - d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.
- (5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).
- (6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).
- (7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

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(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Applicant will require that, throughout the period of performance--

- a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and
- b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.

(9) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(10) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self-Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(11) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, 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 for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Please Acknowledge

Signed

SignerID

allison.tarpley@jnsnashville.gov

Signing Date / Time

4/11/24 2:56 PM

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

U.S. DEPARTMENT OF JUSTICE

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; LAW ENFORCEMENT AND COMMUNITY POLICING

Applicants should refer to the regulations and other requirements cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations or other cited requirements before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and
- (c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals--

- (a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding the application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense

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agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by--

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);

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(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will--

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

5. LAW ENFORCEMENT AGENCY CERTIFICATION REQUIRED UNDER DEPARTMENT OF JUSTICE DISCRETIONARY GRANT PROGRAMS ("SAFE POLICING CERTIFICATION")

If this application is for a discretionary award pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to a State, local, college, or university law enforcement agency, the Applicant certifies that any such law enforcement agency to which funds will be made available has been certified by an approved independent credentialing body or has started the certification process. To become certified, a law enforcement agency must meet two mandatory conditions:

(a) the agency's use of force policies adhere to all applicable federal, State, and local laws; and

(b) the agency's use of force policies prohibit chokeholds except in situations where use of deadly force is allowed by law.

For detailed information on this certification requirement, see <https://cops.usdoj.gov/SafePolicingEQ>.

The Applicant acknowledges that compliance with this safe policing certification requirement does not ensure compliance with federal, state, or local law, and that such certification shall not constitute a defense in any federal lawsuit. Nothing in the safe policing certification process or safe policing requirement is intended to be (or may be) used by third parties to create liability by or against the United States or any of its officials, officers, agents or employees under any federal law. Neither the safe policing certification process nor the safe policing certification requirement is intended to (or does) confer any right on any third-person or entity seeking relief against the United States or any officer or employee thereof. No person or entity is intended to be (or is) a third-party beneficiary of the safe policing certification process, or, with respect to the safe policing certification requirement, such a beneficiary for purposes of any civil, criminal, or administrative action.

For detailed information on this certification requirement, see <https://cops.usdoj.gov/SafePolicingEO>.

The Applicant acknowledges that compliance with this safe policing certification requirement does not ensure compliance with federal, state, or local law, and that such certification shall not constitute a defense in any federal lawsuit. Nothing in the safe policing certification process or safe policing requirement is intended to be (or may be) used by third parties to create liability by or against the United States or any of its officials, officers, agents or employees under any federal law. Neither the safe policing certification process nor the safe policing certification requirement is intended to (or does) confer any right on any third-person or entity seeking relief against the United States or any officer or employee thereof. No person or entity is intended to be (or is) a third-party beneficiary of the safe policing certification process, or, with respect to the safe policing certification requirement, such a beneficiary for purposes of any civil, criminal, or administrative action.

6. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, 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 for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Please Acknowledge
Certified

SignerID
allisontarpley@jnsnashville.gov
Signing Date / Time
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Declaration and Certification to the U.S. Department of Justice as to this Application Submission

By [taking this action], I --

- 1. Declare the following to the U.S. Department of Justice (DOJ), under penalty of perjury: (1) I have authority to make this declaration and certification on behalf of the applicant; (2) I have conducted or there was conducted (including by the applicant's legal counsel as appropriate, and made available to me) a diligent review of all requirements pertinent to and all matters encompassed by this declaration and certification.
- 2. 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 application submission: (1) I have reviewed this application and all supporting materials submitted in connection therewith (including anything submitted in support of this application by any person on behalf of the applicant before or at the time of the application submission and any materials that accompany this declaration and certification); (2) The information in this application and in all supporting materials is accurate, true, and complete information as of the date of this request; and (3) I have the authority to submit this application on behalf of the applicant.
- 3. 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.

Please Acknowledge

Not Signed

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Signing Date / Time

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March 14, 2024

To Whom It May Concern,

I am writing on behalf of We Are One Recovery (WAOR) to express our unequivocal support for the grant application submitted by Davidson County General Sessions Recovery Court to the Bureau of Justice Assistance. Our endorsement stems from a well-established relationship with the Court, marked by mutual endeavors to provide comprehensive support for individuals in recovery.

Description of Relationship:

Our founder, Chad Curtis, shares a history of collaboration and mutual respect with Davidson County Recovery Court, dating back to his personal recovery journey 11 years ago. He's known of them and the work they do for about 15 years. Since establishing WAOR in 2019, our partnership has deepened, notably commencing with our involvement in recovery court staffing and the impactful placement of our first client—a testament to the court's inclusive approach. This client, a member of the LGBT+ community facing challenges in her previous residence, has since become a symbol of success and resilience under our combined guidance. She was our first client & first graduate. She is now coming up on two years clean & has worked at the same job since early recovery. She is a role-model for our clients.

Need/Benefit:

The provision of rental support from both the Mental Health Court of Davidson County and Thistle Farms has been pivotal for our clients housed at WAOR. The daunting challenge of securing employment and meeting financial obligations immediately upon recovery initiation can significantly hinder progress. By alleviating this initial stress, our clients are afforded the vital space to focus on their recovery journey, prioritize finding a sponsor, and engage in support meetings, thereby enhancing their overall success rate and integration into the community. We've seen more client success & business continuity with clients that have rental support upon entry to our program.

Ability to Meet Requirements:

Our confidence in the Court's ability to fulfill the grant's requirements is unwavering, particularly under the leadership of Allison Tarpley and Judge Robinson. Their compassionate, person-centered approach transcends the stigmas typically associated with addiction, fostering an environment of empathy and support that significantly contributes to the program's success. Their adherence to guidelines and provision of

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appropriate sanctions further exemplify their commitment to the well-being and advancement of those in recovery.

Conclusion:

In light of our shared objectives and proven track record of collaboration, WAOR is enthusiastic about the prospect of extending our support to more individuals through the envisioned rental assistance initiative. The success stories we've collectively nurtured underscore the transformative impact of such programs, affirming our belief in the proposed project's potential to effect meaningful change.

We are keen to continue this journey alongside Davidson County General Sessions Recovery Court and respectfully submit this letter of support in favor of their grant application to the Bureau of Justice Assistance.

Thank you for considering our endorsement.

Sincerely,

A handwritten signature in black ink, appearing to be 'J. Chad Curtis', written over a horizontal line.

Chief Executive Officer

J. Chad Curtis, LMSW/CTS/RAE/RAC/CPRS/CHSM/SAP

2 Spirit / Non-Binary

Pronouns, (He/She)

Chad@WeAreOneRecovery.org

615-962-2528

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6103 Mt. Pisgah Rd.
Nashville, TN 37211

April 11, 2024

Re: Davidson County Recovery Court
Letter of support

Footprints to Recovery is a community housing partner with recovery court. FTR is a 12-step based program serving men, women, and women & children who suffer from substance use disorder and are seeking a safe and supportive environment while working a 12-step program with a sponsor. Residents entering recovery housing are typically indigent and homeless due to their addictions which enhance criminal behavior. Funding dedicated to helping these individuals cover program costs and fees for an initial period would give them the opportunity to develop a routine and build a foundation in their community as they transition into a new life of recovery.

Financial stress along with the tasking schedule of recovery court and housing requirements can be overwhelming to clients in the beginning of recovery. The need for funding for these individuals is high as most of them have no family support and have barriers coming in such as: Getting an id, social security card and other documents necessary to begin working along with covering the cost of program fees to maintain housing and given time to find employment without being asked to leave housing due to not having the financial support. We believe this grant would greatly increase their chances of success in the program. We fully support Davidson County Recovery Court and believe in their mission to help reduce recidivism and teach people how to live healthy and fulfilled lives. As a partner of the recovery court for many years we have seen firsthand the dedication and compassion they share for their clients and believe they would use this grant to maintain that purpose.

If you have any questions, please do not hesitate to call me at (615) 526-7469.

Sincerely,

A handwritten signature in cursive script that reads "Jessi Cashion".

Jessi Cashion
Director of Operations



To whom it may concern,

I am writing on behalf of Recovery on Wildview in support for the grant application submitted by Davidson County General Sessions Recovery Court to the Bureau of Justice Assistance.

Recovery on Wildview has worked closely with Recovery Court for roughly 5 years. In that time we have seen the courts repeatedly go above and beyond their call of duty to help individuals struggling with alcoholism & drug addiction achieve sobriety.

These people are truly working from the heart.

Recovery on Wildview has been in business for 7 1/2 years. And in that time, the number one struggle we have seen our guests face outside of drugs and alcohol, is lack of financial resources. Lots of people seeking recovery have family support. They figure out where they want to go, whether that's detox, rehab, or sober living, and their family strokes a check. They also receive money for food, they have vehicles, plenty of clothes, everything they need to relax and focus on recovery. 90% of the time the exact opposite is true with clients that come through recovery court.

They come in with no money, they have no food, no means of transportation, really nothing but the clothes on their backs.

Sometimes they don't even have a telephone. Then they face the battle of finding a job with a criminal record, often very little work experience, no resumes, no transportation, no references, etc.

Generally it takes between one and two weeks for them to get a job. Then the job holds back the first weeks paycheck, so they don't get paid until two weeks after they start work. When they

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finally do get paid after a month of going without all the basic necessities of life, they find out they owe the sober living home they are living in somewhere between \$600 and \$1000. This is overwhelming to them, and in lots of instances they leave.

Granting these clients some sort of financial cushion, or buffer could be life-changing for many of them.

I'd like to put in writing that if Recovery Court is granted these funds, I do not care whatsoever whether or not Recovery on Wildview is ever the recipient of one single dollar. We just care that the funds go to help the clients in need, regardless of what sober living they choose.

In my opinion, Recovery Court is one of the last "recovery organizations" whose primary & singular mission is to improve the well-being of the people they work with. There is no organization with which I'm familiar who would be a more worthy recipient of these funds.

Sincerely,
Aaron Hamm
Owner
Recovery on Wildview
615-856-9134
recoveryonwildview.com

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APPLICATION FOR BJA FY24 Adult Treatment Court Program

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

A handwritten signature in blue ink, appearing to read "Kyle Sowell", written over a horizontal line.

Kyle Sowell, Court Administrator
General Sessions Court

A handwritten date "4-17-24" in blue ink, written over a horizontal line.

Date