



FY21 FAMILY DRUG COURT PROGRAM GRANT

Awarding Agency:	Department of Justice Office of Juvenile Justice Delinquency Prevention (OJJDP)
Project Period:	10/1/2021 - 09/30/2024
Federal Award Amount:	\$996,944.00
Match Amount:	\$283,746.00 (to be updated to reflect increased federal amount)
Total Award Amount:	\$1,280,690.00 (to be updated to reflect increased fed/match)
Award #:	15PJDP-21-GG-04515-COAP
Project Director:	Michelle Ardabily, 6th Judicial Circuit

Project Abstract

The Pinellas County Government, on behalf of the Sixth Judicial Circuit (SJC), will enhance and expand the Circuit's existing program. The purpose of the Pinellas Family Drug Treatment Court (FDTC) is to provide safe, nurturing, and permanent homes and developmental services for children while providing parents with the necessary support and services they need to achieve stable recovery. The overarching goal of the Circuit's FDTC is to reduce child maltreatment and/or neglect and support family stability and reunification. The FDTC focuses on adult parents with substance use disorders (SUD) or co-occurring substance use and mental disorders (COD).

Population of focus and number to be served: To assist families to break the intergenerational cycle of abuse, neglect, and trauma, due to parental SUD/COD, and to support the crime-and drug free lives of parents in all four dimensions of recovery (i.e., Health, Home, Purpose and Community), and to achieve the goal and objectives identified by OJJDP, the Pinellas FDTC will provide the enhanced services to at least **109 adults and their families over 36 months (36 adults/families per year)**.

Project Partners:

Project Partners: Pinellas County Government, Sixth Judicial Circuit, WestCare Gulf Coast Florida.

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Standard Applicant Information

Project Information

Project Title

Pinellas Family Treatment Court Enhancement

Federal Estimated Funding (Federal Share)

800000.00

Total Estimated Funding

1083746.00

Proposed Project Start Date

10/1/21

Applicant Estimated Funding (Non-Federal Share)

283746.00

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

Pinellas County

Type Of Applicant

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):

Application Submitter Contact Information

Application POC Prefix Name

Application POC First Name

Elisa

Application POC Suffix Name

Application POC Middle Name

Organizational Affiliation

Phone Number

727-464-8434

ORINumber

Title

Grants Section Manager

Fax Number

Executive Order and Delinquent Debt Information







Is Application Subject to Review by State Under Executive Order 12372? *

c. Program is not covered by E.O. 12372.

Is the Applicant Delinquent on Federal Debt?

No

SF424 Attachments (6)

 Name	Date Added
 manifest.txt	6/15/21
 Form SFLLL_2_0-V2.0.pdf	6/15/21
 Form SF424_3_0-V3.0.pdf	6/15/21
 SF424_3_0-1234-Areas Affected Attachment.pdf	6/15/21
 SF424_3_0-1235-Congressional Districts Attachment.pdf	6/15/21

[Load More](#)

Authorized Representative

Authorized Representative Information

Prefix Name

Mr.

First Name Middle Name Last Name Suffix Name

Barry ————— Burton —————

Title

County Administrator

Verify Legal Name, Doing Business As, and Legal Address

Entity Legal Name
PINELLAS, COUNTY OF

DUNS
055200216

Doing Business As:
BOARD OF COUN

Legal Address

Street 1

315 COURT ST RM 601

City

CLEARWATER

State

FL

Congressional District

13

Country

USA

Certification

The legal name + Doing Business As (DBA) and legal address define a unique entity in the system as represented in its entity profile. The profile

1. If this information is correct confirm/acknowledge to continue with completion of this application.

I confirm this is the correct entity.

Signer Name

Marie Kingsbury

Certification Date / Time

07/03/2021 03:47 PM

2. If the information displayed does not accurately represent the legal entity applying for federal assistance:

- a. Contact your Entity Administrator.
- b. Contact the System for Award Management (SAM.gov) to update the entity legal name/address.

3. If the above information is not the entity for which this application is being submitted, Withdraw/Delete this application. Please initiate a new app

Proposal Abstract

The lead applicant, Pinellas County Government, on behalf of the Sixth Judicial Circuit (SJC), is requesting *Family Drug Court Program (FY 2021)* funding for existing Pinellas County Family Drug Treatment Court (FDTC), established in 2016. The principal purpose of the Pinellas FDTC is to provide safe, nurturing, and services they need to achieve stable recovery. The overarching goal of the Circuit's FDTC is to reduce child maltreatment and/or neglect and support for occurring substance use and mental disorders (COD). The rapidly intensifying national opioid epidemic is hitting home. Data from the Sixth Judicial Circuit and the local judicial system. With local opioid abuse (and drug abuse in general) rapidly intensifying, Pinellas County government, the SJC, and its FDTC stakeholders (parents), as well as parent with COD, with the highest risk/need. *Families Staying On Track*, is the Pinellas FDTC Team's plan to continue to implement a court (and families) over a grant period of 36 months. Medication Assisted Treatment (MAT) also will be offered to participants as clinically indicated. Project goals include with COD to improve the mental, behavioral, and social functioning among parents and families, leading to family stabilization and reunification (when safe to do employed including Cognitive Behavioral Therapy (CBT), Motivational Interviewing (MI), Motivational Enhancement Therapy (MET) and Relapse Prevention (data collection, analysis, and report, as well as, progress monitoring to ensure fidelity to the FDTC model and evidence-based programs and practices. Research is r

Proposal Narrative



Name
Project Timeline.pdf

Category
Proposal Narrative

Created by
Marie Kingsbury



Name

Category

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Goals, Objectives, Deliverables, and Timeline

Goal Statement

Enhance the Pinellas County Family Drug Treatment Court (FDTC) to increase the capacity of the FDTC team to intervene with substance abusing adult parents and e

Objective	
Finalize a plan for new project implementation. Pinellas FDTC team meets to review Notice of Award, and to finalize/formalize partner agreements and implementati	
All program participants receive a comprehensive evaluation. Administer an integrated screening and assessment protocol, structured clinical interview with counselc	
All program participants will have an individualized Health and Wellness Plan (aka Individualized Service/Treatment Plan)	
All program participants will receive ASAM Level SUD treatment services. Deliver ASAM Level SUD treatment services to participants as clinically indicated. Participa	
Children and family members of program participants will receive services as applicable. Deliver services to children and family members, based on need. Weekend	
Ensure project progress and success. Implement the QA plan, collect and analyze data, and complete required reporting.	
Deliverable	Fiscal Year
Policies/Procedures/Protocols	2021
Action Plans	2021
Programmatic Reports	2022
Other Implementation of a program	2021

Budget and Associated Documentation

Year 1 Year 2 Year 3

> Instructions

Travel

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost	Non-Federal Contribution
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No items

Travel Total Cost

\$0.00

Year 1 Year 2 Year 3

> Instructions

Equipment

Equipment Item	# of Items	Cost	Total Cost
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Equipment Item	# of Items	Cost	Total Cost
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No items

Equipment Total Cost

\$0.00

Year 1 Year 2 Year 3

> **Instructions**

Supply Items

Purpose of Supply Items	# of Items	Unit Cost	Total Cost
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No items

Supplies Total Cost

\$0.00

Year 1 Year 2 Year 3

> **Instructions**

Construction

Purpose of Construction	Description of Work	# of Items	Cost
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No items

Construction Total Cost

\$0.00

Year 1 Year 2 Year 3

> **Instructions**

Subawards (Subgrants)

	Description	Purpose	Consultant	Country	State/U
1	WestCare	In-Kind		United States	Florida
2	WestCare Gulfcoast Florida	Federal Request		United States	Florida

Subawards Total Cost

\$125,890.00

Add Consultant Travel

Additional Narrative

Director of Out Patient Services (.15 FTE)(In-Kind): Director of Out Patient - will oversee daily operations and program services. They will provide clinical and and engage stakeholders in a recovery support model. The Director will facilitate the use of program data into performance improvement where needed. They will mai 15% of \$60,000 annual salary = \$9,000

Data Coordinator (.15 FTE)(In-Kind): The Data Coordinator is responsible for entering client information into data system database, run data reports, report on tre 15% of \$55,000 annual salary = \$8,250

Counselors (2 FTEs): Counselors will provide evidence-based outpatient and home-based substance abuse treatment services, as well as, manualized parenting/ 0% of \$71,140 annual salary in year 1, salary covered by other funds in year 1

Peer Recovery Coach (1 FTE): The Recovery Coach will serve several roles. They are role models and are constantly uncovering motivation for clients continued and responsibilities. Recovery Coaches have often had similar life experiences. This benefits the client with maintaining hope and not getting discouraged during l 0% of \$27,040 annually salary in year 1, salary covered by other funds in year 1

Fringe Benefits: Employee fringe benefits include FICA, State Unemployment, Workers Compensation, Health, Life, Dental and Disability Insurance and Retireme Director of Treatment Services – In Kind \$9,000 * 21.9% = \$1,971

Data Coordinator – In Kind \$8,250 * 21.9% = \$1,807

Counselors and Peer Recovery Coach \$0 * 21.9% = \$0 in year 1

Travel: National Travel: Four staff will travel annually to a required Joint Grantee Meeting for three days to a location to be determined with the travel costs are bas

Airfare \$500 *4 staff *1 trip \$2,000

Lodging \$150/day*4 staff *3 days*1 trip \$1,800

Per Diem \$55/day*4 staff *3 days*1 trip \$660

Transportation Shuttle to & from airport \$120

NADCP Membership fees \$60 *4 staff \$240

NADCP Conference Fees \$685 *4 staff \$2,740

Local travel is estimated that 500 miles per month will be required for the Counselors and Peer Recovery Coach to visit families in their homes and to appropriate 500 miles * \$.57/mile * 12 months = \$3,420

Total travel \$10,980

Supplies:

Program supplies will include bus passes, educational materials, office supplies, etc.

\$500/month * 12 months = \$6,000

Operations:

Residential treatment beds - Dependency Treatment Court periodically has clients that need a higher level of treatment care than intensive outpatient. Clients will 365 days each for a total of 730 bed days.

\$75/day/bed * 0 days = \$0 in year 1 residential beds covered by other funds in year 1

Recovery Housing Services gives clients a safe place to reside on their journey in recovery and transition back into the community. Recovery Housing offers trans Assistance is estimated up to 6 months per client for 6 clients per year.

\$1,200/month * 6 months/client * 6 clients = \$43,200

Relapse Stabilization (In-Kind) – Bed space will be available for clients to have a safe environment to recover if they relapse and then return to residential treatme facility.

\$30/day * 120 days per year = \$3,600

Camp Mariposa – Camp Mariposa® St. Petersburg is an addiction prevention and mentoring program for children affected by a family member's substance use. C traditional camp activities combined with education and support exercises led by mental health professionals and trained mentors. Additional educational, social a build knowledge, coping skills, confidence and an opportunity to connect with one another. Camp Mariposa provides a safe, fun and supportive environment critic: \$5,035/child/year * 3 children in year 1 = \$15,105

Rent of facility to conduct clinical services and group counseling. Rent includes utility expenses such as electric, water and sewer.

\$500/month * 0 months = \$0 in year 1 Rent is covered by other funds in year 1

Communications includes office phone and office fax line for staff, cell phone for staff is required for timely communication as well as safeguard for staff as they ar \$355/month * 0 months = \$0 in year 1 Communications are covered by other funds in year 1

Copier Lease & Maintenance required for the operation of the program and maintaining client files and other required documentation and reporting.

Maintenance agreement covers the cost of copier toner and general maintenance of the copier.

\$100/month * 0 months = \$0 in year 1 Copier is covered by other funds in year 1

Staff Recruitment includes advertising vacant positions, recruit skillful staff, and obtain background checks to ensure the most qualified and efficient staff is hired.

\$0/new hire = \$0 in year 1 Staff Recruitment is covered by other funds in year 1

Property & Liability Insurance represents property and general liability insurance.

\$200/month * 0 months = \$0 in year 1 Insurance is covered by other funds in year 1

Indirect: These expenses consist of administrative expenses that are necessary to the overall operation of the agency. The central administrative office performs consist of the following departments and expenses: Grants, Contracts and Public Relations, Finance, Quality Improvement, Risk Management, Business Develop Information Systems.

Federally approved indirect rate is 26%.

\$75,285 * 26% = \$19,574

\$10,200 * 20% = \$2,040
In Kind \$24,628 * 26% = \$6,403

Year 1 Year 2 Year 3

> **Instructions**

Procurement Contracts

Description	Purpose	Consultant	Country	State/U
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No items

Do you need Consultant Travel?

Yes

Procurement Cost

\$0.00

Consultant Travel

COMPUTE THE COST OF EACH TYPE OF EXPENSE X THE NUMBER OF PE

Purpose of Travel	Location	Type of Expense	Cost	Duration of
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No items

Consultant Travel Total Cost

0.00

Procurement Total Cost

\$0.00

Year 1 Year 2 Year 3

> **Instructions**

Other Costs

| | | | | | |

Description	Quantity	Basis	Costs	Length of Time	T
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No items

Other Costs Total Cost
\$0.00

[Year 1](#) Year 2 Year 3

> **Instructions**

Indirect Costs

Description	Base	Indirect Cost R
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No items

Indirect Costs Total Cost
\$0.00

Additional Narrative

Budget Summary

Budget / Financial Attachments
Indirect Cost Rate Agreement



Name
[Indirect cost agreement 7.1.19-7.1.23.pdf](#)

Category
Budget Indirect Cost Rate Agreement

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Marie Kingsbury

Financial Management Questionnaire (Including applicant disclosure of high-risk status)



Name
[FinancialCapability signed May 2021.pdf](#)

Category
Budget Financial Management Questionnaire

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Marie Kingsbury

Additional Attachments

No documents have been uploaded for Additional Attachments

Additional Application Components

Tribal Authorizing Resolution

No documents have been uploaded for Tribal Authorizing Resolution

Research and Evaluation Independence and Integrity Statement

No documents have been uploaded for Research and Evaluation Independence and Integrity Statement

Additional Attachments

No documents have been uploaded for Additional Attachments

Disclosures and Assurances

Disclosure of Lobbying Activities



Name
Form SFLLL_2_0-V2.0.pdf

Category
LobbyingActivitiesDisclosure

Created by
—

Disclosure of Duplication in Cost Items

No. [Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federal agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the

OMB APPROVAL NUMBER 1121-0140

EXPIRES 05/31/2019

U.S. DEPARTMENT OF JUSTICE

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:

- (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 to the award.
- (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 resources to 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 a way that would create a 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:
 - 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 703 of the Civil Rights Act of 1964 (42 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 (18 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 20110(e) of the Omnibus Crime Control and Safe Streets Act of 1968, 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 no application may include, but are not limited to, 28 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and sta 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 cor 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. P

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to 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 (wh 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 perf

- 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 indep in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accredi

(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 th
- 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 p

(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. § 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 § 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 m 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 su 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. provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Signed

SignerID

mkingsbury@co.pinellas.fl.us

Signing Date / Time

7/2/21 3:54 PM

U.S. DEPARTMENT OF JUSTICE

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

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 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") det

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 Federal agency, or any 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 contract;
- (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 other than the Applicant, the Applicant shall complete and submit to the Department a statement of the amount and purpose of such other funds; 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 subcontract 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 and assures 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 participation in Federal contracts, subcontracts, or subgrants;
- (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 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, 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 the Applicant's ability to discharge its specific Federal obligations;
- (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); and
- (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 is a Federal contractor, and where the Applicant is unable to certify to any of the statements in this certification, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; 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 (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the authority responsible for collecting the tax liability, or (3) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to 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;
- (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);
- (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 the date of 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 a 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;
 - (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 or law enforcement official;
 - (3) 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 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, the law enforcement agency must submit a certification to the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of a convicted employee to the Department, as follows:

- (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/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 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. No person or entity seeking relief against the United States or any officer or employee thereof. No person or entity is intended to (or does) confer any right on any third-person or entity 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 it 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 is submitted (under 31 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. §§ 3709-3710 in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Certified

SignerID

mkingsbury@co.pinellas.fl.us

Signing Date / Time

7/27/21 3:54 PM

Other Disclosures and Assurances



Name
NOT APPLICABLE.docx

Category
Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable)

Created by
Marie Kingsbury

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, 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 submission:

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 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 the 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 the application and in all supporting materials is accurate, true, and complete information as of the date of this request;

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 application, I am making a representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment of such information or statement) is prohibited by 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.

Signed

SignerID

mkingsbury@co.pinellas.fl.us

Signing Date / Time

7/2/21 3:55 PM

Other

No documents have been uploaded for Other

Certified

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): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text" value="06/15/2021"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text" value="FL"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="Pinellas County Board of County Commissioners"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="59-6000800"/>	* c. Organizational DUNS: <input type="text" value="0552002160000"/>	
d. Address:		
* Street1:	<input type="text" value="c/o Pinellas County Office of Management & Budget"/>	
Street2:	<input type="text" value="14 S. Fort Harrison Ave., 5th Floor"/>	
* City:	<input type="text" value="Clearwater"/>	
County/Parish:	<input type="text" value="FL"/>	
* State:	<input type="text" value="FL: Florida"/>	
Province:	<input type="text"/>	
* Country:	<input type="text" value="USA: UNITED STATES"/>	
* Zip / Postal Code:	<input type="text" value="33756-5105"/>	
e. Organizational Unit:		
Department Name: <input type="text" value="Human Services"/>	Division Name: <input type="text" value="Grants Division"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text"/>	* First Name:	<input type="text" value="Elisa"/>
Middle Name: <input type="text"/>		
* Last Name:	<input type="text" value="DeGregorio"/>	
Suffix: <input type="text"/>		
Title:	<input type="text" value="Grants Section Manager"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="727-464-8434"/>	Fax Number: <input type="text"/>	
* Email:	<input type="text" value="edegregorio@pinellascounty.org"/>	

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:**

Office of Juvenile Justice Delinquency Prevention

11. Catalog of Federal Domestic Assistance Number:

16.585

CFDA Title:

Drug Court Discretionary Grant Program

*** 12. Funding Opportunity Number:**

O-OJJDP-2021-92009

* Title:

OJJDP FY 2021 Family Drug Court Program

13. Competition Identification Number:

C-OJJDP-2021-00064-PROD

Title:

2-Enhancing Family Drug Courts

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

1234-Areas Affected Attachment.pdf

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Pinellas Family Treatment Court Enhancement

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="800,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="266,666.67"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="1,066,666.67"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

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 218, Section 1001)**

** I AGREE

** 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.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

14. Areas Affected By Project:

The service area will be Pinellas County, Florida, in the Florida State Courts Sixth Judicial Circuit. Pinellas County is located in the greater Tampa Bay area on the west coast of Florida.

16. Congressional Districts that serve Pinellas County:

FL-012 – serves a portion of North Pinellas County

FL-013 – serves Pinellas County exclusively

Proposed program will only serve Pinellas County residents.

DISCLOSURE OF LOBBYING ACTIVITIES

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

OMB Number: 4040-0013
Expiration Date: 02/28/2022

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 type="checkbox"/> a. bid/offer/application <input checked="" 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:

Prime SubAwardee

* Name: Pinellas County Board of County Commissioners

* Street 1: c/o Office of Management & Budget Street 2: 14 S. Fort Harrison Ave., 5th Floor

* City: Clearwater State: FL: Florida Zip: 33756-5105

Congressional District, if known: 12, 13

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency: U.S. Department of Justice, OJJDP	7. * Federal Program Name/Description: Drug Court Discretionary Grant Program
	CFDA Number, if applicable: 16.585

8. Federal Action Number, if known: 	9. Award Amount, if known: \$
--	---

10. a. Name and Address of Lobbying Registrant:

Prefix: * First Name: N/A Middle Name: N/A

* Last Name: N/A Suffix:

* Street 1: N/A Street 2: N/A

* City: N/A State: Zip: N/A

b. Individual Performing Services (including address if different from No. 10a)

Prefix: * First Name: N/A Middle Name: N/A

* Last Name: N/A Suffix:

* Street 1: N/A Street 2: N/A

* City: N/A State: Zip: N/A

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: Gabriela Piloseno

* Name: Prefix: * First Name: Barry Middle Name: * Last Name: Burton Suffix:

Title: County Administrator Telephone No.: 7274643485 Date: 06/15/2021

Federal Use Only: Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)



Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: **Pinellas County Board of County Commissioners**
 Street1: **14 S. Fort Harrison Ave., c/o OMB, 5th Floor**
 Street2:
 City: **Clearwater**
 State: **FL**
 Zip Code: **33756**

2. Authorized Representative's Name and Title:

Prefix: **Mr.** First Name: **Barry** Middle Name:
 Last Name: **Burton** Suffix:
 Title: **County Administrator**

3. Phone: **727-464-3485** 4. Fax:
 5. Email: **grantsCOE@pinellascounty.org**

6. Year Established: 1911	7. Employer Identification Number (EIN): 596000800	8. DUNS Number: 0552002160000
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9. a) 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)? Yes No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).



AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

Yes No

9. c) 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)?

Yes No

If "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.

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.

10. Has the applicant entity undergone any of the following types of audit(s)(Please check all that apply):

"Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200

Financial Statement Audit

Defense Contract Agency Audit (DCAA)

Other Audit & Agency (list type of audit):

Bureau of Justice Assistance

None (if none, skip to question 13)

11. Most Recent Audit Report Issued: Within the last 12 months Within the last 2 years Over 2 years ago N/A

Name of Audit Agency/Firm: Crowe Horwath, LLP

AUDITOR'S OPINION

12. On the most recent audit, what was the auditor's opinion?

Unqualified Opinion Qualified Opinion Disclaimer, Going Concern or Adverse Opinions N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 0

Enter the dollar amount of questioned costs (if none, enter "\$0"): \$0

Were material weaknesses noted in the report or opinion? Yes No

13. Which of the following best describes the applicant entity's accounting system:

Manual Automated Combination of manual and automated

14. 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 No Not Sure

15. 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 No Not Sure

16. 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 No Not Sure



<p>17. 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?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>18. 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)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>19. 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?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
PROPERTY STANDARDS AND PROCUREMENT STANDARDS	
<p>20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (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?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>21. 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?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>22. a) 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?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>23. 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 or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
TRAVEL POLICY	
<p>24. Does the applicant entity:</p> <p>(a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(b) adhere to the Federal Travel Regulation (FTR)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
SUBRECIPIENT MANAGEMENT AND MONITORING	
<p>25. 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)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p><input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>



26. 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 No Not Sure
- N/A - Applicant does not make subawards under any OJP awards

27. 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 No Not Sure
- N/A - Applicant does not make subawards under any OJP awards

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

- Yes No Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

[Redacted]

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

[Redacted]

(c) Contact information for the "high risk" point of contact at the federal agency:

Name:

[Redacted]

Phone:

[Redacted]

Email:

[Redacted]

(d) Reason for "high risk" status, as set out by the federal agency:

[Redacted]

CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(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)

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 and information to make this certification on behalf of the applicant entity.

Name:

Matthew Tolnay

Date:

May 26, 2021

Title:

- Executive Director Chief Financial Officer Chairman

Other: County Administrator

Phone:

727-464-3485

APPROVED AS TO FORM

By: Matthew Tolnay

Office of the County Attorney

Budget Detail Worksheet

OMB Approval NO.: 1121-0329

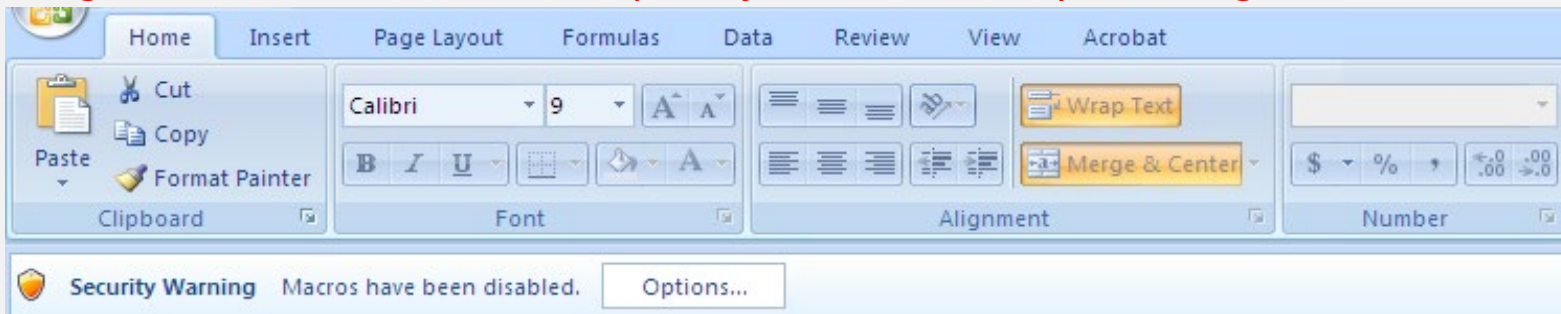
Expires 11/30/2020

For a 508 compliant, accessible version of the Budget Detail Worksheet, use the following link:

<https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet/BDW508.pdf>

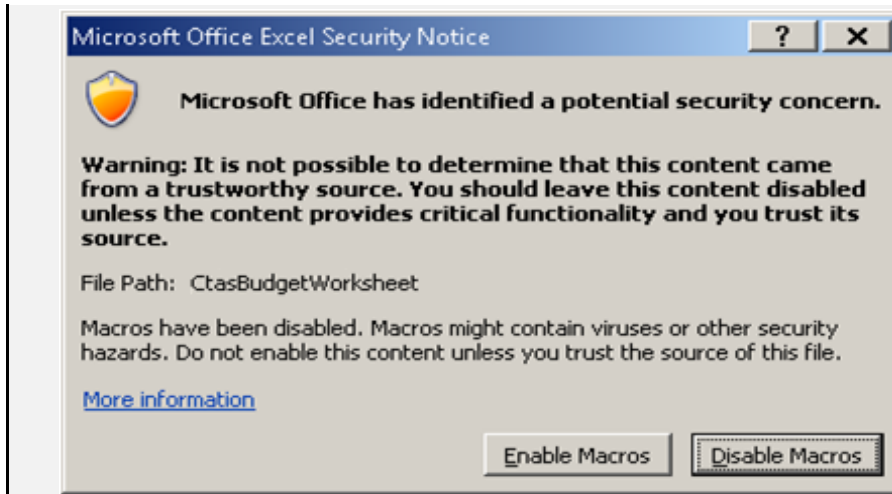
Worksheet Instructions

Note: This document requires macros be enabled to work properly. Please ensure that macros are enabled before entering any data. You may be able to enable macros by choosing the "Enable this content" option from the Security Warning Ribbon above.



If the ribbon is not visible you may have been prompted to enable macros when you opened the document as pictured here. If you elected to disable macros,

Budget Sheet Instructions



please close the document and reopen it with macros enabled.

Purpose:

The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any non-federal (match) amount in the appropriate category, if applicable.

How to use this Workbook:

The workbook includes several different worksheets. The first worksheet (this one) is an instruction sheet; the next worksheet includes the budget detail worksheet and narrative for year 1. There are duplicates of this worksheet for years 2-5 that can be completed as necessary. The last worksheet is a Budget Summary. It compiles all of the relevant budget information into a single location and should be reviewed for correctness before the workbook is uploaded to the GMS application.

Step by Step Usage:

1. Please read and print this instruction page. It can be used as a reference while completing the rest of the document.
2. For each budget category, you can see a sample by viewing the 'Budget Detail Example Sheet'.
3. The 'Definitions' tab explains terms used in the instructions for the various budget categories.
4. **Record Retention:** In accordance with the requirements set forth in 2 CFR Part 200.333, all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
5. The information disclosed in this form is subject to the Freedom of Information Act under U.S.C. 55.2.

Budget Point of Contact Information:

Contact Name:	Last:		First:		Middle:	
Contact Phone:		Contact Fax:		Contact Email:		

Worksheet Index:

Tab
Budget Detail - Year 1
Budget Detail - Year 2
Budget Detail - Year 3

Budget Sheet Instructions

Budget Detail - Year 4	
Budget Detail - Year 5	
Budget Summary	
Example - Budget Detail Sheet	
Definitions	
Budget Category Descriptions:	
<i>Personnel</i>	List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the budget narrative, include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Fringe Benefits</i>	Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Travel</i>	Itemize travel expenses of staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate whether applicant's formal written travel policy or the Federal Travel Regulations are followed. Note: Travel expenses for consultants should be included in the "Consultant Travel" data fields under the "Subawards (Subgrants)/Procurement Contracts" category.
<i>Equipment</i>	List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). <u>Expendable</u> items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contracts" data fields under the "Subawards (Subgrants)/Procurement Contracts" category. In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Supplies</i>	List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project. All requested information must be included in the budget detail worksheet and budget narrative.

Budget Sheet Instructions

<p><i>Construction</i></p>	<p>Provide a description of the construction project and an estimate of the costs. Minor repairs or renovations may be allowable and should be classified in the “Other” category. OJP does not currently fund construction programs. Consult with the program office before budgeting funds in this category. All requested information must be included in the budget detail worksheet and budget narrative.</p>
<p><i>Subawards (Subgrants), Procurement Contracts, & Consultant Fees</i></p>	<p>Subawards (see “Subaward” definition at 2 CFR 200.92): Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient, enter the subrecipient entity name, if known. Please indicate any subaward information included under budget category G. Subawards (Subgrants)/Procurement Contracts by including the label “(subaward)” with each subaward entry.</p> <p>Procurement contracts (see “Contract” definition at 2 CFR 200.22): Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant’s formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$150,000).</p> <p>Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of the DOJ grant-making component’s maximum rate for an 8-hour day (currently \$650) require additional justification and prior approval from the respective DOJ grant-making component. All requested information must be included in the budget detail worksheet and budget narrative.</p>
<p><i>Other Costs</i></p>	<p>List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. All requested information must be included in the budget detail worksheet and budget narrative.</p>
<p><i>Indirect Costs</i></p>	<p>Indirect costs are allowed only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in 2 C.F.R. 200.414(f). (See paragraph D.1.b. in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals for a description of entities that may not elect to use the “de minimis” rate.) An applicant with a current, federally approved indirect cost rate must attach a copy of the rate approval, (a fully-executed, negotiated agreement. If the applicant does not have an approved rate, one can be requested by contacting the applicant’s cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant’s accounting system permits, costs may be allocated in the direct costs categories. (Applicant Indian tribal governments, in particular, should review Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) Narrative for any indirect costs should clearly state which direct costs the indirect cost agreement is being applied to. All requested information must be included in the budget detail worksheet and budget narrative.</p> <p>In order to use the “de minimis” indirect rate an applicant would need to attach written documentation to the application that advises DOJ of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the de minimis method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as the applicant entity chooses to negotiate a federally approved indirect cost rate.</p>

Budget Detail - Year 1

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

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
Patrice Moore	Circuit Judge	\$165,509.00	yearly	1	10%	\$16,551	\$16,551	\$0
Michelle Ardabilly	Chief Deputy Court Administrator/Project Dir	\$108,849.00	yearly	1	10%	\$10,885	\$10,885	\$0
Hunter Parkinson	Court Program Specialist II	\$36,115.00	yearly	1	100%	\$36,115	\$36,115	\$0
Total(s)						\$63,551	\$63,551	\$0

Narrative

Circuit Judge (In Kind): The assigned UFC Circuit Judge approves final case plans, imposes sanctions and incentives and reviews completion of plans. The Judge also holds ultimate responsibility in determining case appropriateness for FDTC.
 In Kind 10% of \$165,509 annual salary = \$16,551

Chief Deputy Court Administrator (In Kind): The Chief Deputy Court Administrator will serve as grant project director, coordinating between Pinellas County and the Courts and OJJDP. The Chief Deputy will also monitor program contracts, attend required training, and ensure that all grant requirements are met.
 In Kind 10% of \$108,849 annual salary = \$10,855

Court Program Specialist II (In-Kind): The Sixth Judicial Circuit will retain one full-time coordinator whose primary responsibility shall be to ensure that timely and accurate information about each participant's performance is available to the drug court judge as needed. The coordinator, who will carry a maximum caseload of about 35 cases, will also attend monitor intake coordination and treatment referral, monitor participant progress, attend all drug court sessions, monitor court allocation of sanctions and incentives to each participant, and schedule treatment provider meetings. The Court's case manager shall help coordinate all interests of the team by fostering frequent communication.
 In Kind 100% of \$36,115 annual salary = \$36,115

B. Fringe Benefits

Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				

Purpose Area #4

		<i>Base</i>	<i>Rate</i>	<i>Total Cost</i>	<i>Contribution</i>	<i>Request</i>
				\$0		\$0
<i>Total(s)</i>				\$0	\$0	\$0
Narrative						
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>		
			<i>Cost</i>	<i>Quantity</i>	<i># of Staff</i>	<i># of Trips</i>
			<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>	
			N/A	\$0		\$0
<i>Total(s)</i>				\$0	\$0	\$0
Narrative						

D. Equipment

Item <i>List and describe each item of equipment that will be purchased</i>	Computation <i>Compute the cost (e.g., 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

E. Supplies

Supply Items	Computation			
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Purpose Area #4

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

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		
WestCare Gulfcoast Florida, Inc		Grant activities		\$125,890	\$31,031	\$94,859		
Total(s)				\$125,890	\$31,031	\$94,859		
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								

Purpose Area #4

Director of Out Patient Services (.15 FTE)(In-Kind): Director of Out Patient - will oversee daily operations and program services. They will provide clinical and administrative supervision ensuring the fidelity of services. The Director will build community resources for clients and engage stakeholders in a recovery support model. The Director will facilitate the use of program data into performance improvement where needed. They will maintain adherence to state licensing and CARF accreditation standards.

15% of \$60,000 annual salary = \$9,000

Data Coordinator (.15 FTE)(In-Kind): The Data Coordinator is responsible for entering client information into data system database, run data reports, report on trends found, makes sure all demographic and outcome reports are submitted timely.

15% of \$55,000 annual salary = \$8,250

Counselors (2 FTEs): Counselors will provide evidence-based outpatient and home-based substance abuse treatment services, as well as, manualized parenting/family education sessions to SJC-FDTC participants. Case management will also be included in their duties.

0% of \$71,140 annual salary in year 1, salary covered by other funds in year 1

Peer Recovery Coach (1 FTE): The Recovery Coach will serve several roles. They are role models and are constantly uncovering motivation for clients continued recovery. They serve as an advocate for clients and are instrumental regarding clients follow up for appointments and responsibilities. Recovery Coaches have often had similar life experiences. This benefits the client with maintaining hope and not getting discouraged during hard times.

0% of \$27,040 annually salary in year 1, salary covered by other funds in year 1

Fringe Benefits: Employee fringe benefits include FICA, State Unemployment, Workers Compensation, Health, Life, Dental and Disability Insurance and Retirement Contributions. Federally approved Fringe Benefit rate is 21.9% of gross salaries.

Director of Treatment Services – In Kind \$9,000 * 21.9% = \$1,971

Data Coordinator – In Kind \$8,250 * 21.9% = \$1,807

Counselors and Peer Recovery Coach \$0 * 21.9% = \$0 in year 1

Travel: National Travel: Four staff will travel annually to a required Joint Grantee Meeting for three days to a location to be determined with the travel costs are based on current prices.

Airfare \$500 * 4 staff * 1 trip = \$2,000

Lodging \$150/day * 4 staff * 3 days * 1 trip = \$1,800

Per Diem \$55/day * 4 staff * 3 days * 1 trip = \$660

Transportation Shuttle to & from airport \$120

NADCP Membership fees \$60 * 4 staff = \$240

NADCP Conference Fees \$685 * 4 staff = \$2,740

Local travel is estimated that 500 miles per month will be required for the Counselors and Peer Recovery Coach to visit families in their homes and to appropriate sites for client follow up.

500 miles * \$.57/mile * 12 months = \$3,420

Total travel \$10,980

Supplies:

Program supplies will include bus passes, educational materials, office supplies, etc.

\$500/month * 12 months = \$6,000

Operations:

Residential treatment beds: Dependency Treatment Court periodically has clients that need a higher level of treatment care than intensive outpatient. Clients will receive residential

Purpose Area #4

Residential treatment beds - Dependency Treatment Court periodically has clients that need a higher level of treatment care than intensive outpatient. Clients will receive residential treatment for up to 12 months. Total number of bed days available for the year is 2 beds for 365 days each for a total of 730 bed days.

$\$75/\text{day}/\text{bed} * 0 \text{ days} = \0 in year 1 residential beds covered by other funds in year 1

Recovery Housing Services gives clients a safe place to reside on their journey in recovery and transition back into the community. Recovery Housing offers transitional and supportive housing, case management, career/employment services, and rapid rehousing services. Assistance is estimated up to 6 months per client for 6 clients per year.

$\$1,200/\text{month} * 6 \text{ months}/\text{client} * 6 \text{ clients} = \$43,200$

Relapse Stabilization (In-Kind) – Bed space will be available for clients to have a safe environment to recover if they relapse and then return to residential treatment. Clients will be able to spend 3 days in relapse stabilization and then return to their residential treatment facility.

$\$30/\text{day} * 120 \text{ days per year} = \$3,600$

Camp Mariposa – Camp Mariposa® St. Petersburg is an addiction prevention and mentoring program for children affected by a family member's substance use. Camp Mariposa offers youth transformational weekend camps multiple times a year. Campers participate in fun traditional camp activities combined with education and support exercises led by mental health professionals and trained mentors. Additional educational, social and mentoring activities are offered for campers, teens, and their families throughout the year. These activities build knowledge, coping skills, confidence and an opportunity to connect with one another. Camp Mariposa provides a safe, fun and supportive environment critical to help break the cycle of addiction.

$\$5,035/\text{child}/\text{year} * 3 \text{ children in year 1} = \$15,105$

Rent of facility to conduct clinical services and group counseling. Rent includes utility expenses such as electric, water and sewer.

$\$500/\text{month} * 0 \text{ months} = \0 in year 1 Rent is covered by other funds in year 1

Communications includes office phone and office fax line for staff, cell phone for staff is required for timely communication as well as safeguard for staff as they are in the community, and internet services for communication as well as data entry.

$\$355/\text{month} * 0 \text{ months} = \0 in year 1 Communications are covered by other funds in year 1

Copier Lease & Maintenance required for the operation of the program and maintaining client files and other required documentation and reporting. Maintenance agreement covers the cost of copier toner and general maintenance of the copier.

$\$100/\text{month} * 0 \text{ months} = \0 in year 1 Copier is covered by other funds in year 1

Staff Recruitment includes advertising vacant positions, recruit skillful staff, and obtain background checks to ensure the most qualified and efficient staff is hired.

$\$0/\text{new hire} = \0 in year 1 Staff Recruitment is covered by other funds in year 1

Property & Liability Insurance represents property and general liability insurance.

$\$200/\text{month} * 0 \text{ months} = \0 in year 1 Insurance is covered by other funds in year 1

Indirect: These expenses consist of administrative expenses that are necessary to the overall operation of the agency. The central administrative office performs many service functions and plays a major role in planning, direction and control. Central administrative offices consist of the following departments and expenses: Grants, Contracts and Public Relations, Finance, Quality Improvement, Risk Management, Business Development, Human Resources and Staff Development, Facilities Management and Procurement, Safety and Information Systems.

Federally approved indirect rate is 26%.

$\$75,285 * 26\% = \$19,574$

In Kind $\$24,628 * 26\% = \$6,403$

Purpose Area #4

Purpose Area #4

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

Purpose Area #4

						Total	\$0	\$0	\$0
Narrative									
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
							\$0		\$0
						Total(s)	\$0	\$0	\$0
Narrative									

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

Narrative	
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Budget Detail - Year 2

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

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & 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
Patrice Moore	Circuit Judge	\$165,509.00	yearly	1	10%	\$16,551	\$16,551	\$0
Michelle Ardabilly	Chief Deputy Court Administrator/Project Dir	\$108,849.00	yearly	1	10%	\$10,885	\$10,885	\$0
Hunter Parkinson	Court Program Specialist II	\$36,115.00	yearly	1	100%	\$36,115	\$36,115	\$0
						\$0		\$0
Total(s)						\$63,551	\$63,551	\$0

Narrative

Circuit Judge (In Kind): The assigned UFC Circuit Judge approves final case plans, imposes sanctions and incentives and reviews completion of plans. The Judge also holds ultimate responsibility in determining case appropriateness for FDTC.
 In Kind 10% of \$165,509 annual salary = \$16,551

Chief Deputy Court Administrator (In Kind): The Chief Deputy Court Administrator will serve as grant project director, coordinating between Pinellas County and the Courts and OJJDP. The Chief Deputy will also monitor program contracts, attend required training, and ensure that all grant requirements are met.
 In Kind 10% of \$108,849 annual salary = \$10,855

Court Program Specialist II (In-Kind): The Sixth Judicial Circuit will retain one full-time coordinator whose primary responsibility shall be to ensure that timely and accurate information about each participant's performance is available to the drug court judge as needed. The coordinator, who will carry a maximum caseload of about 35 cases, will also attend monitor intake coordination and treatment referral, monitor participant progress, attend all drug court sessions, monitor court allocation of sanctions and incentives to each participant, and schedule treatment provider meetings. The Court's case manager shall help coordinate all interests of the team by fostering frequent communication.
 In Kind 100% of \$36,115 annual salary = \$36,115

B. Fringe Benefits					
Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0

Purpose Area #4

<i>Total(s)</i>										\$0	\$0	\$0
Narrative												
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												

D. Equipment

Item <i>List and describe each item of equipment that will be purchased</i>	Computation <i>Compute the cost (e.g., 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

E. Supplies

Supply Items	Computation			
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Purpose Area #4

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

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		
WestCare Gulfcoast Florida, Inc		grant activities		\$381,262	\$31,031	\$350,231		
Total(s)				\$381,262	\$31,031	\$350,231		
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								

Purpose Area #4

Director of Out Patient Services (.15 FTE)(In-Kind): Director of Out Patient - will oversee daily operations and program services. They will provide clinical and administrative supervision ensuring the fidelity of services. The Director will build community resources for clients and engage stakeholders in a recovery support model. The Director will facilitate the use of program data into performance improvement where needed. They will maintain adherence to state licensing and CARF accreditation standards.

15% of \$60,000 annual salary = \$9,000

Data Coordinator (.15 FTE)(In-Kind): The Data Coordinator is responsible for entering client information into data system database, run data reports, report on trends found, makes sure all demographic and outcome reports are submitted timely.

15% of \$55,000 annual salary = \$8,250

Counselors (2 FTEs): Counselors will provide evidence-based outpatient and home-based substance abuse treatment services, as well as, manualized parenting/family education sessions to SJC-FDTC participants. Case management will also be included in their duties.

100% of \$73,275 annual salary

Peer Recovery Coach (1 FTE): The Recovery Coach will serve several roles. They are role models and are constantly uncovering motivation for clients continued recovery. They serve as an advocate for clients and are instrumental regarding clients follow up for appointments and responsibilities. Recovery Coaches have often had similar life experiences. This benefits the client with maintaining hope and not getting discouraged during hard times.

100% of \$28,392 annually salary

Fringe Benefits: Employee fringe benefits include FICA, State Unemployment, Workers Compensation, Health, Life, Dental and Disability Insurance and Retirement Contributions. Federally approved Fringe Benefit rate is 21.9% of gross salaries.

Director of Treatment Services – In Kind \$9,000 * 21.9% = \$1,971

Data Coordinator – In Kind \$8,250 * 21.9% = \$1,807

Counselors and Peer Recovery Coach \$101,667 * 21.9% = \$22,265

Travel: National Travel: Four staff will travel annually to a required Joint Grantee Meeting for three days to a location to be determined with the travel costs are based on current prices.

Airfare \$500 * 4 staff * 1 trip = \$2,000

Lodging \$150/day * 4 staff * 3 days * 1 trip = \$1,800

Per Diem \$55/day * 4 staff * 3 days * 1 trip = \$660

Transportation Shuttle to & from airport \$120

NADCP Membership fees \$60 * 4 staff = \$240

NADCP Conference Fees \$685 * 4 staff = \$2,740

Local travel is estimated that 500 miles per month will be required for the Counselors and Peer Recovery Coach to visit families in their homes and to appropriate sites for client follow up.

500 miles * \$.57/mile * 12 months = \$3,420

Total travel \$10,980

Supplies:

Program supplies will include bus passes, educational materials, office supplies, etc.

\$500/month * 12 months = \$6,000

Operations:

Purpose Area #4

Operations.

Residential treatment beds - Dependency Treatment Court periodically has clients that need a higher level of treatment care than intensive outpatient. Clients will receive residential treatment for up to 12 months. Total number of bed days available for the year is 2 beds for 365 days each for a total of 730 bed days.

$\$75/\text{day}/\text{bed} * 730 \text{ days} = \$54,750$

Recovery Housing Services gives clients a safe place to reside on their journey in recovery and transition back into the community. Recovery Housing offers transitional and supportive housing, case management, career/employment services, and rapid rehousing services. Assistance is estimated up to 6 months per client for 6 clients per year.

$\$1,200/\text{month} * 6 \text{ months}/\text{client} * 6 \text{ clients} = \$43,200$

Relapse Stabilization (In-Kind) – Bed space will be available for clients to have a safe environment to recover if they relapse and then return to residential treatment. Clients will be able to spend 3 days in relapse stabilization and then return to their residential treatment facility.

$\$30/\text{day} * 120 \text{ days per year} = \$3,600$

Camp Mariposa – Camp Mariposa® St. Petersburg is an addiction prevention and mentoring program for children affected by a family member's substance use. Camp Mariposa offers youth transformational weekend camps multiple times a year. Campers participate in fun traditional camp activities combined with education and support exercises led by mental health professionals and trained mentors. Additional educational, social and mentoring activities are offered for campers, teens, and their families throughout the year. These activities build knowledge, coping skills, confidence and an opportunity to connect with one another. Camp Mariposa provides a safe, fun and supportive environment critical to help break the cycle of addiction.

$\$5,035/\text{child}/\text{year} * 5 \text{ children} = \$25,175$

Rent of facility to conduct clinical services and group counseling. Rent includes utility expenses such as electric, water and sewer.

$\$500/\text{month} * 12 \text{ months} = \$6,000$

Communications includes office phone and office fax line for staff, cell phone for staff is required for timely communication as well as safeguard for staff as they are in the community, and internet services for communication as well as data entry.

$\$355/\text{month} * 12 \text{ months} = \$4,260$

Copier Lease & Maintenance required for the operation of the program and maintaining client files and other required documentation and reporting. Maintenance agreement covers the cost of copier toner and general maintenance of the copier.

$\$100/\text{month} * 12 \text{ months} = \$1,200$

Staff Recruitment includes advertising vacant positions, recruit skillful staff, and obtain background checks to ensure the most qualified and efficient staff is hired.

$\$64/\text{new hire} = \$64 \text{ for staff turnover}$

Property & Liability Insurance represents property and general liability insurance.

$\$200/\text{month} * 12 \text{ months} = \$2,400$

Indirect: These expenses consist of administrative expenses that are necessary to the overall operation of the agency. The central administrative office performs many service functions and plays a major role in planning, direction and control. Central administrative offices consist of the following departments and expenses: Grants, Contracts and Public Relations, Finance, Quality Improvement, Risk Management, Business Development, Human Resources and Staff Development, Facilities Management and Procurement, Safety and Information Systems.

Federally approved indirect rate is 26%.

$\$277,961 * 26\% = \$72,270$

In Kind $\$24,628 * 26\% = \$6,403$

Purpose Area #4

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

Purpose Area #4

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

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

Narrative	
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Budget Detail - Year 3

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

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & 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
Patrice Moore	Circuit Judge	\$165,509.00	yearly	1	10%	\$16,551	\$16,551	\$0
Michelle Ardabilly	Chief Deputy Court Administrator/Project Dir	\$108,849.00	yearly	1	10%	\$10,885	\$10,885	\$0
Hunter Parkinson	Court Program Specialist II	\$36,115.00	yearly	1	100%	\$36,115	\$36,115	\$0
						\$0		\$0
Total(s)						\$63,551	\$63,551	\$0

Narrative

Circuit Judge (In Kind): The assigned UFC Circuit Judge approves final case plans, imposes sanctions and incentives and reviews completion of plans. The Judge also holds ultimate responsibility in determining case appropriateness for FDTC.
 In Kind 10% of \$165,509 annual salary = \$16,551

Chief Deputy Court Administrator (In Kind): The Chief Deputy Court Administrator will serve as grant project director, coordinating between Pinellas County and the Courts and OJJDP. The Chief Deputy will also monitor program contracts, attend required training, and ensure that all grant requirements are met.
 In Kind 10% of \$108,849 annual salary = \$10,855

Court Program Specialist II (In-Kind): The Sixth Judicial Circuit will retain one full-time coordinator whose primary responsibility shall be to ensure that timely and accurate information about each participant's performance is available to the drug court judge as needed. The coordinator, who will carry a maximum caseload of about 35 cases, will also attend monitor intake coordination and treatment referral, monitor participant progress, attend all drug court sessions, monitor court allocation of sanctions and incentives to each participant, and schedule treatment provider meetings. The Court's case manager shall help coordinate all interests of the team by fostering frequent communication.
 In Kind 100% of \$36,115 annual salary = \$36,115

B. Fringe Benefits					
Name	Computation				
<i>List each grant-supported position receiving fringe benefits.</i>	<i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0

Purpose Area #4

				Total(s)	\$0	\$0	\$0				
Narrative											
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											

D. Equipment

Item <i>List and describe each item of equipment that will be purchased</i>	Computation <i>Compute the cost (e.g., 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

E. Supplies

Supply Items	Computation			
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Purpose Area #4

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

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		
WestCare Gulfcoast Florida, Inc		Grant Activities		\$385,941	\$31,031	\$354,910		
Total(s)				\$385,941	\$31,031	\$354,910		
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								

Purpose Area #4

Director of Out Patient Services (.15 FTE)(In-Kind): Director of Out Patient - will oversee daily operations and program services. They will provide clinical and administrative supervision ensuring the fidelity of services. The Director will build community resources for clients and engage stakeholders in a recovery support model. The Director will facilitate the use of program data into performance improvement where needed. They will maintain adherence to state licensing and CARF accreditation standards.

15% of \$60,000 annual salary = \$9,000

Data Coordinator (.15 FTE)(In-Kind): The Data Coordinator is responsible for entering client information into data system database, run data reports, report on trends found, makes sure all demographic and outcome reports are submitted timely.

15% of \$55,000 annual salary = \$8,250

Counselors (2 FTEs): Counselors will provide evidence-based outpatient and home-based substance abuse treatment services, as well as, manualized parenting/family education sessions to SJC-FDTC participants. Case management will also be included in their duties.

100% of \$75,471 annual salary

Peer Recovery Coach (1 FTE): The Recovery Coach will serve several roles. They are role models and are constantly uncovering motivation for clients continued recovery. They serve as an advocate for clients and are instrumental regarding clients follow up for appointments and responsibilities. Recovery Coaches have often had similar life experiences. This benefits the client with maintaining hope and not getting discouraged during hard times.

100% of \$29,243 annually salary

Fringe Benefits: Employee fringe benefits include FICA, State Unemployment, Workers Compensation, Health, Life, Dental and Disability Insurance and Retirement Contributions. Federally approved Fringe Benefit rate is 21.9% of gross salaries.

Director of Treatment Services – In Kind \$9,000 * 21.9% = \$1,971

Data Coordinator – In Kind \$8,250 * 21.9% = \$1,807

Counselors and Peer Recovery Coach \$104,714 * 21.9% = \$22,932

Travel: National Travel: Four staff will travel annually to a required Joint Grantee Meeting for three days to a location to be determined with the travel costs are based on current prices.

Airfare \$500 * 4 staff * 1 trip = \$2,000

Lodging \$150/day * 4 staff * 3 days * 1 trip = \$1,800

Per Diem \$55/day * 4 staff * 3 days * 1 trip = \$660

Transportation Shuttle to & from airport = \$120

NADCP Membership fees \$60 * 4 staff = \$240

NADCP Conference Fees \$685 * 4 staff = \$2,740

Local travel is estimated that 500 miles per month will be required for the Counselors and Peer Recovery Coach to visit families in their homes and to appropriate sites for client follow up.

500 miles * \$.57/mile * 12 months = \$3,420

Total travel \$10,980

Supplies:

Program supplies will include bus passes, educational materials, office supplies, etc.

\$500/month * 12 months = \$6,000

Operations:

Purpose Area #4

Operations.

Residential treatment beds - Dependency Treatment Court periodically has clients that need a higher level of treatment care than intensive outpatient. Clients will receive residential treatment for up to 12 months. Total number of bed days available for the year is 2 beds for 365 days each for a total of 730 bed days.

$\$75/\text{day}/\text{bed} * 730 \text{ days} = \$54,750$

Recovery Housing Services gives clients a safe place to reside on their journey in recovery and transition back into the community. Recovery Housing offers transitional and supportive housing, case management, career/employment services, and rapid rehousing services. Assistance is estimated up to 6 months per client for 6 clients per year.

$\$1,200/\text{month} * 6 \text{ months}/\text{client} * 6 \text{ clients} = \$43,200$

Relapse Stabilization (In-Kind) – Bed space will be available for clients to have a safe environment to recover if they relapse and then return to residential treatment. Clients will be able to spend 3 days in relapse stabilization and then return to their residential treatment facility.

$\$30/\text{day} * 120 \text{ days per year} = \$3,600$

Camp Mariposa – Camp Mariposa® St. Petersburg is an addiction prevention and mentoring program for children affected by a family member's substance use. Camp Mariposa offers youth transformational weekend camps multiple times a year. Campers participate in fun traditional camp activities combined with education and support exercises led by mental health professionals and trained mentors. Additional educational, social and mentoring activities are offered for campers, teens, and their families throughout the year. These activities build knowledge, coping skills, confidence and an opportunity to connect with one another. Camp Mariposa provides a safe, fun and supportive environment critical to help break the cycle of addiction.

$\$5,035/\text{child}/\text{year} * 5 \text{ children} = \$25,175$

Rent of facility to conduct clinical services and group counseling. Rent includes utility expenses such as electric, water and sewer.

$\$500/\text{month} * 12 \text{ months} = \$6,000$

Communications includes office phone and office fax line for staff, cell phone for staff is required for timely communication as well as safeguard for staff as they are in the community, and internet services for communication as well as data entry.

$\$355/\text{month} * 12 \text{ months} = \$4,260$

Copier Lease & Maintenance required for the operation of the program and maintaining client files and other required documentation and reporting. Maintenance agreement covers the cost of copier toner and general maintenance of the copier.

$\$100/\text{month} * 12 \text{ months} = \$1,200$

Staff Recruitment includes advertising vacant positions, recruit skillful staff, and obtain background checks to ensure the most qualified and efficient staff is hired.

$\$64/\text{new hire} = \$64 \text{ for staff turnover}$

Property & Liability Insurance represents property and general liability insurance.

$\$200/\text{month} * 12 \text{ months} = \$2,400$

Indirect: These expenses consist of administrative expenses that are necessary to the overall operation of the agency. The central administrative office performs many service functions and plays a major role in planning, direction and control. Central administrative offices consist of the following departments and expenses: Grants, Contracts and Public Relations, Finance, Quality Improvement, Risk Management, Business Development, Human Resources and Staff Development, Facilities Management and Procurement, Safety and Information Systems.

Federally approved indirect rate is 26%.

$\$281,675 * 26\% = \$73,235$

In Kind $\$24,628 * 26\% = \$6,403$

Purpose Area #4

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

Purpose Area #4

						Total	\$0	\$0	\$0
Narrative									
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
							\$0		\$0
						Total(s)	\$0	\$0	\$0
Narrative									

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

Narrative	
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Budget Detail - Year 4

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

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & 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
						\$0		\$0
						\$0		\$0
						\$0		\$0
						\$0		\$0
						\$0		\$0
Total(s)						\$0	\$0	\$0

Narrative

Empty rectangular area for text or notes.

B. Fringe Benefits					
Name	Computation				
<i>List each grant-supported position receiving fringe benefits.</i>	<i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0

Purpose Area #4

				Total(s)	\$0	\$0	\$0				
Narrative											
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											

D. Equipment

Item <i>List and describe each item of equipment that will be purchased</i>	Computation <i>Compute the cost (e.g., 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

E. Supplies

Supply Items	Computation
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Purpose Area #4

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

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		
						\$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								

Purpose Area #4



Purpose Area #4

H. Procurement Contracts					
Description	Purpose	Consultant?			
<p><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></p>	<p><i>Describe the purpose of the contract</i></p>	<p><i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i></p>			
				<p>Non-Federal</p>	<p>Federal</p>

Purpose Area #4

					Total Cost	Contribution	Request			
							\$0			
Total(s)					\$0	\$0	\$0			
Consultant Travel (if necessary)										
Purpose of Travel	Location	Type of Expense	Computation							
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>							
					Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
								\$0		\$0
Total					\$0			\$0	\$0	\$0
Narrative										
I. Other Costs										
Description	Computation									
<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>	<i>Show the basis for computation</i>									
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request			
					\$0		\$0			

Purpose Area #4

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

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
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & 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
						\$0		\$0
Total(s)						\$0	\$0	\$0

Narrative

B. Fringe Benefits

Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0

Purpose Area #4

Narrative										
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										

D. Equipment

Item <i>List and describe each item of equipment that will be purchased</i>	Computation <i>Compute the cost (e.g., 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

E. Supplies

Supply Items	Computation
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Purpose Area #4

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

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		
						\$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								

Purpose Area #4

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

Narrative	

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

Narrative	

Purpose Area #4

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

Budget Summary

Budget Summary											
<i>Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.</i>											
	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	Total(s)
A. Personnel	\$0	\$63,551	\$0	\$63,551	\$0	\$63,551	\$0	\$0	\$0	\$0	\$190,653
B. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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)	\$94,859	\$31,031	\$350,231	\$31,031	\$354,910	\$31,031	\$0	\$0	\$0	\$0	\$893,093
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct Costs	\$94,859	\$94,582	\$350,231	\$94,582	\$354,910	\$94,582	\$0	\$0	\$0	\$0	\$1,083,746
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Project Costs	\$94,859	\$94,582	\$350,231	\$94,582	\$354,910	\$94,582	\$0	\$0	\$0	\$0	\$1,083,746
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N										No	

Budget Detail

EXAMPLE

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

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & 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
John Smith	Executive Director	\$140,000	yearly	1	5%	\$7,000	\$0	\$7,000
Jane Doe	Project Manager	\$90,000	yearly	1	75%	\$67,500	\$0	\$67,500
Alex Jones	Program Assistant	\$22	hourly	1,040	100%	\$22,880	\$0	\$22,880
Total(s)						\$97,380	\$0	\$97,380

Narrative

John Smith, Executive Director, will provide oversight on the entire award providing 5% of this time to the project.
 Jane Doe, Project Manager, will manage the project, complete reports, and submit deliverables spending 75% of her time on the project.
 Alex Jones, Program Assistant, will provide the project manager assistance where needed spending 1,040 hours on the project.

B. Fringe Benefits

Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>					
		Base	Rate	Total Cost	Non-Federal Contribution	Federal Request

Purpose Area #4

John Smith	\$7,000	25.00%	\$1,750	\$0	\$1,750
Jane Doe	\$67,500	25.00%	\$16,875	\$0	\$16,875
Alex Jones	\$22,880	25.00%	\$5,720	\$0	\$5,720
Total(s)			\$24,345	\$0	\$24,345

Narrative

Our fringe benefits rate is 25% and covers the following items: FICA (7.65%), Worker's comp (1.35%), Health Insurance (11%), Retirement (5%)

C. Travel

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>Lodging, Meals, Etc.</i>	Basis <i>Per day, mile, trip, Etc.</i>	Computation <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
Project Manager Training	Reno, NV	Other	N/A	\$50.00	1	1	1	\$50	\$0	\$50
Project Manager Training	Reno, NV	Local Travel	N/A	\$50.00	1	1	1	\$50	\$0	\$50
Project Manager Training	Reno, NV	Transportation	Round-trip	\$600.00	1	1	1	\$600	\$0	\$600

Purpose Area #4

Project Manager Training	Reno, NV	Mileage	Mile	\$0.51	100	1	1	\$51	\$0	\$51
Project Manager Training	Reno, NV	Meals	Day	\$51.00	5.5	1	1	\$281	\$0	\$281
Project Manager Training	Reno, NV	Lodging	Night	\$94.00	5	1	1	\$470	\$0	\$470
Project Manager Field Travel	Various	Mileage	Mile	\$0.51	250	1	20	\$2,550	\$0	\$2,550
Mandatory Orientation Training	Washington, DC	Local Travel	N/A	\$25.00	1	3	1	\$75	\$0	\$75
Mandatory Orientation Training	Washington, DC	Other	N/A	\$50.00	1	3	1	\$150	\$0	\$150
Mandatory Orientation Training	Washington, DC	Transportation	Round-trip	\$500.00	1	3	1	\$1,500	\$0	\$1,500
Mandatory Orientation Training	Washington, DC	Mileage	Mile	\$0.51	100	1	1	\$51	\$0	\$51
Mandatory Orientation Training	Washington, DC	Meals	Day	\$71.00	3.5	3	1	\$746	\$0	\$746
Mandatory Orientation Training	Washington, DC	Lodging	Night	\$224.00	3	3	1	\$2,016	\$0	\$2,016
Total(s)								\$8,590	\$0	\$8,590
Narrative										

Purpose Area #4

Per award guidelines, key members must attend orientation training in Washington, DC. WE are following our own written travel policy. Lodging is for 3 nights and meals are budgeted at 3.5 days as the two travel days are computed at .75 days. Mileage to get to the airport and local travel is for taxi to and from the airport. Also baggage fees of \$50 is \$25 each way.

The project manager will attend training in Reno, NV. We are following our own written travel policy. Lodging is for 5 nights and meals are budgeted at 5.5 days as the two travel days are computed at .75 days. Mileage to get to the airport and local travel is for taxi to and from the airport. Also, baggage fees of \$50 is for \$25 each way.

The project manager will use her own vehicle to travel to complete field work with the average trip around 250 miles and an anticipated 20 trips.

D. Equipment

Item	Computation				
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
Dell Laptop Computer	1	\$2,547	\$2,547	\$0	\$2,547
Total(s)			\$2,547	\$0	\$2,547

Narrative

The project manager will need a laptop computer while out in the field and while away at training. We are following our agency's capitalization policy.

E. Supplies

Supply Items	Computation
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Purpose Area #4

<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
Printer		1	\$500.00	\$500	\$0	\$500
Locking file cabinet		2	\$1,000.00	\$2,000	\$0	\$2,000
Flatbed scanner		1	\$400.00	\$400	\$0	\$400
General office supplies		12	\$150.00	\$1,800	\$0	\$1,800
Total(s)				\$4,700	\$0	\$4,700
Narrative						
<p>The project manager will need a printer to print reports. A locking file cabinet is needed to keep client information secure. A flatbed scanner is needed to scan various documents collected in the field. General office supplies will be used bt all personnel on this project and include: pens, pencils, paper, binder clips, and other basic supplies. The office supplies are based on 12 months at \$150 per month. This amount was determined based upon other projects of this size that we have completed in the past.</p>						
F. Construction						
As a rule, construction costs are not allowable. Consult with the program office before budgeting funds in this category.						
Purpose	Description of Work	Computation				
<i>Provide the purpose of the construction</i>	<i>Describe the construction project(s)</i>	<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						

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?</i>						
			Total Cost	Non-Federal Contribution	Federal Request			
Conduct field activities in a remote area	Provide services and conduct field work in a remote area included in the project	No	\$25,000	\$0	\$25,000			
Total(s)			\$25,000	\$0	\$25,000			
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								

Purpose Area #4

The agency will make a subaward to provide services and conduct field work in a remote area. The \$25,000 was calculated based upon a similar size project completed in the same area.

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 contract for a consultant?</i>						
			Total Cost	Non-Federal Contribution	Federal Request			
William Penn, CPA	Accounting Assistance	Yes	\$9,400	\$0	\$9,400			
ABC Company	Survey creation and data entry services from submitted surveys.	No	\$40,000	\$0	\$40,000			
Total(s)			\$49,400	\$0	\$49,400			
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

Purpose Area #4

Narrative

ABC Company will put together online an online survey at the direction of the project manager to reach out to the various sites to determine the needs. In addition a hard copy survey will also be available for thos unable to use the online survey. ABC Company will key in the hard copy surveys. Once the surveys are completed, ABC Company will compile the data for the project manager.

William Penn will assist in completing financial reports as well as tracking award expenditures. Mr. Penn's rate is \$47 per hour, and we estimate that Mr. Penn will provide 200 hours of services.

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
Rent	500	sq feet	2.51	12	\$15,060	\$0	\$15,060
Telephone	1	monthly rate	50	12	\$600	\$0	\$600
Reproduction	500	per copy	0.05	12	\$300	\$0	\$300
Postage	1000	quarterly newsletter	0.5	4	\$2,000	\$0	\$2,000
Total(s)					\$17,960	\$0	\$17,960

Narrative

Rent is charged at \$2.51 per square foot per month.
 Telephone is based upon \$50 per month for 12 months.
 Reproduction is based on 500 copies per month for 12 moths.
 Postage for mailing a quarterly newsletter for 1,000 recipients.

Purpose Area #4

J. Indirect Costs						
Description <i>Describe what the approved rate is and how it is applied.</i>		Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
Indirect Costs		\$121,725	12.54%	\$15,265	\$0	\$15,265
Total(s)				\$15,265	\$0	\$15,265
Narrative						
<p>Indirect costs are based on Federally approved rate of 12.54% on Total Direct Labor (Personnel + Fringe).</p>						

Definitions

Additional information can be found in the DOJ Financial Guide

[DOJ Financial Guide](#)

Term	Definition
Match	<p>Match is the recipient share of the project costs. Match may either be “in-kind” or “cash.” In-kind match includes the value of donated services. Cash match includes actual cash spent by the recipient and must have a cost relationship to the Federal award that is being matched. (Example: Match on administrative costs should be other administrative costs, not other matching on program costs).</p> <p>Sample Non-Federal Match Calculation: Match Calculation: If the match is 25%, the calculation is as follows: Federal Request: \$350,000 Divided by .75 or 75%: \$466,667 Multiplied by match amount .25 or 25% equal required match amount: \$116,667</p>
Approved Negotiated Rate	Approved Negotiated Rate is any current fringe benefits rate approved for the grant recipient by their cognizant Federal agency.
Expendable	An expendable item is any materials that are consumed during the course of the project such as office supplies, program supplies etc. Expendable items are usually considered to be consumed when issued and are not recorded as returnable inventory.
Non-Expendable	A non-expendable item is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization’s own capitalization policy may be used for items costing less than \$5,000).
Renovations	Costs incurred for ordinary rearrangements, alterations and restoration of facilities are considered allowable. Special arrangement and alteration costs incurred specifically for the project are allowable with the prior approval of the awarding agency.
Federal Acquisition Regulations	The Federal Acquisition Regulations are established for the codification and publication of uniform policies and procedures for acquisition by all executive agencies. The Federal Acquisition Regulations System consists of the Federal Acquisition Regulation (FAR), which is the primary document, and agency acquisition regulations that implement or supplement the FAR.
Sole Source	<p>Procurement by noncompetitive proposals is procurement through the solicitation from only one source, or after solicitation of a number of sources, competition is determined inadequate.</p> <p>Grant recipients may make the initial determination that competition is not feasible if one of the following circumstances exists:</p> <ol style="list-style-type: none"> 1. <i>The item of service is available only from a single source.</i> 2. <i>The public exigency or emergency for the requirement will not permit a delay resulting from a competitive solicitation.</i> 3. <i>After solicitation of a number of sources, competitions is considered inadequate.</i>

<p>Arm-Length Transaction</p>	<p>A transaction in which the buyers and sellers of a product act independently and have no relationship to each other. The concept of an arm's length transaction is to ensure that both parties in the deal are acting in their own self interest and are not subject to any pressure or duress from the other party.</p> <p>Generally, costs of renting facilities are not allowable where one party to the rental agreement is able to control or substantially influence the actions of the other (e.g. organizations under common control through common officers. Directors or members).</p>
<p>Confidential Funds</p>	<p>Confidential funds are those monies allocated to:</p> <p>Purchase of Services (P/S). This category includes travel or transportation of a non- Federal officer or an informant; the lease of an apartment, business front, luxury-type automobiles, aircraft or boat, or similar effects to create or establish the appearance of affluence; and/or meals, beverages, entertainment, and similar expenses (including buy money and flash rolls, etc.) for undercover purposes, within reasonable limits.</p> <p>Purchase of Evidence (P/E). This category is for P/E and/or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, and so forth, required to determine the existence of a crime or to establish the identity of a participant in a crime.</p> <p>Purchase of Specific Information (P/I). This category includes the payment of monies to an informant for specific information. All other informant expenses would be classified under P/S and charged accordingly.</p>
<p>Fully Executed Negotiated Agreement</p>	<p>Fully Executed Negotiated Agreement is a signed, approved indirect cost rate agreement which reflects an understanding reached between the grant recipient and the cognizant Federal agency.</p>
<p>Cognizant Federal Agency</p>	<p>The cognizant Federal agency is the Federal agency that generally provides the most Federal financial assistance to the recipient of funds. Cognizance is assigned by the Office of Management and Budget (OMB). Cognizant agency assignments for the largest cities and counties are published in the Federal Register.</p>

FAMILIES STAYING ON TRACK!
Enhancing the Pinellas Family Drug Treatment Court!

A. DESCRIPTION OF THE ISSUE/STATEMENT OF THE PROBLEM (10%)

The lead applicant, **Pinellas County Government**, on behalf of the **Sixth Judicial Circuit (SJC)**, is requesting *Family Drug Court Program* (FY 2021) funding under **O-OJJDP-2021-92009, Category 2: Family Drug Courts Enhancement**, to **enhance and expand** the Circuit's existing **Pinellas County Family Drug Treatment Court (FDTC)**, established in 2016. The SJC, the third largest trial court in Florida, serves both Pasco and Pinellas Counties in the state's Central West Coast. The existing FDTC serves the geographic area of Pinellas County, Florida, which the U.S. Census Bureau estimates the population to be 974,996 (2019), with 73.6% White (alone) residents, 11.1% Black residents, 10.2% Hispanic or Latinx residents, 3.6% Asian (alone) residents, 2.3% residents with Two or More Races, and a median household income of approximately \$54,000 (2015-2019).

ALARMING LOCAL TRENDS

As of 2020, Pinellas County now ranks #2 in Florida for children in foster care!

From 2019 to 2020, drug-related deaths increased by 13% in Pinellas County!

Opioid-related deaths spiked 35% from 2019 to 2020 in Pinellas County!

The Pinellas FDTC operates within the Circuit's Pinellas Unified Family Court (UFC) division. The overarching goal of the Circuit's FDTC is to reduce child maltreatment and support family stability. According to the National Center of Substance Abuse and Child Welfare, child welfare workers report that most children in child welfare, and many children placed in out-of-home care, have a parent with an alcohol or other substance use disorder. Further, parental alcohol or other drug use as a contributing factor for reason for removal increased from 18% to over 35% in the last 16 years. In Florida, as of 2016, the percentage was 45.8 percent. Although not all these children will experience abuse or neglect, they are at higher risk of experiencing maltreatment. The alternative justice program offers substance-abusing parents support, behavioral health

treatment, and access to community-based services (including recovery support services) that will protect children; reunite families (when safe to do so) and expedite permanency. The Pinellas FDTC focuses on a population of adult parents (ages 18+) with substance use disorders (SUD), many have co-occurring or coexisting substance use and mental disorders (COD). Additionally, these adults have a dependency adjudication where the child maltreatment or neglect is due to parental SUD. Moreover, many of the individuals involved in UFC cases have experienced at least one traumatic event, while many have suffered with lengthy histories of trauma. The rapidly intensifying national opioid epidemic is hitting home, and Pinellas County government, SJC and the entire FDTC multidisciplinary team are feeling an overwhelming demand for solutions to opioid abuse and opioid-related deaths. During the last 3 years, the SJC has documented an increase in the number of defendants whose primary, secondary or tertiary drug-of-choice is a type of opiate or opioid (25% of total defendants over the last 12 months).

The *Florida Medical Examiners Commission Interim Report (2020)*, utilizing data from the State of Florida's Bureau of Vital Statistics, reveals that during the two (2) quarters of 2020 (January to June): **(a)** Drug-related deaths increased by 13% in Florida; **(b)** 3,034 opioid-caused deaths were reported in Florida, a 51% increase from 2019; and **(c)** Fentanyl caused the most deaths in Florida. Occurrences of fentanyl increased by 70 percent from 2019. After Fentanyl, cocaine, ethyl alcohol, benzodiazepines, methamphetamine, morphine, heroin, and fentanyl analogs, caused the most deaths. The rapid increase in opioid overdose deaths tells a similarly grim narrative in Pinellas County, the target geographic area of the existing FDTC.

The Pinellas County Opioid Task Force reveals in its infographic report: *The Opioid Epidemic in Pinellas County*, that more than one person dies every 26 hours in Pinellas County from an opioid-related overdose (343 deaths in 2019). The Pinellas Task Force also reveals that

during the COVID-19 pandemic in 2020, first responders were dispatched to 5,725 suspected opioid-related overdoses, representing a 34% increase from the prior year. As noted in the *National Strategic Plan for Family Drug Courts*, existing Family Treatment Drug Courts are serving only a fraction of the vulnerable individuals and families that need this innovative, cost-effective, and human intervention. Without it, a family's unaddressed cycle of addiction and justice involvement prepares children to mature under the dark cloud of an intergenerational cycle that mirrors the traumatic and life-altering experience of their parent(s).

An article in a 2018 edition of the Tampa Bay Times¹ (local newspaper) revealed that the opioid epidemic, and prescription drug abuse in general, is driving children into Florida's foster care system. The problem has only magnified, as a 2020 article in the Tampa Bay Times reports that *Pinellas County now ranks No. 2 in Florida for children in foster care*, with more children spending time outside a permanent home as the county struggles to deal with an increase in removals.

A 2018 study from the University of South Florida (local university) found that 2 out of every 1,000 children in Florida were removed from their homes due to parental neglect from 2012 to 2015, representing a staggering 129% increase.² The report suggested a connection between a recent increase in opioid prescriptions in Florida and a recent 32% increase in the removal rate for parental neglect among Florida families. Further, the Florida Coalition for Children reports that 60% of child removals were the result of substance abuse in 2017, nearly double the amount from 2014, costing the state and taxpayers more than \$40 million.

A National Association of Drug Court Professionals (NADCP) publication titled, *Research Update on Family Drug Courts*, estimates that between 60% and 80% of substantiated child abuse

¹ Griffin, Justine. "Opioid Epidemic Is Driving Thousands of Florida Children into Foster Care, Study Finds." Tampa Bay, Florida News, Poynter Institute, 8 Jan. 2018.

² Quast, Tony. "Opioid Prescription Rates And Child Removals: Evidence From Florida." Health Affairs, vol. 37, no. 1, 5 Jan. 2018.

and neglect cases involve substance abuse by a custodial parent or guardian. In 80% of confirmed child abuse and neglect cases, experts identify parental substance abuse as a precipitating factor, which further complicates these already difficult and complex cases. Continued substance abuse by a custodial parent is associated with longer out-of-home placements for dependent children and higher rates of child victimization and terminations of parental rights. Below is local data from the SJC, State Attorney, County Sherriff, and Eckerd Connects.

PINELLAS COUNTY DATA TYPE (CALENDAR YEAR 2019)	VALUE
Termination of parental rights (TPR) petitions filed	286 ↑
Dependency petitions filed (FY 2015-2016)	572 ↑
Verified maltreatments involving substance abuse	413 ↑
Adoption petitions filed as a result of TPR (2014)	156 ↑
Average family reunification rate, permanency within 12 months	27% ↓
Did not re-enter foster care within 12 months of moving to perm. home	86% ↑

The problem of drug dependence is such a huge contributing factor to child removals in Pinellas County that the action plan of the SJC Dependency Court Improvement Committee's (DCIC) identifies a reduction in the removal rate of families entering the system of care related to substance abuse as a priority goal. With local opioid abuse (and drug abuse in general) rapidly intensifying, Pinellas County government, the SJC, and other members of the FDTC team, sense an urgent need to continue to address the new and emerging needs of those with the highest risk/need including opioid abusing adults (parents) and/or adult parents with COD. Particularly needed, is the availability of accessible community-based SUD/COD outpatient and residential treatment and reentry/recovery services prioritized and specialized for participants with the highest risk/need. Unfortunately, the opioid epidemic is placing a financial strain on the local judicial system. Individuals addicted to opioids are more likely experience relapse and recidivism. This places a heavy burden on the justice system and increases the workload for several local sectors

(i.e., law enforcement, hospitals, behavioral health providers, first responders, child protective services, etc.). Treatment courts that specialize in economy are having to do even more with less. With more than 650 active cases at any given time, SJC is skilled at maximizing a modest budget and leveraging resources. SJC makes every effort to tap into state and local resources to ensure the ongoing and stable operation of its progressive alternative justice initiatives. However, most state dollars invested in treatment courts support less intensive forms of treatment, leaving scarce funding for specialized integrated treatment interventions.

Additionally, Florida is one of nineteen (19) states that have not implemented a Medicaid expansion under the Affordable Care Act. During a financial crunch, a pandemic, and still growing opioid epidemic, seeking federal funding is one of the only viable ways to ensure that the existing FDTC can continue to protect children, save lives, and, when safe to do so, reunite families. A *Prescription for Action*, a joint report by the National Association of Counties (NACo) and the National League of Cities (NLC) that examines how counties and cities can help tackle the opioid crisis, recommends that officials turn to drug courts instead of incarceration for nonviolent offenders whose crimes stem from drug addiction. The report notes that an increasing number of drug courts are choosing to specialize in a specific type of addicted offender, which allows the court to modify its program to better treat the specific addictions of its participants.

B. PROJECT DESIGN AND IMPLEMENTATION (45%)

Pinellas County Government (the applicant) on behalf of the Sixth Judicial Circuit (SJC) of Florida (in Pinellas County), is requesting OJJDP *Family Drug Court Program* (FY 2021) funding in the amount of \$800,000, under Category 2, to enhance the existing Pinellas County Family Drug Treatment Court (FDTC), established in 2016. Pinellas County Government, the SJC, and their partners (members of the Pinellas County FDTC team) understand that the primary *goal*

of the OJJDP Family Drug Court Program (Category 2) is to enhance existing family drug courts to more effectively intervene with parents, children, and families affected by SUD/COD who are involved in the child welfare system as a result of child abuse and neglect or other parenting issues.

Further, the principal *objective* is to provide treatment and accountability to parents with SUD/ODU/COD by offering access to person responsive, evidence-based, and trauma-informed treatment and recovery support services that will ultimately protect children; reunite families, when safe to do so; and expedite permanency. Programs must include the provision of treatment and recovery services to specifically address opioid, stimulant, and substance abuse reduction.

The Pinellas County FDTC team understand that the OJJDP grant program's *deliverables* includes the expansion of parental SUD/ODU treatment services to their participants in existing family drug courts. In doing so, the grantee and its partners must provide a coordinated, multisystem approach that combines the oversight authority of family drug courts with evidence-based interventions that focus on parental SUD/ODU/COD treatment and recovery, parenting, child and parent trauma, and parent-child relationships.

All specialty treatment courts designed, implemented, and sustained by Pinellas County and SJC are informed by and follow best practices standards and evidence-based approaches established and/or endorsed by the Bureau of Justice Assistance (BJA), the National Association of Drug Court Professionals (NADCP), National Drug Court Institute (NDCI), the Center for Court Innovation (CCI), and the National Institute of Justice's (NIJ) *Multisite Adult Drug Court Evaluation*. NADCP's *Ten Key Components of Drug Courts and Adult Drug Court Best Practice Standards*, as well as OJJDP's *Guidance to States: Recommendations for Developing Family Drug Court Guidelines* (2015) and NDCI's *Family Treatment Court Planning Guide*, comprise the foundation on which the Pinellas FDTC is built. The Pinellas FDTC program is

voluntary and designed to support substance abusing parents as they work towards a goal of recovery and family reunification. To achieve their goals, these parents and members of their families require access to a comprehensive continuum of community-based behavioral health treatment and recovery support services that the FDTC offers them. The FDTC program also offers parents opportunities to stay in contact with their child(ren), when safe to do so, as they work on personal goals established within an individualized, strengths-based and holistic Health and Wellness Plan (treatment/service plan). SUD treatment is customized to gender, drug-of-choice, and emotional and developmental age. A key component of the FDTC is the ability to place participants in the least restrictive level of care using the American Society of Addiction Medicine (ASAM) Patient Placement Criteria. Once enrolled, each participant receives a menu of services customized to their strengths and needs, delivered by a multidisciplinary team of seasoned behavioral health professionals, integrated with judicial supervision and comprehensive case management services.

To assist families to break the intergenerational cycle of abuse, neglect, and trauma, due to parental SUD/COD, and to support the crime-and drug free lives of parents in all four dimensions of recovery (i.e., Health, Home, Purpose and Community), and to achieve the goal and objectives identified by OJJDP, the Pinellas FDTC will provide the enhanced services identified below to at least **109 adults** and their families over 36 months (**36 adults/families per year**):

<p>Pinellas County Family Drug Treatment Court (FDTC) Families Staying on Track! Menu of Services <i>Emphasizing Accountability, Rehabilitation, Recovery, and Cessation of Criminal Activity.</i></p>
<ul style="list-style-type: none"> ▪ Integrated screening and assessment for SUD/COD using a biopsychosocial assessment instrument administered in a structured clinical interview; ▪ Individualized, participant-driven treatment planning that addresses the needs of the individual and family (plan reviews every 30 days);

- Phased, licensed, evidence-based, trauma-focused, and person-responsive (ASAM Level of Care) Outpatient and/or Residential SUD/COD treatment;
- Evidence-based treatment modified to meet the needs of participants w/ COD and to include opioid-reduction components.
- Frequent, randomized, and science-based drug testing for monitoring compliance;
- Specialized COD education and support groups;
- Health and wellness planning and integrated healthcare services;
- Strengths-based case management services for participant and family coordinated between court, treatment and child welfare personnel (includes home visits);
- Parenting education and skills-building groups to strengthen parent child bonding and strengthen family functioning;
- Family engagement events and services (including home visits), family counseling, family reunification support groups and family parenting education;
- Wrap-around recovery support services (RSS) designed to improve access and retention in services (e.g., child care, vocational, educational, peer support, mentoring, transportation services);
- Linkages to comprehensive services for children to meet their neurological, physical, social-emotional, behavioral, or cognitive needs coordinated between the Court, Pinellas County Government, Eckerd Connects and WestCare;
- Relapse prevention, aftercare and alumni groups; and
- Recovery (transitional) Housing: Six (6) beds will be reserved for the *Families Staying on Track* program and made available to Outpatient clients at any time during their participation OR to Residential clients following completion of residential treatment. WestCare (treatment provider) has been operating the *Mustard Seed Inn Recovery Housing Program* since 2001. WestCare operates its recovery housing beds in alignment with the strengths-based and inclusive standards set forth by the National Alliance for Recovery Residences (NARR). The average length of stay in recovery housing is 90 days. Currently, many FDTC participants are unable to have overnight visits with their child(ren) due to a lack of stable housing. Many of these participants must use hotels to for overnight visits with their child(ren). The FDTC team is exploring the possibility of WestCare's safe and secured recovery housing being approved for "overnight visits" for parents participating in the FDTC.

Proposed Enhancement Components: Since its implementation in 2016, the Pinellas FDTC has primarily offered ASAM Level 1 Outpatient SUD treatment to participants. Many of the Circuit's drug court clients (presenting the highest risk/need) have a clinical need for higher intensity inpatient treatment services, most state dollars are invested in less intensive and more economical interventions, leaving little funding for residential treatment options. Consequently, Pinellas County and SJC are requesting enhancement funding from OJJDP to implement a modest number of treatment beds (2-3 beds per year) to prioritize the recruitment, engagement and retention of parents whose first, second or tertiary drug-of-choice is opioids, as well as parents with COD. Working in conjunction with licensed and CARF accredited community-based treatment provider WestCare GulfCoast-Florida, the FDTC team will have an opportunity to offer residential SUD treatment beds (ASAM Level 3.3) within WestCare's Community Involvement Center (65,000 square feet) in Pinellas County. The addition of new beds will increase the number of FDTC participants receiving residential treatment. A seasoned multi-disciplinary team of behavioral health professionals will provide 24-hour licensed and integrated residential treatment that is evidence-based, person responsive, trauma responsive and co-occurring capable.

Treatment services also will be enriched by the integration of ***opioid use, abuse, and overdose reduction education*** using harm reduction strategies including utilizing SAMHSA's ***Opioid Overdose Toolkit*** and SAMHSA's ***Decisions in Recovery: Treatment for Opioid Use Disorder*** (client handbook).

In addition, WestCare will augment its licensed treatment services with the addition of a new concluding phase of treatment that is focused on reentry and relapse prevention. During the reentry phase, all clients will focus on the development of stable community supports including housing, employment, education, reconnections with members of their circle of support, other

recovery support services, and continued participation in group therapy to address ongoing issues related to reentry, relapse prevention, and family functioning.

Additionally, the FDTC can offer *Medication Assisted Treatment (MAT)* to participants (as clinically indicated) under the supervision of WestCare's Medical Director. The SJC and WestCare currently receive funding from the State of Florida to cover costs of Visitor® (naltrexone) under the care and prescription of a physician and licensed treatment provider.

Also, WestCare operates *A Turning Point*, an emergency intervention shelter and inebriate receiving facility that provides emergency intervention shelter services for homeless adults with SUD or COD. The shelter is the only facility (in the local area) that accepts inebriated adults directly from the street. FTDC participants in need of detoxification and stabilization will have access to the facility as needed.

Evidence-based Programs and Practices: WestCare selects interventions that are well-articulated with empirical support and meet the approval of the WestCare's clinical experts (i.e., Chief Clinical Officer, Clinical Committee, etc.) and members of the FDTC team. All clinical treatment services provided by WestCare will be rooted in a cognitive-behavioral relapse prevention approach.

Cognitive Behavioral Therapy (CBT) is a general classification of psychotherapy, based on social learning theory that involves cognitive restructuring, modifying behavior, and/or developing alternative coping skills. WestCare uses CBT strategies to assist individuals in changing criminal beliefs and values. To change irrational thinking patterns cognitive strategies, incorporate skills training in problem solving, negotiation, and interpersonal skills training. These interventions concentrate on the effects of thoughts and emotions on behavior and include strategies that promote pro-social behavior and accountability through a system of incentives and

sanctions. *Motivational Interviewing (MI)* and *Motivational Enhancement Therapy (MET)* are other evidence-based techniques which WestCare uses in conjunction with CBT to address problems of motivation, treatment readiness, ambivalence, and resistance in assessment and treatment.

Relapse Prevention (RP) is a cognitive-behavioral approach that focuses on the identification and management of high-risk situations that could lead to relapse. Relapse prevention assists participants to identify triggers for offending, learning strategies to avoid these triggers, and learning healthy ways of coping with triggers. WestCare helps its clients to develop coping skills, decision-making skills, and “right” thinking. WestCare’s model is flexible, maintaining authority by setting limits and enforcing parole/probation orders and other rules while using a problem-solving approach with positive modeling and making extensive use of community resources. *No modifications are planned for these interventions.*

Seeking Safety, developed by Lisa Najavits, Ph.D., is an evidence-based, present-focused, highly flexible and safe counseling model to help people attain safety from trauma and/or substance abuse. It directly addresses both trauma and addiction, but without requiring clients to delve into the trauma narrative, thus making it relevant to a very broad range of clients and easy to implement. Seeking Safety offers 25 topics that can be conducted in any order and as few or many as time allows.

Nurturing Parenting™ Families in Substance Abuse Treatment & Recovery: The Nurturing Program for Families in Substance Abuse Treatment & Recovery is built on the principles of relational development. The 17-topic manualized curricula focus on parental and familial factors including mutuality, authenticity and empathy. The evidence-based curricula guide parents to explore their childhood experiences, their fears, and their strengths. Parents explore

effects of substance abuse on themselves and their families and strengthen their recovery. Parents develop self-awareness and build nurturing skills using a variety of techniques and activities that accommodate different learning styles. Parents explore their own process of development as adults in recovery and examine the parallels and differences in the development of their children. *No modifications are planned.*

Residential programs and environments are structured using the ***Modified Therapeutic Community (MTC)*** treatment framework. Ideal for use with clients that have COD, the MTC model makes three key adaptations to address COD: more flexibility, less intensive and more individualization.

Eight (8) critical elements help support a strong foundation for the continued growth and development of the FDTC including: **(1) Collaborative Planning:** The Pinellas FDTC represents an important collaboration among multidisciplinary partners representing numerous local systems (i.e., court, child welfare, substance use disorder treatment and social services agencies, etc.). Bound by a shared family centric mission and vision, members of the FDTC team leverage authority, capacity, resources, and skills to respond to the array of challenges faced by families impacted by child welfare, social services, and criminal justice issues, especially, the families directly harmed by the opioid crisis. The FDTC team participated previously participated in *The Drug Court Planning Initiative: Family Dependency Treatment Court* training that was created and conducted by the National Drug Court Institute (NDCI). The process of designing, implementing, operating and sustaining the FTDC over the last three years has increased communication and information sharing between local systems, and has increased communication between these constituencies and families, thus providing the necessary support and guidance to protect children and reunite families. **(2) Eligibility, Engagement, and Screening:** In alignment

with NADCP's Adult Drug Court Best Practice Standards on *Target Population* and *Historically Disadvantaged Groups*, as well as, NADCP's 3rd Key Component of Drug Courts, eligible participants will continue to be identified early and promptly placed in the FDTC program. Integrated and strengths-based screening and assessment will be conducted as part of the individualized treatment plan process. In order to participate in the FDTC, each adult must meet the following *written objective eligibility* criteria:

- Must be at least 18 years of age and a parent.
- Must be a resident of Pinellas County.
- Must have dependency case where maltreatment/neglect is due to parental SUD.
- Must have case jurisdiction in Pinellas Count.
- Must prioritize the welfare of the child(ren) and family reunification as primary goals.
- Must admit to abuse/neglect allegation(s) and exhibit a desire to live crime/drug free.

Some *disqualifiers* include alleged sexual perpetrators, histories of violent offenses, pending felonies, otherwise incompetent. Eligible participants are identified early and promptly placed in the FDTC program. The FDTC program uses of a Risk-Need-Responsivity Model and a validated risk assessment tool to prioritize participation for highest risk/need offenders. The Pinellas FDTC welcomes multiple referral sources with a *no wrong door* policy. **(3) Assessment, Service Delivery and Case Management:** In alignment with NADCP's Key Components of Drug Courts, as well as, NADCP's Adult Drug Court Best Practice Standards, OJJDP's publication titled, *Guidance to States: Recommendations for Developing Family Drug Court Guidelines* (2015), and with guidance from OJJDP Technical Assistance Representatives and input from participants via focus groups, participant input questionnaires and satisfaction surveys, services will be provided to children, adults and families as follows: *Integrated and Strengths-based*

Assessment and Planning: In alignment with best practices noted by SAMHSA, an integrated assessment protocol will be administered for participating adults that will include a structured interview (biopsychosocial assessment), in addition to the validated Adverse Childhood Experiences (ACEs) tool and the North Carolina Family Assessment Scale for Reunification (NCFAS-R). Using these instruments, the WestCare Counselor, in collaboration with the participant (and his/her circle of support as applicable) will develop a custom Health and Wellness Plan (aka treatment plan) to address the unique needs of the participant and his/her family. The American Society of Addiction Medicine Patient Placement Criteria (ASAM PPC-2) is used to place offenders in the most appropriate and least restrictive level of care. The Comprehensive Behavioral Health Assessments (CBHA) are completed for children in out of home care placements upon initial removal. The CBHA evaluations, administered through Eckerd Connects (the local Child Welfare Agency) contain critical information pertaining to children's mental health, medical and educational needs.

Under Florida's Safety Decision Making Framework, a Family Functioning Assessment (FFA) will also be completed, which provides a synthesis and critical analysis of all the facts gathered that are specific to services work with the family. An initial FFA is done by the Child Protection Investigator and an FFA – Ongoing is administered later by the child protection case manager. The FFA addresses four domains: Maltreatment and Nature of Maltreatment, Child Functioning, Adult Functioning and Parenting. The Department of Children and Families through Eckerd Connects is responsible for preparing the dependency case plan, which includes the requirement on the part of the parent to successfully complete the FDTC program.

Eckerd Connects subcontracts with Directions for Mental Health and Lutheran Services Florida to provide child welfare case management services in Pinellas County. The resulting case

plans utilize a holistic approach including, in addition to substance abuse treatment, any mental health services, medical services, domestic violence services, anger management services, parenting classes, visitation programs, housing, employment, transportation, and any other services that are pertinent to achieving the family stability necessary for reunification. All FTDC team members work closely to ensure that all needs identified in the case plan are satisfied and services provided to help ensure successful completion. The team approaches all aspects of each case with both short-term and long-term interests in mind. The regular input of substance abuse treatment provider will inject a critical perspective often missing in regular dependency planning.

Services for parents will include substance abuse treatment, recovery support services, case management, aftercare/relapse prevention, and parenting/family education sessions. Using best practices from SAMHSA's RSS/Recovery-Oriented Systems of Care, the FTDC program integrates flexibly staged RSS with treatment services throughout the term of participation. (i.e., life skills training, transportation assistance, housing assistance and counseling, employment services, referrals and linkages, educational support, etc.). Regarding mental health care, all participants and family members will be screened for mental health conditions using a validated instrument. If needed, participants and family members will be connected with local mental health partners for further evaluation and mental health counseling (including family counseling) and medication management.

Services for Children: The FDTC team will utilize a Family Drug Court checklist provided by OJDP which includes a list of effective strategies for "addressing the needs of children" in a self-assessment format. The dependency case plan must also include all available information relevant to the child's care including services to address the child's needs. The monitoring of developmental milestones throughout the child's growth and developmental stages will be

achieved through medical assessments from All Children's Hospital. All Children's also completes developmental assessments on babies, and the Fidler Developmental Assessment Center completes assessments on the 3–5-year-old children. Once children are in the public school system, these assessments are continued through an Early Learning Coalition. Finally, most important will be the coordination with the parents/caregivers, primary care physicians, schools and daycares to monitor the ongoing needs of the child(ren) through a systematic process. Eckerd Connects ensures that every child serviced through the child welfare system receives routine medical and dental care. As the community-based care child welfare lead agency, Eckerd Connects ensures that all sub-contracted providers are aware of the Florida Administrative Rules that govern this process. In addition to linking children to medical and dental services per code, Eckerd Connects collects data weekly via FSFN which is utilized system-wide, to ensure that medical services are provided ongoing. Any child that is in the dependency system, whether substance exposed during pregnancy or exhibiting other developmental delays, will be evaluated for the level of care they require. Once the assessment is completed the child will be referred for any recommended services such as individual therapy – to include play therapy, art therapy, music therapy, and dance. If recommended, and based upon the child's age, individual counseling may also be implemented.

Additional services that are available to meet the child's needs include Hospice (including grief and loss support groups), sexual abuse survivor therapy (for children that are either a victim or perpetrator), medication management (through regular psychiatric follow ups and evaluations), and specialized trauma therapy EDMR (eye movement desensitization re-processing). To help foster co-parenting in the interest of the child, an Ice Breaker meeting will be scheduled to help the parents initiate a collaborative partnership, address the child's best interests and strengthen

child adjustment. When a child has been placed into a licensed foster home or with a relative placement, the DDC or ECC Community Coordinator will contact the biological parents and the foster parents to explain the Ice Breaker meeting and its purpose, and a time will be coordinated that is mutually agreed upon by both parties. The meeting will be held and facilitated by the designated program representative within 30 days of entry into the program. Some families may be screened out from participating if the parent is currently incarcerated or out of region/state, the Court has issued an order prohibiting the biological parent from contacting the caregiver, or safety concerns were presented during the investigation (concerns of possible dangerousness or physical violence). The location of the meeting will be at the courthouse, offsite or virtual to help both sets of parents feel as if they are on neutral ground. The aim is to validate the parent as a partner on a team working together for the child, and to minimize negative feelings the biological parents may harbor towards the FDTC and foster parents.

The designated court staff will explain the purpose/goal of the meeting and introduce the participants and clarify each role and responsibility. The foster parent will be invited to speak first to relieve the birth parent's anxiety of not knowing where or who the child is with. The birth parent will share information about their child. This will be facilitated through use of an "About My Child" questionnaire. During the Ice Breaker, the team will also develop an eco-chart to map the significant adults in the child's life to help with future co-parenting efforts.

At the Ice Breaker meeting plans will also be made for the nature and frequency of other regular communications between biological parents and child and between biological and foster parents each week. Bio-foster parent conversations (whether by phone, email, or combination) will occur multiple times weekly and will be child-focused and provide episodic opportunity for parents to give input (bedtime rituals, soothing routines). This encourages regular and frequent

contacts even for preverbal infants. Also, the Circuit has implemented a *Quality Parenting Initiative - Just in Time Training*, a program for relatives, non-relatives and foster parents who have children who have been a victim of substance abuse that explores intergenerational abuse and its effect on children.

In addition, in partnership with The Eluna Network, WestCare will offer free enrollment to at least 13 children of FDTC participants in its innovative *Camp Mariposa® St. Petersburg* program. Camp Mariposa is an evidence-based series of free, weekend overnight camps that support children between the ages of nine through twelve who are impacted by substance abuse in their families. The program combines traditional camp activities with therapeutic components to equip children being directly impacted by addiction with the knowledge, tools, and coping skills to prevent them from developing an addiction of their own, as well as, helping them to decrease their trauma symptoms and help break the intergenerational cycle of addiction.

Services for Families: Several family engagement activities are part of the FDTC plan including treatment planning that addresses the needs of the entire family; family counseling and support groups; manualized parenting/family education sessions as discussed previously; home visits and home-based services; and comprehensive case management services that considers and addresses the needs of the entire family. In addition, the SJC's Quality Parenting Initiative Just in Time Training is a program for relatives, non-relatives and foster parents who have children who have been a victim of substance abuse. The training is called Intergenerational Abuse and its Effect of Children and was developed in 2011.

Case Management: Strengths-based and flexible case management services will be available to all FDTC participants. In alignment with SAMHSA, CSAT TIP 27: *Comprehensive Case Management for Substance Abuse Treatment*, case management will enhance the scope of

addictions treatment, the recovery continuum and the overall FDTC experience. Case Management will be provided by SJC's Court Program Specialist with assistance from WestCare Counselors to provide ongoing assessment of participant progress and needs, to coordinate referrals to services in addition to primary treatment (e.g. intensive mental health services, education, housing, social services, food stamps, healthcare services, social supports, other benefits, mentoring programs, etc.), to provide structure and support for individuals who typically have difficulty using services even when they are available, and to ensure communication between the court and the various service providers. Participant progress will be documented in clinical case files and the Drug Court Case Management (DCCM) software system. This electronic case management record software provides the SJC with the ability to share information, capture valuable demographic data and monitor the outcome of programs, enabling judicial, treatment and administrative professionals the ability to collaborate.

Relapse Prevention: The SJC will continue to coordinate with its contracted treatment providers to provide FDTC participants with relapse prevention services, which guide each participant's individualized service plan. Relapse prevention is integrated into all phases of treatment (from orientation to graduation) and post-discharge aftercare provided by treatment providers within the community. WestCare Counselors provide aftercare guided by SAMHSA's TAP 19: *Relapse Prevention with Chemically Dependent Criminal Offenders, Provider's Manual* and informed by BJA's Drug Court Clearinghouse document, *The Nature and Provision of Aftercare: Continuing Care Programs that Last Beyond Graduation*. The aim with relapse prevention is to teach participants to recognize and manage relapse warning signs. The FDTC team recognizes the principles of relapse prevention including self-regulation, integration, understanding, self-knowledge, coping skills, change, awareness, significant others and

maintenance. Treatment providers will continue to provide cross-training to FDTC team members, family members and other stakeholders on relapse prevention/recovery maintenance. The FDTC Policies and Procedures Manual further addresses expectations and protocols for information sharing as well as data collection responsibilities so that information among the team members will be coordinated effectively and ensure confidential information is protected. The Sixth Judicial Circuit will utilize its Social Solutions Evidence to Outcomes drug court database to capture case related information for the FDTC. This automated case management system (CMS) is accessible by the Court, State Attorney's Office, Regional Counsel, Treatment agencies, and other resource providers with assigned role-based securities over a secure internet connection. This enables access to needed data between hearings and for the electronic submission of required treatment reports. A Memorandum of Agreement guides use of the CMS. Together with written Information Sharing and Data Protocols in the FDTC manual, these tools will guide information sharing between collaborating agencies. **(4) Program Design and Duration:** The FDTC will exclusively handle cases in which there has been an adjudication of dependency utilizing an integrated court model. Therefore, when a Dependency Judge agrees to allow a case to proceed in FDTC, the Judge understands that the case will be handled by the assigned FDTC judge, who will also hear connected Unified Family Court (UFC) master cases, if any. Thus, all FDTC cases will be heard by a single UFC Judge. The average length of participation is anticipated to be one year, to comply with the permanency placement timeframes mandated by the Adoption and Safe Families Act of 1997. Since the underlying dependency case is still progressing, dependency judicial review hearings will be conducted as needed by the FDTC Judge at the same time as the drug court status hearings. Despite drug court status, recovery from substance abuse and family reunification will remain separate issues. **(5) Continuing Judicial Supervision:** In alignment with the NADCP's 7th

“Key Component” of Drug Courts, “Ongoing judicial interaction with each drug court participant is essential,” the SJC will continue to maintain its strict judicial supervision requirements that underscore that the Judge is the leader of the drug court and emphasizes an active, supervising relationship, maintained throughout treatment that increases the likelihood that a participant will remain in treatment and improves the chances for sobriety and law-abiding behavior. Participants in the FDTC will appear before the Judge biweekly for status hearing or more frequently depending on individual needs. It is anticipated that the Drug Court Judge will change the frequency of appearances, as deemed appropriate as the case progresses. For example, a participant with good treatment reports who is having difficulty attending every other week due to work constraints, may be allowed to appear less frequently, again, as determined by the Judge. The SJC will utilize “case staffings” (team meetings) in order to report case information to the Judge in advance of the status hearings. During a typical case staffing, each client’s progress is discussed, and input and feedback is garnered from all drug court team members for each client scheduled for a status hearing. The prior staffings enable the judge to utilize the review hearing to establish and maintain a more personalized judge-client interaction rather than having it present as a more adversarial proceeding in which various interests may be at odds. Team members who participate in status hearings, other than the judge, include the child protection case manager, who provides information regarding case plan progress; substance abuse treatment representatives, who report on the progress of their clients in treatment; defense attorneys, who ensure a client’s due process rights are protected; a representative of the State Attorney’s Office, who represents the interests of the Department of Children and Families; a representative of the Guardian ad Litem Program, who advocates for the interest of the child(ren), and the Court’s Dependency Drug Court Coordinator, whose role is to be the liaison among all drug court team members. Treatment reports are made available

electronically via a database at least 48 hours before a scheduled review. All members of the FDTC have access to this database via a secure means over the internet so that information regarding participants is readily available. Unified Family Court Judge Patrice Moore has been designated by the Chief Judge to hear FDTC cases. **(6) *Mandatory Drug Testing and Monitoring:*** In alignment with the NADCP's 5th "Key Component" of Drug Courts, "Abstinence is monitored by frequent alcohol and other drug testing," frequent (at least once per week) science-based randomized urine drug testing will be used as a tool to monitor the abstinence and treatment compliance of all participants. Proposed treatment provider WestCare will provide technicians (of diverse genders) who are trained in procedures that follow the NADCP standards with adherence to Chain of Custody Protocols found within the Clinical Improvement Act. Observed collection is the primary method of screening. The initial drug screen will utilize a 12-panel screening for drugs commonly abused using an enzyme immunoassay (EIA) procedure (e.g., cocaine, marijuana, PCP, amphetamines, opiates, benzodiazepines, barbiturates, methadone, propoxyphene, Quaaludes, Ecstasy/MDA, and Oxycodone/Percocet). Breathalyzers will also be administered with participants with a history of alcohol use. WestCare will promptly inform the SJC if the participant fails to provide a specimen for screening, submits the sample of another individual, adulterates a specimen or if the screening reveals evidence of non-abstinence. Failed tests are addressed by the Court, and appropriate, graduated sanctions may be applied, including more frequent testing, an amended treatment protocol adding additional services to address reasons for relapse, and restarting a treatment phase. Treatment participants may also be required to have a drug screen if the treatment staff suspects that they have used drugs. Only adult participants will be screened by WestCare. If the Child Protection agency determines that a child is also in need of testing in order to secure potentially needed services, the Judge may also order that as part of the dependency

proceeding. **(7) Staff Training:** Informed by “Recommendation 4: Ensure Interdisciplinary Knowledge” from OJJDP’s publication titled, *Guidance to States: Recommendations for Developing Family Drug Court Guidelines* (2015), and NADCP’s 9th Key Component of Drug Courts regarding interdisciplinary education, the SJC will integrate cross training and other knowledge development opportunities into the implementation plan for the proposed FDTC. The applicant also desires to seek guidance from OJJDP technical assistance representatives to help shape this area of implementation. Previously, a team of SJC staff and stakeholders participated in *The Drug Court Planning Initiative: Family Dependency Treatment Court* training that was created and conducted by the National Drug Court Institute (NDCI). Chief Deputy Court Administrator Michelle Ardabily also attends the National Association of Drug Court Professionals (NADCP) Conference annually and provides teach-back sessions to stakeholders within her local community. WestCare also offers free cross training and knowledge development workshops and webinars. These trainings help ensure that all stakeholders and local systems understand the impact of substance abuse and co-occurring disorders on children and all family members. The FDTC team will utilize OJJDP’s *Effective Strategies for Ensuring Interdisciplinary Knowledge* self-assessment checklist tool to help guide the team in planning and implementing a meaningful knowledge development plan. Members of the FDTC team will also attend annual grantee meetings for further knowledge development. **(8) Management Information System and Performance Measures:** The FDTC team has reviewed the Family Drug Court Program Performance Measures identified by the OJJDP Intervention Division and understands the totality of data that will be requested from grantees. Data Collection will involve participation from members of the FTDC team. The Program Director, administrative staff of Pinellas County Government and the Sixth Judicial Circuit will work in conjunction with the Office of the State

Attorney and the WestCare Data Coordinator to maintain engagement with each drug court client during their participation and at least one (1) year program completion, for the purpose of collecting client-level performance and outcome data in accordance with all required performance measures. *See Section D for more details.*

In addition, to maintain court operation and enhancement efforts beyond the life of federal grant funds, WestCare will conduct strategic ***sustainability planning*** with the drug court team. The goal of sustainability planning is to employ sound financing strategies and cultivate and maintain solid partnerships that leverage resources. Strategic sustainability planning facilitated by WestCare is guided by the National Drug Court Institute's publication, *Ensuring Sustainability For Drug Courts: An Overview of Funding Strategies*, and emphasizes a myriad of financing strategies not limited only to grant seeking. Third party reimbursement, private philanthropy, social enterprise, fee-for-service models, and other methods are addressed by the plan. Additionally, the sustainability planning process begins with a SWOT analysis, includes a review of program procedures and practices, and sets 5-year plans for maintaining, expanding, enhancing and sustaining program services with quality improvement and finance diversity in mind. *A timeline is included as a separate attachment.*

C. CAPABILITIES AND COMPETENCIES (25%)

The Applicant, **Pinellas County Government**, is a complex mix of 25 governmental bodies (one for each of its 24 cities/municipalities and one for an unincorporated area). Pinellas County is committed to progressive public policy, superior public service, and judicious exercise of authority and responsible management of public resources.

The **Sixth Judicial Circuit (SJC)** is in the Central West Coast of Florida and serves residents of Pasco and Pinellas Counties. The third largest trial court in Florida, SJC boasts 45

Circuit Court Judges and 24 County Court Judges serving a circuit population of nearly 1.5 million. Data from Florida's Summary Reporting System (SRS) notes an average of 62,000 circuit filings and 200,000 county filings occur each year within the judicial circuit. Examples of similar projects include the Pinellas Adult Drug Court (PADC) which was established in 2001, and the Pinellas Veterans Treatment Court (VTC) which was established in 2011. These specialty treatment court models have served more than 2,000 individuals representing diverse and vulnerable populations. Each specialty treatment court model represents partnerships forged between Pinellas County, SJC, the State Attorney's Office, the Public Defender's Office, the Pinellas County Sheriff's Office, the Florida Department of Corrections (community supervision) and community-based, licensed behavioral health treatment providers. Pinellas County and SJC are current and/or past recipients of several federal treatment court grants (i.e., SAMHSA, BJA, OJJDP, etc.). Pinellas County and SJC also have successfully managed grants from the Department of Justice (DOJ), Office on Violence Against Women (OVW), Office of Justice Programs (OJP) and the Office of Juvenile Justice and Delinquency Prevention (OJJDP). SJC's Unified Family Court (UFC) is a comprehensive approach to handling all cases involving children and families while resolving family disputes in a fair, timely, efficient and cost-effective manner. UFC judges hear all delinquency and dependency cases and identified interconnected cases involving domestic relations issues, including domestic violence. UFC also provides prompt linkage to related services. The Unified Family Court, designed to have one judge oversee all matters involving one family, has been a section of the Family Law Division since 2001.

The Family Drug Treatment Court (FDTC) is assigned to **Associate Administrative Judge Patrice Moore** presiding in the Pinellas Unified Family Court. Judge Moore was appointed in 2008, to the Florida Board of Psychology. Elected in August of 2010, Judge Moore was the first

African American female Circuit Judge in the SJC. As the presiding Judge, Judge Moore, provides leadership to the FDTC by presiding over court proceedings, conducting judicial reviews of case status reports, conducting judicial supervision court appearances, being an integral member of the FDTC team and monitoring appropriate application of disciplines, sanctions and incentives while maintaining the integrity of the court.

Ms. Michelle Ardabily, Chief Deputy Court Administrator of the SJC will serve as the Project Director. Ms. Ardabily has served the SJC for 33 years and supervises all drug courts in the SJC including its Family Drug Treatment Court. Ms. Ardabily, and her team, including a Court Program Specialist II, ensure all participants are assessed, conduct meetings, ensure smooth court calendaring, provide data to team members, monitor progress of participants, and attend FDTC team meetings. Ms. Ardabily will work in conjunction with **Fiscal Agent Gabriela Piloseno** of the Pinellas County Office of Justice Coordination (Pinellas County Government) regarding fiscal management of contracts, contracting, payment of subcontractors, performance monitoring, and grant reporting. Other members of the circuit's FDTC team include: A **Child Protection Investigator** who will identify potential court cases and keep the shelter Judge informed. This position will also work with case workers to expedite early services intervention staffings and drug evaluations. The **State Attorney's Office** will help identify eligible participants based on objective written criteria. This office represents the State's interests in all court proceedings. Regional Counsel will represent the interests of parents by discussing all legal aspects of the case, the nature and purpose of FDTC, program rules, available options, and consequences with participants. A Guardian ad Litem will represent the interests of child(ren). A case worker provided by **Eckerd Connects** will be involved. The Florida Department of Children and Families contracts with Eckerd Connects to be the Child Welfare & Foster Care Agency for the target geographic area.

Additionally, for nearly a decade, the SJC has worked in conjunction with **WestCare GulfCoast-Florida, Inc. (WestCare)** have collaborated to offer life-changing behavioral health and human services to Floridians with SUD and/or COD, and their families. WestCare, the proposed SUD treatment provider, is a 501(c) 3 community-based, licensed and CARF-accredited nonprofit was established in 2001 and serves approximately 3,500 individuals annually with 150 staff members. WestCare has an operating budget of nearly \$10M and manages more than 30 local, state and federal service. Additionally, WestCare has been a successful SAMHSA and BJA (offender mentoring) grantee. WestCare collaborates with Pinellas County, the Sixth Judicial Circuit, and the Florida Department of Corrections, under service contracts, to offer evidence-based residential and outpatient SUD treatment and recovery support services to Floridians with the highest risk/needs. The WestCare continuum of community-based behavioral health and human services includes emergency shelter, detoxification and stabilization, reentry/recovery housing, outpatient and inpatient SUD treatment programs (i.e., modified therapeutic community), prevention programs for children and youth, and permanent supportive housing for veterans. All services offered by WestCare are individualized, person-centered, culturally competent, science-based and trauma responsive.

Leveraged Resources: The proposed project will be able to leverage resources from two other OJJDP projects operating in Pinellas County. In 2018, Pinellas County was awarded an **OJJDP Drug Treatment Courts Program** grant (36 months) to enhance its FDTC. The *Families on Track* project is currently working under a no-cost extension approved by OJJDP (because of challenges encountered due to COVID-19). If the requested grant is awarded, both grants will briefly be implemented simultaneously, but the FTDC team sees this as beneficial for the families being supported by the programs. In addition, Pinellas County and the SJC are currently

implementing an **OJDP *Opioid Affected Youth Initiative*** project which provides comprehensive services to children in the SJC’s Dependency Drug Court, including an Early Childhood track. Services provided under the opioid project include child-parent psychotherapy and other child traumatic therapies, screening for fetal drug exposure and connection to tutoring and educational advocacy, mentoring, substance use risk screening and educational prevention programs, opioid peer mentoring for families, and increased visitation through child welfare family support coordination. The ***Government Organizational Chart*** of Pinellas County and the ***Administrative Organizational Chart*** of the Sixth Judicial Circuit’s Dependency Court are included in the attachments of this application. Additionally, key job descriptions, resumes and letters of commitment also are included as attachments.

D. PLAN FOR DATA COLLECTION (10%)

Data Collection will involve participation from members of the FTDC team. The Program Director, administrative staff of Pinellas County Government and the Sixth Judicial Circuit will work in conjunction with the Office of the State Attorney and the WestCare Data Coordinator to maintain engagement with each drug court client during their participation and at least one (1) year program completion, for the purpose of collecting client-level performance and outcome data in accordance with all required performance measures for *Category 2: Enhancement*.

The FDTC team has reviewed the Family Drug Court Program Performance Measures identified by the OJDP Intervention Division and understands the totality of data that will be requested from grantees. The SJC’s Court Program Specialist and WestCare’s Case Manager will remain connected with participants in between follow-up interviews by conducting frequent “check-ins” by phone, collecting locator information at intake and discharge, offering incentives, and conducting interviews at locations and times convenient to participants. In alignment with

SAMHSA's TAP 19: *Relapse Prevention with Chemically Dependent Criminal Offenders* and BJA's Drug Court Clearinghouse document, *The Nature and Provision of Aftercare: Continuing Care Programs that Last Beyond Graduation*, the project will offer community-based relapse prevention/aftercare. The *Relapse Prevention Journal* will be incorporated to develop individualized relapse prevention plans. Participant data will be secured in an electronic health record (EHR) system. The SJC utilizes an automated data system used by Circuit Courts throughout Florida. The court will provide participant data on rearrests and incarceration in partnership with the Office of the State Attorney, who currently runs reports on drug court participants at one (1) and two (2) years post-completion to share with the Judge and members of the drug court team. The SJC contracts with a community-based behavioral health treatment provider to conduct a clinical interview with potential drug participants who meet the initial objective criteria. The clinical interview consists of a comprehensive biopsychosocial questionnaire that screens for drug use severity, mental health problems, motivation for treatment and criminal thinking patterns (among other areas).

The Project Coordinator will be responsible for conducting a quarterly review of the actual number of participants served with grant funds as compared to the projected number of participants to be served, using the automated data system used by the Sixth Judicial Circuit to manage its programs. Additionally, data will be shared during regular meetings of the drug court team. The Program Coordinator will report aggregated client-level performance and outcome data through the OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the Data Collection and Technical Assistance Tool. Pinellas County Government, Sixth Judicial Circuit and WestCare all have experience complying with OJJDP reporting requirements and will comply with submitting data through the new Just Grants system. The

project's QA plan will consist of data driven Process and Outcome assessment. **Process Assessment** consists of four components: (1) **Implementation Fidelity** will track and evaluate implementation of the project, determine adherence to specified timeframes, identify barriers, and describe deviations from the project implementation plan (time-task plan); (2) **Fidelity Monitoring** will assure that the implementation of evidence-based programs and practices is faithful to the models and will allow the early detection/correction of deviations; (3) **Client and Stakeholder Perceptions Surveys** are an important factor in assessing and understanding program effectiveness and will help determine satisfaction with the program and services; and (4) **Process Observation** will consist of a series of walk-throughs of different court processes annually using the NiaTx Walk-Through method to assure that the court is operating as intended, with fidelity to the ten key components. This allows members of the drug court team to directly experience the chosen organizational process as clients do in order to more clearly understand client needs, and then use what they learn to increase court effectiveness. **Outcome Assessment** will address the effectiveness of the program in attaining goals and objectives and meeting all required performance measures, thus assessing the drug court's overall impact on the community. ***This proposal does not include any research components.***

**Documentation of Advancing DOJ Priorities
O-OJJDP-2021-92009**

Justification for Priority Consideration

Pinellas County Government (applicant) wishes to be considered to receive priority consideration for advancing one or more of the Department's priorities as explained below:

Support to Crime Victims: While the Pinellas County "dependency court" is not technically considered criminal, the Pinellas County Family Drug Treatment Court does support the children and other family members of court program participants who are victims of neglect and/or violence. Moreover, as the FDTC team has come to learn through our years of experience (working with participants of specialty court programs), many of these individuals have experienced immense trauma during adolescence and as adults – many being victims of neglect, abuse, and crime themselves. In addition, we strive to integrate principles of restorative justice within our programs.

Promotion of Civil Rights: The Pinellas County Family Drug Treatment Court strives to sustain a welcoming and affirming environment and program experience for all participants. Our treatment provider partner, WestCare GulfCoast-Florida, Inc., is skilled at incorporating important discussions about issues that matter to participants into group counseling sessions. Timely topics regularly explored in groups include human rights/civil rights, stigma, discrimination, intergenerational trauma of discrimination and racism, current events (i.e., Black Lives Matter, violence, world issues), LGBTQ+ related topics, identity, understanding and valuing intersectional identities, etc. Many participants are passionate about group sessions in which affirming topics are explored. In fact, in April 2021, WestCare developed and hosted a webinar for behavioral health professionals on how to navigate talking about current events and other sensitive or potentially triggering topics with treatment clients. The Pinellas FDTC team feels that creating opportunities for program participants and their family members to understand and talk about universal civil and human rights is another way they can become well-rounded citizens that make positive contributions to their communities. Also, the FDTC program encourages participants to take an interest in local causes as a way of getting involved in constructive and proactive activities in their communities and finding fellowship opportunities.

**O-OJJDP-2021-92009 | FAMILY DRUG COURT PROGRAM FY 2021
PINELLAS COUNTY FAMILY DRUG TREATMENT COURT
“FAMILIES STAYING ON TRACK! PROJECT”**

Principal Goal of Proposed Project:					
Enhance the Pinellas County Family Drug Treatment Court (FDTC) to increase the capacity of FDTC team to intervene with substance abusing adult parents and adult parents with co-occurring mental health disorders who involved with the local justice system as a result of child abuse and neglect issues.					
MONTH	PROJECT GOAL	RELATED OBJECTIVES	ACTIVITY	COMPLETION DATE	PERSON(S) RESPONSIBLE
1	Finalize a plan for new project implementation.	Pinellas FDTC finalizes project implementation plan.	A. FDTC team meets to review Notice of Award, finalize/formalize partner agreements. B. FDTC finalize project implementation plan.	By month 2	Project Coordinator FDTC Team Members
4-36	All program participants receive a comprehensive evaluation.	Administer an integrated screening and assessment protocol.	A. All program participants complete a structured clinical interview with a counselor to assess strengths, needs, and gather information. B. Document in participant electronic health record (aka client file).	By month 36	Project Coordinator FDTC Team Members Treatment Provider SUD Counselor
5-36	All program participants will have an individualized Health and Wellness Plan (aka Individualized Service/Treatment Plan)	Develop individualized Health and Wellness Plans (aka Individualized Service/Treatment Plans with each program participant.	A. Counselor and program participant work together (using information gathered during the integrated assessment) to develop an individualized plan with personalized goals. B. Document in participant electronic health record (aka client file).	By month 36	Project Coordinator FDTC Team Members Treatment Provider SUD Counselor
5-36	All program participants will receive ASAM Level SUD treatment services.	Deliver ASAM Level SUD treatment services to participants as clinically indicated.	A. Program participants are placed in ASAM Level 1 Outpatient or 3.3 Residential SUD treatment as clinically indicated per results of participant evaluation. B. Document in participant electronic health record (aka client file)	By month 36	Project Coordinator FDTC Team Members Treatment Provider SUD Counselor
5-36	Children and family members of program participants will receive services as applicable.	Deliver services to children and families.	A. Children and family members will receive services offered by the program based on need.	By month 36	Project Coordinator FDTC Team Members Treatment Provider SUD Counselor

5-36	Ensure project progress and success.	Monitor and evaluate project progress and outcomes.	A. Implement the QA plan. B. Collect and analyze data. C. Complete required reporting.	By month 36	Project Coordinator FDTC Team Members Treatment Provider SUD Counselor
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State of Florida
Sixth Judicial Circuit of Florida

COUNTIES OF PINELLAS AND PASCO
545 - 1ST AVENUE NORTH, ROOM 400
ST. PETERSBURG, FLORIDA 33701
(727) 582-7272

ANTHONY RONDOLINO
CHIEF JUDGE

June 18, 2021

CINDY HERRINGTON
JUDICIAL ASSISTANT

Ms. Chyrl Jones
Acting Administrator
Office of Juvenile Justice and Delinquency Prevention
810 Seventh Street NW.
Washington, DC 20531

Re: OJJDP FY 2021 Family Drug Court Program, CFDA #16.585

Dear Acting Administrator Jones:

I wish to express my support of the planning efforts of Pinellas County Government, the Sixth Judicial Circuit, and the Pinellas Family Dependency Treatment Court (FDTC) team to continue and enhance the Pinellas FDTC through this grant application with the Office of Juvenile Justice and Delinquency Prevention. I understand that this grant opportunity is provided to enhance pre-existing drug courts for individuals involved with the family dependency court as a result of child abuse and neglect issues. Sixth Judicial Circuit drug court stakeholders very carefully planned for and launched a FDTC in 2016.

Should Pinellas County be awarded this grant, the Circuit will continue to provide a judge to oversee the court. The calendar will be called following a staffing meeting to discuss all pending cases. Additionally, the Sixth Judicial Circuit Court Administrator's Office will continue to provide case management, staff supervision, grant administration and oversight for the project.

The Sixth Judicial Circuit is committed to the Family Drug Court concept, as we feel it is a critical tool in preventing termination of parental rights, treating substance abuse, and keeping families intact.

Very truly yours,

A handwritten signature in blue ink that reads "Anthony Rondolino".

Anthony Rondolino
Chief Judge

June 29, 2021

Ms. Chyrl Jones
Acting Administrator
Office of Juvenile Justice and Delinquency Prevention
810 Seventh Street NW.
Washington, DC 20531

Re: OJJDP FY 2021 Family Drug Court Program, CFDA #16.585

Dear Acting Administrator Jones:

Eckerd Connects, the Lead Child Welfare Community Based Care Agency in Pinellas and Pasco County, supports the planning effort to enhance and continue its Family Dependency Treatment Court (FDTC) in Pinellas County. Eckerd Connects, through contract with the Department of Children and Families, provides for placement of children removed from the care of their parents, works to develop, and monitor case plans for parents of dependent children, and ensures the provision of services to children in the State's care. Eckerd Connects supports this application to protect the interests of children and families in Pinellas County and believes that through a collective effort this grant can assist in making a continued measurable impact towards decreasing the incidence of child abuse and neglect, intervening in the mitigation family risk factors, and reducing the likelihood of negative outcomes for the children served in our community.

Eckerd Connects is committed to working in partnership with the judiciary to continue the FDTC with new enhancements beginning this fall. The Eckerd Connects sub-contracted case management agencies will make final recommendations for drug court eligibility and arrange for necessary services. Upon acceptance of a case plan that calls for drug court, the Eckerd Connects case manager will also help with treatment referral contacts for the drug court participants.

Our office is committed to making dependency treatment court in the Sixth Judicial Circuit a success and will support and assist in efforts to continually improve and enhance FDTC operations.

Sincerely yours,

A handwritten signature in black ink that reads 'Brian Bostick'.

Brian Bostick
Executive Director, Eckerd Connects



June 24, 2021

Ms. Chyrl Jones
Acting Administrator
Office of Juvenile Justice and Delinquency Prevention
810 Seventh Street NW.
Washington, DC 20531

Re: OJJDP FY 2021 Family Drug Court Program, CFDA #16.585

Dear Acting Administrator Jones:

WestCare GulfCoast-Florida, Inc. supports the planning efforts of Pinellas County Government, the Sixth Judicial Circuit, and the Pinellas Family Dependency Treatment Court (FDTC) team to continue and enhance the Pinellas FDTC through this grant application with the Office of Juvenile Justice and Delinquency Prevention.

WestCare GulfCoast-Florida, Inc. is a nonprofit provider of quality behavioral health and human services within Pinellas County. Established in Pinellas County in 2001, and nationally in 1973, WestCare's mission is to empower everyone with whom we come into contact to engage in a process of healing, growth and change benefiting themselves and their communities.

If funded, WestCare GulfCoast-Florida, Inc. agrees to partner with the Sixth Judicial Circuit of Florida, under contract with Pinellas County Government (as subrecipient), to provide evidence-based and trauma-informed substance abuse treatment services to FDTC participants over a 36-month grant period. WestCare also agrees to provide evidence-based parenting/family education sessions and clinical case management services.

WestCare is committed to making dependency treatment court in the Sixth Judicial Circuit a continued success and will support and assist in efforts to improve and enhance FDTC operations.

Sincerely yours,

Larry McArthur, Vice President of Operations
WestCare GulfCoast – Florida, Inc.



Sheriff Bob Gualtieri

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"

June 16, 2021

Ms. Chyrl Jones
Acting Administrator
Office of Juvenile Justice and Delinquency Prevention
810 Seventh Street NW
Washington, DC 20531

RE: OJJDP FY 2021 Family Drug Court Program, CFDA #16.585

Dear Acting Administrator Jones:

The Pinellas County Sheriff's Office (PCSO) supports the planning effort to enhance and continue the Pinellas Family Dependency Treatment Court (FDTC). PCSO provides child protection investigation services for the County, through the Child Protection Investigation Division (CPID), and thus will perform a key stakeholder function for FDTC initiatives. PCSO has participated in a series of meetings to fashion the circuit's FDTC model, has helped operate an FDTC since its implementation at the end of 2016, and has expressed a commitment to enhance and continue the FDTC effort through this initiative. As Sheriff, I thoroughly support the FDTC enhancement effort, as I believe that dependency treatment courts reduce the incidence of termination of parental rights proceedings, reunify families, and decrease the incidence of child abuse and neglect by addressing the substance abuse of parents.

As members of the FDTC operational team, PCSO's Child Protection Investigators initially identify potential FDTC cases and inform the shelter judge. PCSO secures voluntary drug screens of potential participants, participates in case planning conferences and works with the Child Protection case managers to expedite early services intervention staffing.

PCSO is committed to making dependency treatment court in the Sixth Judicial Circuit a success and will, through our involvement on the FDTC operations team, support and assist in efforts to continually improve and enhance FDTC operations.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Gualtieri", written over a large, stylized flourish.

Sheriff Bob Gualtieri,
Pinellas County, FL

BG/cm



**SIXTH JUDICIAL CIRCUIT
GUARDIAN AD LITEM PROGRAM**

14250 49TH STREET NORTH
SUITE 4000
CLEARWATER, FL 33762

Mariela Ollsen, Esq.
Director

(727) 464-6528
(727) 464-7674 Fax

June 18, 2021

Ms. Chyrl Jones
Acting Administrator
Office of Juvenile Justice and Delinquency Prevention
810 Seventh Street NW.
Washington, DC 20531

Re: OJJDP FY 2021 Family Drug Court Program, CFDA #16.585

Dear Acting Administrator Jones:

The Sixth Judicial Circuit Guardian ad Litem Program supports the planning effort to enhance its Family Dependency Treatment Court (FDTC) in Pinellas County. The Guardian ad Litem Program represents the child's best interests in dependency proceedings and thus has a major stakeholder interest in the continuation and enhancement of this treatment court. I enthusiastically support this application to protect the interests of children in Pinellas County. Collectively, we can make a measurable impact towards decreasing the incidence of child abuse and neglect, intervening in family risk factors and reducing the likelihood of negative outcomes for the children by addressing the substance abuse of parents and providing services to their children.

The Guardian ad Litem Program is committed to work hard to support the enhancement of the FDTC this fall. A guardian ad litem representative will continue to be an active participant in FDTC proceedings, which are to be held weekly. We will also attend FDTC staffings to speak on behalf of the interests of involved children whom we represent.

I am personally committed to making dependency treatment court in the Sixth Judicial Circuit a success and will support and assist in efforts to continually improve and enhance FDTC operations.

Sincerely yours,

Mariela Ollsen, Esq.



OFFICE OF THE STATE ATTORNEY
SIXTH JUDICIAL CIRCUIT OF FLORIDA
PASCO AND PINELLAS COUNTIES

BRUCE BARTLETT
State Attorney

June 17, 2021

Ms. Chyrl Jones
Acting Administrator
Office of Juvenile Justice and Delinquency Prevention
810 Seventh Street Northwest
Washington, DC 20531

Re: OJJDP FY 2021 Family Drug Court Implementation and Enhancement Program,
CFDA #16.585

Dear Acting Administrator Jones:

The Sixth Judicial Circuit State Attorney's Office supports the planning effort to enhance its Family Dependency Treatment Court (FDTC) in Pinellas County. The Sixth Judicial Circuit State Attorney represents, through contract with the Department of Children and Families, the State's interests in all dependency court proceedings. As such, the State Attorney's Office has played a very active role on the Family Dependency Drug Court Steering Committee.

I thoroughly support the FDTC, as I believe that this court can reduce the incidence of termination of parental rights proceedings, reunify families, and decrease the incidence of child abuse and neglect by addressing the substance abuse of parents. As a member of the FDTC operational team, the State Attorney's Office will continue to work to help identify eligible participants based on established criteria, represent the State's interests in all court proceedings, and participate in drug court team meetings.

Our office is committed to making dependency treatment court in the Sixth Judicial Circuit a success and will support and assist in efforts to continually improve and enhance FDTC operations.

Kind regards,

A handwritten signature in blue ink that reads "Bruce Bartlett".

Bruce Bartlett
State Attorney

BB/cr

Administrative Office
2101 McGregor Blvd., Suite
101
Fort Myers, FL 33901
Front office phone: 230-
208-6925
Fax: 239-963-1220



Reply to: Clearwater

ITA M. NEYMOTIN
OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL
SECOND DISTRICT COURT OF APPEAL

June 22, 2021

Ms. Chyrl Jones
Acting Administrator
Office of Juvenile Justice and Delinquency Prevention
810 Seventh Street NW.
Washington, DC 20531

Re: OJJDP FY 2021 Family Drug Court Program, CFDA #16.585

Dear Acting Administrator Jones:

The Regional Counsel's Office supports the planning effort to enhance and continue its Family Dependency Treatment Court (FDTC) in Pinellas County. The Sixth Judicial Circuit Regional Counsel represents parents in dependency proceedings. As such, our Office will play a very active role in continual planning for the Family Dependency Drug Court. This planning role will continue in preparation for enhancements to be implemented this fall.

Regional Counsel has experience working with dependency treatment courts since late 2016. I thoroughly support the FDTC enhancement and continuation effort, as I have personally seen how this court reduces the incidence of termination of parental rights proceedings, reunifies families, and decreases the incidence of child abuse and neglect by addressing the substance abuse of parents. The support provided to parents during FDTC proceedings is instrumental in their recovery.

Since I have handled well over a thousand cases in the "regular" dependency court system, I have had ample opportunity to witness how the increased personal attention and support provided in FDTC gives parents the additional resources they need to change a case headed towards termination of parental rights to one resulting in reunification.

As a member of the FDTC operational team, Regional Counsel strongly supports continuation of funding for the FDTC so that we can continue

Judicial Circuits of Florida
6th, 10th, 12th, 13th & 20th

6TH CIRCUIT OFFICES
Pasco, Pinellas

15500 Lightwave Dr., Ste. 107
Clearwater, FL 33760
727-530-4400

13815 US Hwy. 98 Bypass
Dade City, FL 33525
352-521-1414

7334 Little Rd., Ste. 101
New Port Richey, FL 34654
727-842-2889

10TH CIRCUIT OFFICES
Hardee, Highlands, Polk

622 West Polk Street
Bartow, FL 33830
863-534-3689

503 Civic Center Dr.
P.O. Box 609
Wauchula, FL 33873
863-773-3019

223 S. Commerce Ave.
Sebring, FL 33870
863-382-8936

12TH CIRCUIT OFFICES
Bradenton, DeSoto, Sarasota

25 East Oak Street
Arcadia, FL 34266
863-494-7139

1201 Sixth Ave. West, Ste. 515
Bradenton, FL 34205
941-748-7273

1991 Main Street, Ste. 216
Sarasota, FL 34236
941-316-8348

13TH CIRCUIT OFFICE
Hillsborough

220 East Madison St. Ste. 630
Tampa, FL 33602
813-221-5134

20TH CIRCUIT OFFICES
Charlotte, Collier, Glades,
Hendry, and Lee

2000 Main Street, Ste. 500
Fort Myers, FL 33901
239-533-1500

Hendry/Glades
P.O. Box 1276 (Mail)
60 Calhoun Street
LaBelle, FL 33975
863-674-0444

2652 Airport Rd. S., 1st Floor
Naples, FL 34112
239-417-6209

407 East Marion Ave., Ste. 102
Punta Gorda, FL 33950
941-639-4545

Ms. Chyrl Jones
Acting Administrator
June 22, 2021
Page 2

to represent the interests of the parent by providing such services as discussing all legal aspects of the case, the nature and purpose of the FDTC program, rules, available options, and consequences with the client.

Our office has been and remains committed to making dependency treatment court in the Sixth Judicial Circuit a success and will support and assist in efforts to continually improve and enhance FDTC operations.

Sincerely yours,

A handwritten signature in black ink, appearing to read "David C. Chafin". The signature is written in a cursive, flowing style.

David C. Chafin, Esq.
Assistant Regional Counsel
Second District of Florida

Profile of Judge Patrice Moore

"I believe that everyone entering the courtroom deserves respect"

Judge Patrice Moore

Judge Patrice Moore decided to become a lawyer when she was in high school. She always felt that everyone deserved quality representation regardless of race, sex or economic status. Becoming a lawyer was, for her, a way to help those who could not help themselves.

The St. Petersburg native attended Florida Memorial College (1987-1991) graduating Magna Cum Laude with a Bachelor of Arts Degree in criminal justice and received her Juris Doctorate from Stetson University College of Law in 1995.

Judge Moore's very first job was with Turner Law Group, doing employment discrimination cases. She was employed by Bob Dillinger after he was elected as Public Defender in November 1996 and for over a decade she specialized in clients with severe mental health issues. She worked on cases ranging from misdemeanors to murders, including participating in 27 jury trials and 12 bench trials, and appearing in 31 to 50 judicial reviews in dependency cases. She also worked with "crossover kids," youths who are involved in both dependency and delinquency court, to let those youth know they have an adult that will be a constant in their lives no matter what.

Judge Moore is on the Board of Directors, and served as vice-chair, for Brookwood Florida. Brookwood Florida provides troubled adolescent girls with an alternative living environment and therapeutic programs encompassing education, employability skills, independent living training and counseling in order to prepare them for self-sufficiency or successful family reunification. She is also a staff member of the Alpha Kappa Alpha AKAdemy, a program which assists adolescent males and females in developing leadership skills using positive mentoring encourages educational development, a commitment to school and promotes volunteerism via community service projects.

Judge Moore serves as a member of the St. Petersburg chapter of the Links, Inc., one of the oldest and largest volunteer service organizations of women who are committed to enriching, sustaining and ensuring the culture and economic survival of African Americans and other persons of African ancestry.

Judge Moore was appointed in 2008, by then-Gov. Crist, to the Florida Board of Psychology. She is a member and past secretary of the Fred G. Minnis Sr. Bar Association, a member of Alpha Kappa Alpha Sorority Inc, Tiger Bay, NAACP, League of Women Voters, Past Co-President of Barney Masterson Inns Of Court and serves on the School Advisory Council at Thurgood Marshall Fundamental Middle School.

Elected in August 2010 as the first African American female Circuit Judge in the 6th Judicial Circuit, Judge Moore is married and they have two young girls. She enjoys old black and white movies and spending time with her family. A tennis mom, cheer mom and a dance mom, most of Judge Moore's free time goes to her daughters' activities however, she does enjoy the pleasure of reading a book that is *not* on the sunshine state reader list for the Pinellas County School Board.

Michelle Bourrie Ardabily

12230 Bishopsford Drive
Tampa, Florida 33626
(727) 641-0612

EDUCATION:

M.P.A. (Masters in Public Administration), University of South Florida, Tampa, Florida, April 30, 2004, GPA 3.91.

B.A., Political Science, University of South Florida, Tampa, Florida, April 1987, magna cum laude.

Valedictorian, Pinellas Park High School, Largo, Florida, June, 1983.

EXPERIENCE:

3/04 – present

ADMINISTRATIVE OFFICE OF THE COURTS,
SIXTH JUDICIAL CIRCUIT

Chief Deputy Court Administrator

Responsible for managing Sixth Judicial Circuit's court programs including programs in the areas of juvenile diversion, problem solving courts, unified family court, probate and guardianship, general magistrates, mediation and arbitration, behavioral evaluations, and law libraries. Also responsible for leading teams in the development and implementation of new court programs; directly supervising and evaluating subordinate managers; resolving personnel issues; making budget requests and aiding in budget management and cost containment; seeking grant and other outside funding to support special projects, providing input and direction in establishing and meeting annual program operational goals and objectives; and serving as liaison to other court-related agencies, local government, other court jurisdictions, other public and private organizations, and the general public.

11/99 – 3/04

ADMINISTRATIVE OFFICE OF THE COURTS,
SIXTH JUDICIAL CIRCUIT

Sr. Deputy Court Administrator – Human Resources, Planning & Development

Responsible for advising the Chief Judge and Courts Administrator on policy issues affecting the Circuit, monitoring Article V funding developments; coordinating all Article V

information requests and survey submissions; analyzing budgetary and staffing needs; designing, implementing and monitoring ongoing reporting of performance and accountability for all staff functions; fostering strategic planning within the circuit under the direction of the Chief Judge; coordinating planning workshops; managing the human resources system for the Circuit; responding to difficult personnel issues; counseling court supervisors and staff members; supervising fiscal functions in Pinellas; supervising public information officer functions; coordinating administration and reporting for grants; serving on statewide committees dedicated to funding, performance monitoring or personnel issues; and handling special projects requiring the assembly and analysis of resource data. Directly supervise eight staff.

9/90 – 11/99

ADMINISTRATIVE OFFICE OF THE COURTS,
SIXTH JUDICIAL CIRCUIT

Personnel Manager

Responsible for implementing and overseeing a personnel system for the Sixth Judicial Circuit that takes into account three different funding sources; recommending policy; providing advice and guidance to supervisors, the Courts Administrator and Chief Judge regarding employee actions; assisting judges and judicial assistants with insurance claims and benefits concerns; maintaining pay and classification systems; serving as Circuit EEO Officer and Americans with Disabilities Act Coordinator; serving on statewide committees handling personnel related matters; and supervising two staff members in maintenance of all personnel support functions covering all funding sources.

9/88 – 9/90

ADMINISTRATIVE OFFICE OF THE COURTS,
SIXTH JUDICIAL CIRCUIT

Administrative Assistant to Court Counsel

Responsible for providing office support to Court Counsel, handling delegated supervisory duties for the trial court staff attorneys, assisting with research and administrative projects, and preparing draft correspondence.

8/87 – 9/88

SIMMONS MARKET RESEARCH BUREAU, Tampa,
Florida.

Assistant Manager for Custom Media Studies

Responsible for scheduling, implementation, execution and completion of mail survey, main intercept, personal/in-store intercepts, telephone survey, newsstand inserts with a timely and cost effective result, meeting deadlines and quotas. Train and supervise four clerks. Maintain inventory of needed supplies/forms and administer usage. Maintain departmental files. Generate status reports for the various studies. Write, edit, typeset and layout copy for monthly company newsletter.

3/84 – 6/87

ST. PETERSBURG TIMES, St. Petersburg, Florida.

Journalist

Responsible for reporting and writing news stories of a neighboring municipality as well as functioning as a general assignment reporter.

HONORS AND
ACTIVITIES:

Society for Human Resource Management, current member; National Association for Court Managers, member 1999 to 2004; Phi Kappa Phi; American Society for Public Administrators, member 1994-1998; University Honors Program (undergraduate); Poynter Scholar; Mustard Seed Board of Directors, 2000-2002; Grace Lutheran Church, member; Amir Academy of Martial Arts, student 1999 – present.

SPECIAL TRAINING:

National Association of Drug Court Professionals Conferences and Family Court Conferences, Family Dependency Treatment Court Implementation Training, Drug Courts Evaluation Workshop, Mental Health Courts training, County Judge Conference – Trial Court Administrator Track, National Association of Court Managers annual conferences, National Association of Presiding Judges and Court Executive Officers annual conferences, 2017 NCJFCJ meeting to help draft plans for DV Judge Fellowship training, Florida Court Personnel Institute track on court community coordination, Center for Court Improvement Roundtable Discussion of DV Self-Help Centers – New York, NY, Florida Behavioral Health Conferences in Orlando.

Chief Deputy Courts Administrator

Nature of Work:

This is highly responsible administrative and supervisory work assisting the Trial Court Administrator in the management of the Sixth Judicial Circuit's court programs and other functions, including, but not limited to, programs in the areas of drug courts, juvenile diversion, probate, guardianship and mental health, library services, behavioral evaluations, family law, and alternative dispute resolution. Work involves the planning, organizing, directing, coordinating and monitoring, through subordinate managers, the activities of these court programs and reporting to the Trial Courts Administrator. Supervision is exercised over subordinate managerial personnel.

Essential Tasks:

Generally responsible for the day-to-day administration of court program and other activities including civil, criminal, juvenile, family, probate, and library services.

Directly supervises and evaluates subordinate managers.

Resolves personnel issues in coordination with the Director of Administrative Services, Human Resources.

Analyzes and reviews organizational structure, personnel management and staffing, methods and procedures, court rules and statutes, case flow, records, space and equipment management and computerized applications needs; prepares reports of findings and recommendations for improvement and/or implementation of new programs. Pursue funding opportunities to implement and sustain new court projects as approved by the Chief Judge.

Reviews program budget requests prior to submission to Fiscal Officer.

Develops process management systems and establishes Internet presence for each program in coordination with the Technology staff.

Provides input and direction in establishing and meeting annual operational goals and objectives of the Sixth Judicial Circuit.

Serves as liaison to court-related agencies, Pinellas County government, other court jurisdictions, other public and private organizations, and the general public.

Attends meetings on behalf of the Trial Courts Administrator when requested.

Resolves complaints regarding court matters when requested.

Monitors and plans for legislative developments affecting the courts.

Acts as Trial Courts Administrator in Administrator's absence when requested.

All other duties as assigned.

Educational/Experiential Requirements:

Bachelor's degree from an accredited four-year college with major coursework in public or business administration, law, or a closely related field.

Masters degree in judicial administration or public administration or other advanced degree highly preferred.

Five years of related experience, including extensive knowledge of the Florida State Courts System, and two years of managerial, administrative or supervisory experience. Additional

relevant experience may substitute for the recommended educational level on a year-for-year basis.

Thorough knowledge of and the ability to use automated computer systems for management functions.

Other Requirements:

Extensive knowledge of the Florida State Courts System organization, functions, responsibilities and procedures.

Extensive knowledge of principles and procedures of organizational and management analysis; ability to plan and conduct studies, prepare recommendations and implement approved changes.

Extensive knowledge of modern principles and practices of public and judicial administration.

Ability to communicate effectively and express ideas clearly and concisely, both orally and in writing.

Ability to collaborate with multiple stakeholders in pursuing grant projects, and ability to lead project implementation on successful grants.

Ability to create and maintain effective working relationships with representatives of the court system, including judges, administrative court personnel, court-related personnel, and the general public.

Knowledge of the application of electronic data processing techniques to the court system.

Knowledge of laws and regulations pertaining to court programs and other court functions.

Ability to organize, direct, and coordinate the activities of subordinates, and to provide motivational leadership.

Ability to manage multiple and varied tasks in a proficient and effective manner.

Ability to plan and conduct studies designed to improve the management of the courts, to prepare recommendations and to implement changes as approved.

Ability to express ideas clearly and concisely, orally and in writing.

Hunter Nicole Parkinson

7501 Ulmerton Rd #925
Largo, FL 33771
813-464-5432
hparkinson@mail.usf.edu

Objective

To bring my strong sense of dedication, motivation and responsibility to Pinellas County and to utilize my skillset and qualifications obtained through the University of South Florida.

Employment History

Intensive Case Manager/Behavioral Health Case Manager

November 2019-Present *Directions for Living*, Largo, FL

- Navigates housing and associated barriers for children and families experiencing homelessness
- Completes biopsychosocial assessments with clients to better understand client's history and needs
- Participates in biweekly integrated team meetings to advocate on behalf of clients and barriers to treatment
- Navigates and communicates with outside providers to ensure client's needs are being met
- Communicates with landlords, schools and outside providers to ensure client is on track with identified treatment plan goals
- Coordinated services for children and adults with mental health diagnosis
- Completed all documentation within given deadlines and in accordance with Medicaid Mental Health Targeted Case Management Handbook and DFL policies and procedures
- Maintained consistent communication with other providers working with assigned clients to help ensure effective treatment for the clients
- Participated in weekly supervision with supervisor
- Identified treatment goals and creates individual treatment plans based on client needs
- Completed biopsychosocial assessments of individuals and families.
- Accurately documented all activities in the Florida Safe Families Network Database, Pinellas Homeless Information Management System and AVATAR within 24 hours

Child Safety Case Manager

February 2019- November 2019 *Directions for Living*, Largo, FL

- Accepted all cases assigned by unit supervisor and met with children and their families within the residence
- Accurately documented all activities in the Florida Safe Families Network database within 48 hours
- Submitted service request to the lead agency Utilization Management Department and provided clients with timely referrals and services
- Organized and participated in integrated team meetings
- Conducted initial and ongoing child safety assessments
- Prepared initial and ongoing safety plans in coordination with Child Protective Investigators from Pinellas County Sheriff's Office
- Arranged emergency placement, emergency medical treatment and emergency services for at risk
- Conducted diligent searches for parents and family members when deemed necessary and thoroughly document that the effort has been made to find the parents and family members
- Prepared for, attended and participated in all court activities as necessary

Special Projects Intern

January 2012- January 2019 *Hillsborough County Criminal Justice Office*, Tampa, FL

- **Hillsborough County Too Good for Violence & Too Good for Drugs Prevention Initiative (2012-2013)**
 - Assisted in the planning, coordination, and execution of a countywide anti-violence and anti-drug prevention effort that served over 4000 at-risk youth and their families
 - The effort focused on improving at-risk youth's skills, attitudes, intentions, and behaviors as they relate to engaging in violence and drug use
 - Collaborated with Hillsborough County, Florida Department of Children and Families (DCF) and Museum of Science and Industry (MOSI) staff
 - Utilized evidence-based *Too Good for Violence* and *Too Good for Drugs* curriculum and materials
 - Led a group of 3 interns responsible for various at-risk youth outreach and engagement activities

- **Mental Health Court Development (2017)**
 - Supported the Hillsborough Criminal Justice Office's efforts to develop a Mental Health Specialty Court within the 13th Judicial Circuit, focusing on pre-trial intervention and individuals found incompetent to proceed under Chapter 916 Florida Statutes
 - Collaborated on a Mental Health Court Kickoff and Stakeholder Training Event for 300 attendees including: judges, a county commissioner, public defenders, state attorneys, law enforcement, National Alliance on Mental Illness Members, persons with mental illness and family members, and community social service providers
 - Coordinated training for 320 justice system stakeholders covering evidence-based practices and emerging best practices for responding to persons with criminogenic thinking and/or mental illness involved in the criminal justice system (Including: Risk-Need-Responsivity (RNR) Model, Sequential Intercept Model (SIM), Seeking Safety Model, Cognitive Behavioral Therapy (CBT), Stages of Change Model and Trauma Informed Care Model)

- **Hillsborough County Domestic Violence Summit (2018)**
 - Collaborated with domestic violence stakeholders to hold a Domestic Violence Summit within the 13th Judicial Circuit
 - Coordinated training for 326 stakeholders on evidence-based practices addressing domestic violence
 - Conducted research and literature reviews for the Hillsborough Criminal Justice Office supporting its efforts to implement the Comprehensive Community Response Model (CCR/Duluth Model) to respond to domestic violence in Hillsborough County

- **Hillsborough County Prison and Jail Reentry System Mapping (2018-2019)**
 - Collaborated with system stakeholders to conduct a Reentry System Mapping with a goal of documenting critical community resources that support successful offender reentry and to identify any significant system gaps
 - Documented unmet system needs that were identified during the Reentry System Mapping so that Hillsborough County Staff can use the data for long-term strategic planning and system improvement

General Manager

January 2014- April 2017 *Hungry Howie's*, Tampa, FL

- Assigned tasks and oversaw the direction of employees to ensure compliance with food safety procedures and quality control guidelines
- Interviewed, selected and trained staff
- Created and implemented management and other team members' labor schedules
- Applied new sales concepts and strategies throughout the store
- Optimized profits by controlling food, beverage, and labor costs on a daily basis
- Met, greeted and encouraged feedback from customers and used feedback to implement positive changes within the restaurant
- Led and directed team members on effective methods, operations and procedures

Assistant Manager

August 2010- January 2014 *Hungry Howie's*, Wesley Chapel, FL

- Monitored and evaluated team members' performance; provided supervision and professional development
- Coached and developed employees in areas of guest service, food up-sell, performance and service recovery
- Consistently maintained high levels of cleanliness, organization, storage, and sanitation of food and beverage products to ensure quality
- Calculated inventory and ordered appropriate supplies
- Able to remain calm and confident even in adverse and stressful working conditions

Education

December 2016- December 2018 *University of South Florida*, Tampa, FL

- Bachelor's in Criminology

References

References are available on request.

**Court Program Specialist II – Unified Family Court –
Dependency Drug Court Coordinator - (Pinellas) State Funded (9987)**

Nature of Work:

This is responsible paraprofessional work assisting in the administration of a Dependency Drug Court within the Unified Family Court. Working contacts are established with the judge assigned to Dependency Drug Court, as well as Court personnel, State Attorney's Office, Case Management staff, Sheriff's Office Child Protective Investigators (CPI's), Regional Counsel or other Court appointed attorneys, Guardian Ad Litem Program, Dependency Drug Court participants, treatment providers, the Clerk of the Circuit Court, social and community service agencies, and other members of the public. The purpose of these contacts is to assist in the recruitment of Dependency Drug Court participants, assist families in the dependency court system as they seek treatment for a substance abuse disorders in an effort to reunify the family and / or obtain permanency for the child (ren) and manage, monitor, evaluate and improve the handling of Dependency Drug Court cases.

The Unified Family Court Dependency Drug Court Coordinator must exercise discretion in dealing with confidential and extremely sensitive issues before the Court. Work is performed under stressful conditions and involves contact with individuals involved in emotional situations as well as heavy telephone and electronic contact with treatment providers and case managers. Work includes facilitating staffings and participating/speaking in court proceedings as applicable. Work is performed under the general supervision of the Unified Family Court Manager and directly under the UFC Lead Worker. Assignments are made orally or in writing and work is reviewed through observation of results obtained, conferences and periodic reports or evaluations.

Essential Duties:

- Identify possible Dependency Drug Court (DDC) participants
- Attend Shelter Hearings and speak with potential DDC participants
- Schedule substance abuse assessments and assists with treatment commencement
- Follow up on all participants that are assessed for treatment
- Keep track of potential DDC cases and incoming DDC cases
- Attend and participate in Court hearings
- Accept cases into DDC
- Create DDC calendars
- Create information sheets for the judge for upcoming DDC status hearings
- Facilitate all staffings and attend all court hearings, presenting in open court as applicable
- Ensure that all major treatment events are reported to the court
- Coordinate, schedule and facilitate and/or participate in Family Team Meetings
- Participate in DDC Court hearings ensuring that all major treatment events are reported to the court

Enter information into DDC database ETO
Create and processe Notices of Hearings
Research pending DDC cases
Monitor case progress and caseload
Maintain contact with collateral contacts from treatment providers, case management and other public agencies
Maintain regular contact with and assist DDC participants
Coordinate, attend and participate in DDC meetings and trainings when needed
Data Collection
Review dependency drug court cases at various points after *initial* entry into the court system and identifie any pending cases involving the same children and/or families in other court divisions
Investigate relationships with parties when unclear to determine match to court definition of “family”
Provide information regarding available community resources for families or recommend service options to the Court
Create reports and forms as needed
Prepare basic orders/notices
Perform other duties as assigned

Educational/Experiential Requirements:

Graduation from an accredited four-year College or University and a minimum of two years of responsible, professional experience in dependency, substance abuse, social services, counseling, probation services, domestic violence/crisis intervention or a related social science field. Progressively responsible experience may be substituted on a year-for-year basis for the required college training.

Other Requirements:

Working knowledge of issues related to substance abuse treatment, counseling and the dependency system.
Ability to communicate clearly, concisely and logically, both orally and in writing.
Ability to exercise discretion, confidentiality, impartiality, and honesty in handling matters before the court.
Word processing, spreadsheet and database software application skills.
Pleasant manner in dealing with the public.
Ability to exercise sound judgment in evaluation situations and making recommendations.
Ability to work under pressure and meet deadlines.

03/21

ELIZABETH DARBY M.S., C.A.P., CMHP, I.C.A.D.C

EDUCATION:

2008-2009 - Springfield College MS in Mental Health Counseling (*did not complete*)

5/01-8/20/02-- Springfield College***MS Degree in Human Services Administration with a focus on Organizational Management and Leadership***

5/15/00-8/20/01--Springfield College*** BS Degree in Human Services with a focus on Psychology/Counseling***

1995-1997--St. Petersburg College***Human Services with a focus on Addiction Counseling***

1978-1979--St. Petersburg Vocational Institute-***Licensed Practical Nurse***

PROFESSIONAL CERTIFICATIONS:

Certified E-Therapist # 100010

Master Certified Addiction Professional # 00038

Florida Certified Addiction Professional #2360—**upgraded/retired** Florida Certified Mental Health Professional #50628

RELEVANT TRAININGS:

Clinical Supervision, Use of Buprenorphine in the Management of Opioid Dependence, HIV/AIDS 501, CPR, First Aid, Dual Diagnosis, Maintenance Pharmacotherapy in the Treatment of Opioid Dependence, Traumatic Brain Injury, Counseling the Chronic Recidivist: Relapse Prevention, Enhancing Clinical Services through the use of Mental Health Exams and Suicide Assessments, Moving Past Trauma: PTSD, Verbal De-escalation, Domestic Violence, Sexual Abuse and Trauma, Ethics, New Research on Drugs and the Brain, DEA Documentation, Establishing and Maintaining Boundaries: Balancing Ethical Concerns with Clients and Peers, Spirituality in Substance Abuse Treatment, Motivational vs. Confrontation Models of Substance Abuse Treatment, JCAHO Tracer Audits, Cultural Competency, Women Healing; Finding our Voices, MET/CBT, Women's Special Needs in Treatment, HIPAA, Harm Reduction, Intimacy, Addiction and Recovery: The transformation of Pain to Growth, Clinical Supervision, Therapeutic Community Model of Treatment

WESTCARE FL.

March 23, 2015-present

Outpatient Director March 16, 2017-current

Drug Court Counselor

Outpatient treatment services levels II & III in North County include: responsibility for assessments both court ordered and private pay, screenings for services, admissions, intakes, bio-psychosocial assessments, treatment plans, treatment plan reviews, weekly and monthly progress notes all to compliance for DCF 65-D30 and CARF. Conducts group twice daily once in AM and once in PM utilizing Matrix and seeking safety. Is the liaison between drug court and the client; provides progress reports for the court and attends court with the clients.

BRIDGES OF AMERICA

September 13, 2005-February 9, 2015

Assistant Clinical Facility Director August 20, 2009-February 9, 2015

Counselor

July 6, 2009-August 20, 2009: Counselor at The Bradenton Bridge carries a caseload, completes psychosocial assessments and develops individual service plans, monitors and documents inmate progress, facilitates didactic and psycho-educational groups

Program Director---Program closed; returned to Bradenton site

January 29, 2007-June 30, 2009: The St. Petersburg Bridge was a 74 bed Level II, court ordered residential treatment facility for male offenders. Oversee all areas of clinical component which includes staff training, clinical supervision and clients therapeutic community, responsible for DCF audits/compliance, DOC audits/compliance, drug court liaison, all compliance issues are the same as below with the exception that the St. Pete site carried only two licenses; Residential Level II and Aftercare.

Assistant Clinical Facility Director—Transferred to St. Petersburg site

September 2005-January 2007: The Bradenton Bridge houses 120 female inmates in a Transition and Work release setting. The job description requires that the Assistant Clinical Facility Director oversee all areas of clinical component under the direction of the Facility Director, administers and coordinates all clinical services under a contract with the Department of Corrections; provides weekly clinical supervision to clinical staff, monitors time and attendance standards, provides monthly training according to BOA policy & procedure; develops tracking forms for compliance, reviews all charts to determine compliance in accordance with rule 65D-30 F.A.C. , Chapter 397 F.S. and Department of Corrections Contract, is responsible for all levels of the therapeutic community and works closely with the community structure, conduct weekly clinical staff meeting with all components of the facility, coordinate clinical staff work schedules, provided program schedules to all inmates, utilizes DC computers programs, responsible for Outpatient, Aftercare, and Prevention licenses according to Department of Children & Families 65-D30, provides community networking for volunteer services.

Operation PAR, INC.

June 1996-September 2005:

Regional Program Director - February 2005-September 2005:

Adjunct for Adult Outpatient Services - June 2004- September 2005

Program Director October - 2000-February 2005

Substance Abuse Counselor - November 1997-October 2000

Behavioral Technician - June 1996-November 1997

Behavioral Technician - June 1996-November 1997

Spencer Recovery Centers, Fl. 2002-2004: Part Time Employment

Substance Abuse Counselor: providing individual and group counseling, completion of psychosocial assessments, developing treatment plans, DAP progress notes, treatment plan reviews, monitoring and assessment, preadmission screenings, intakes, discharges

Clinical Supervision: staff trainings, chart audits, psychosocial assessments, developing/writing policy for new program, overseeing the outpatient detoxification program, helped facilitate Department of Children and Families Licensure in 2000 for four separate programs

Out Patient Detoxification Coordinator and Counselor: trains staff according to 65- D30, provides initial assessment and intake, coordinates care for all out patient detox services, maintains close contact with program physician

1995-1996: Full Time student at St. Petersburg Junior College

1979-1992: LPN --Provided care in a variety of geriatric settings



Position Description:

Title: Program Director
Hours: All Shifts
FLSA Status: Exempt
Salary: This position is compensated on a salary basis at a rate not less than \$455 per week.

Reports To: Regional Vice-President
Or Area Director
Supervises: All Staff
OSHA Exposure Category: II

Position Summary:

Person in this position will be responsible for the delivery of program services, quality client care, regulatory and contract compliance and interagency and community relationships.

Essential Job Functions:

- Direct supervision of site-specific program coordinators;
- Responsible for all aspects of treatment for all clients
- Responsible for training, supervision, and scheduling of all staff, trainees, and volunteers;
- Provide case management and quality assurance reviews on a monthly basis;
- Provide staff observation and supervision on a regular basis;
- Meet with staff and treatment team on a once weekly basis;
- Report to Vice-President or Area Director on a weekly basis;
- Assist the Vice-President or Area Director with program design, development, and implementation;
- Review each employee's job performance on a yearly basis (or more often if necessary). Hire or terminate employees with advice and consent from the Vice-President or Area Director;
- Write and submit required reports and/or provide appropriate data for administrative and marketing needs;
- Responsible for facility compliance with health, fire and other regulatory standards;
- Acts as WestCare representative/liaison with other agencies (Law Enforcement agencies; Juvenile Court Facilities; Welfare agencies; Community Hospitals, etc.) regarding all Client/Service issues;
- Attend regular professional education classes/workshops to continuously upgrade job skills or promote the image of the agency;
- Be on 24-hour call for emergencies;
- Respond to all emergency situations that would necessitate Program Director's intervention;
- Insure that all required policies and procedures of WestCare are carried out.
- Embrace and embody the mission, vision, guiding principles, clinical vision and goals of WestCare Foundation.
- Other relevant duties as assigned.

Essential Qualifications:

- Valid drivers' license and proof of insurance;
- 5 years recent management or supervisory experience;

Education:

- Bachelor of Science or Bachelor of Arts Degree from an accredited college or university in social work, or comparable years of qualifying experience.
- Holds, or can obtain a current certification as a counselor for alcohol, drug, family or related services from the National Association of Alcohol & Drug Abuse Counselors, the National Board of Certified Counselors or similar organization.

Working Conditions:

- Tasks may be performed in a residential, office, or outdoor setting.
- Fast paced environment.
- Potential for high noise level at times.
- Some local and out of state travel.
- A minimum of 40 hours per week are expected but significantly more hours will be required from time to time. Completion of job duties may require working before and after normal working hours. Regular attendance is required. Being able to work as many hours as is necessary to complete job tasks is a required and essential duty of this position.

Essential Physical and Mental Demands of the Job

The employee must be able to perform the following essential duties and activities with or without accommodation:

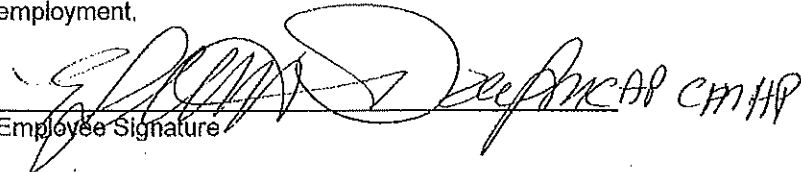
Physical Demands:

- Requires mobility and physical activity: Having an adequate range of body motion and mobility, to work in an office, residential, or outdoor environment including standing and walking (even and uneven surfaces), sitting for extended periods of time, bending, twisting, reaching, balancing, must be able to lift and carry 50+ pounds on occasion, 10+ pounds regularly. Use of computer and telephone systems is required which includes coordination of eye and hand, and fine manipulation by the hands (typing, writing, and working with files). Requires the ability to operate a motor vehicle. Requires the ability to defend oneself and clients in physically abusive situations through the use of approved physical de-escalation techniques.
- Requires talking: Expressing or exchanging ideas by means of the spoken word. Talking is required to impart oral information to employees, clients, patients, and the public, and in those activities in which the employee is required to convey detailed or important spoken instructions to others accurately, loudly, or quickly.
- Requires hearing: Hearing is required to receive and communicate detailed information through oral communication.
- Requires seeing: Clarity of vision at 20 inches or less as well as vision adequate for driving a motor vehicle. This factor is required to complete paperwork for many of the employee's essential job functions, to observe client behavior and activities in and out of the facility, and when driving a motor vehicle.
- The normal work routine involves no exposure to human blood, body fluids or tissues. However, exposure or potential exposure may be required as a condition of employment. Appropriate personal protective equipment will be readily available to every employee.

Mental Demands:

- Requires the ability to collect and analyze complex numerical and written data and verbal information to reach logical conclusions.
- Requires the ability to work and cooperate with clients, co-workers, managers, the public and employees at all levels in order to exchange ideas, information, instructions and opinions.
- Requires the ability to work under stress and in emotionally charged situations.
- Requires the ability to defend oneself and clients in mentally/verbally abusive situations through the use of approved mental/verbal de-escalation techniques.
- Requires the ability to work under time deadlines.

I acknowledge receipt of this position description, and understand I am responsible for understanding its contents, and to ask for clarification if I have any questions. I further understand this description is intended to describe the essential job functions and qualifications for this position. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. I also understand that no employee shall interact with clients (adults or children) on a personal, social or sexual basis. Such activity may result in disciplinary action up to and including termination of employment.


 Employee Signature

6-13-17
 Date



Position Description:

Title: Counselor
Hours: Full-Time
FLSA Status: Exempt

Reports To: Treatment Services Program Director
Supervises: No supervision
OSHA Exposure Category: II

Position Summary:

Counselors are primarily responsible for the delivery of individual, group and family counseling services and completion of documentation required for the clinical record.

Essential Job Functions:

- Develop a therapeutic alliance and professional rapport with service recipients in order to deliver evidence-based treatment services as part of the Pasco County Adult Drug Court Program.
- Integrated screening and assessment
- Individualized health and wellness, service planning
- Delivery of evidence-based programs and practices for treatment and aftercare.
- Analyze situations and take necessary actions to provide crisis intervention.
- Provide direct counseling services to clients.
- Monitor and assess client behavior.
- Participate in decision to refer clients for ancillary services
- Complete documentation required for clinical records and other reports as assigned.
- Attend all interdisciplinary treatment team meetings
- Requires regular and consistent attendance to ensure continuity of counseling and aftercare services to clients.

Essential Qualifications:

- Maintain the highest ethical and professional standard as to clients and employees.
- Interact with, and develop a professional rapport with, service recipients.
- Meet all state and federal laws, regulations, and guidelines in provision of client services.
- Excellent verbal and written communication skills.

Education:

- Bachelor of Science or Bachelor of Arts Degree from an accredited college or university in social work, psychology, childhood education, education, counseling and/or similar course of study.
- CAP preferred.

Working Conditions:

- Indoor and outdoor settings.
- Work and travel in the community may be required.
- A minimum of 40 hours per week are expected.

I acknowledge receipt of this position description, and understand I am responsible for understanding its contents, and to ask for clarification if I have any questions. I further understand this description is intended to describe the essential job functions and qualifications for this position. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. I also understand that no employee shall interact with clients (adults or children) on a personal, financial, business, social or sexual basis, or other activity outside the context of the traditional therapist-patient relationship. Such activity may result in disciplinary action up to and including immediate termination of employment.

Employee Signature

Date



Position Description

Title: Peer Recovery Specialist
Hours: 40 per week
FLSA Status: Non - Exempt

Reports To: Immediate Supervisor
Supervises: None
OSHA Exposure Category: II

Position Summary:

This position is held by an individual who has similar “lived experiences” as the participants in an Adult Drug Court, and has exhibited success in sustaining a crime and drug-free life for two (2) consecutive years or longer. The position provides peer leadership, outreach, advocacy, coaching and recovery support services to those seeking or sustain recovery within the community.

Essential Job Functions:

- Educate and refer clients to community agencies and businesses that appropriately address their need for food, shelter, clothing, employment, transportation, social service benefits, etc.
- Provide services that promote wellness, recovery and resiliency.
- Assist clients with establishing or re-establishing support systems within their community.
- Act as advocate on behalf of the patient to improve access to needed services, information, or treatment.
- Participate in clinical staffing decisions regarding the patients’ current strengths and resources and their need for additional resources.
- Provide support and supervision to program clients.
- Assist other WestCare staff as needed in a collaborative manner to promote cooperation and portray a professional image to the community.
- Embrace and embody the mission, vision, guiding principles, clinical vision and goals of WestCare Foundation.
- To facilitate involvement in recovery-related activities & assist in planning, organizing & facilitating group recreational & social activities.
- Other duties as assigned.

Essential Qualifications:

- Ability to work collaboratively with others in a manner that is pleasant and professional.
- Ability to work well in a team environment and to exercise good judgment and discretion.
- Ability to operate a computer and complete documents in Microsoft Office program formats.
- Ability to respond as needed to crisis situations in an efficient manner.
- Ability to complete work tasks within scheduled work hours.
- Ability to inspire hope in clients.
- Excellent verbal and written communication skills.
- Willing to seek out new work projects and contribute ideas and efforts to the constant improvement of WestCare services.

Education:

- Person in this position will have a minimum of a high school diploma/GED.

I acknowledge receipt of this position description, and understand I am responsible for understanding its contents, and to ask for clarification if I have any questions. I further understand this description is intended to describe the essential job functions and qualifications for this position. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. I also understand that no employee shall interact with clients (adults or children) on a personal, financial, business, social or sexual basis. Such activity may result in disciplinary action up to and including immediate termination of employment.

Employee Signature

Date

NONPROFIT RATE AGREEMENT

EIN: 86-0852629

DATE: 11/18/2019

ORGANIZATION:

FILING REF.: The preceding agreement was dated 07/19/2019

WestCare Foundation
1711 Whitney Mesa Drive
Henderson, NV 89014

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2016	06/30/2019	28.00	All	All Programs
PRED.	07/01/2019	06/30/2020	26.00	All	All Programs
PROV.	07/01/2020	06/30/2023	26.00	All	All Programs

*BASE

Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations) and subawards.

ORGANIZATION: WestCare Foundation

AGREEMENT DATE: 11/18/2019

SECTION I: FRINGE BENEFIT RATES**

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	7/1/2016	6/30/2017	23.40	All	All Employees
FINAL	7/1/2017	6/30/2018	21.90	All	All Employees
PROV.	7/1/2018	6/30/2021	21.90	All	All Employees

** DESCRIPTION OF FRINGE BENEFITS RATE BASE:

Salaries and wages including vacation, holiday and sick leave pay and other paid absences.

ORGANIZATION: WestCare Foundation

AGREEMENT DATE: 11/18/2019

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are charged using the rate(s) listed in the Fringe Benefits Section of this Agreement. The fringe benefits included in the rate(s) are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

DEFINITION OF EQUIPMENT

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

The following fringe benefits are included in the fringe benefit rate(s):
PAYROLL TAXES, WORKERS COMPENSATION, STATE UNEMPLOYMENT INSURANCE,
HEALTH/DENTAL/LIFE INSURANCE, RETIREMENT PLAN, AND EMPLOYEE ASSISTANCE PLAN.

This agreement updates fringe benefit rates only.

NEXT PROPOSAL DUE DATE

A fringe benefit proposal based on actual costs for the fiscal year ending 6/30/19, will be due no later than 2/29/20, and an indirect cost proposal based on actual costs for fiscal year ending 6/30/21, will be due no later than 12/31/21.

ORGANIZATION: WestCare Foundation

AGREEMENT DATE: 11/18/2019

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

WestCare Foundation

(INSTITUTION)

Ken Ortals

(SIGNATURE)

Ken Ortals

(NAME)

CFO

(TITLE)

12/18/19

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim -S

Digitally signed by Arif M. Karim -S
DN: c=US, o=U.S. Government, ou=HHS, ou=PSC,
ou=People, cn=Arif M. Karim -S,
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Date: 2019.11.21 23:16:19 -0600

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

11/18/2019

(DATE) 7462

HHS REPRESENTATIVE:

Stanley Huynh

Telephone:

(415) 437-7820