



HUMAN SERVICES GRANTS MANAGEMENT FORM (revised 10/08/2020)

GRANT INFORMATION			
Title of Grant:	Pinellas County Adult Treatment Court – Aurora Expansion Project		
Granting Agency:	DOJ / OJP	Grant Award #:	15PBJA-22-GG-04288-DGCT
Annual Award Amount:	N/A	Total Federal Award Amount:	\$778,932.00
Total Project Amount (Federal + Match):	\$1,041,421.00	Match Requirement Amount (25%):	\$226,489.00
Project Period Start Date:	10/01/2023	Project Period End Date:	9/30/2027
Budget Clearance Date:	(TBD)		
• Grant Extension Date:			
• Extension Reason:			
GRANT ADMINISTRATORS			
BCC Authorizing Official	Name:	Barry Burton	Title: County Administrator
Project Director:	Name:	Kathryn “Katie” Kolar	Title: Adult Drug Court Manager
HS Primary Grant Administrator	Name:	(TBD)	
	Phone:		
	Email:		
Granting Agency Program Contact Information:	Name:	Tracy-Lee Williams	
	Role:	DOJ Grant Manager / State Policy Advisor	
	Phone:	202-514-1499 (office) / 202-598-9695 (cell)	
	Email:	Tracy.Lee-Williams@usdoj.gov	
Granting Agency Fiscal Contact Information:	Name:	OCFO	
	Role:		
	Phone:	1-800-458-0786	
	Email:	ASK.OCFO@USDOJ.GOV	
Granting Agency Technical Assistance Website:			
RESTRICTING TERMS & CONDITIONS & DUE DATES			
Condition #: 18	Name: Required Training for Grant Award Administrator and Financial Manager	Due Date:	120 Days after Award Acceptance
<p>The Grant Award Administrator and all Financial Managers for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after October 15, 2020, will satisfy this condition.</p> <p>In the event that either the Grant Award Administrator or a Financial Manager for this award changes during the period of performance, the new Grant Award Administrator or Financial Manager must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after the date the Entity Administrator enters updated Grant Award Administrator or</p>			



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Financial Manager information in JustGrants. Successful completion of such a training on or after October 15, 2020, will satisfy this condition.

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

Condition #: 38	Name: FFATA Reporting – Subawards and Executive Compensation	Due Date:	No later than the end of the month following the month in which the subaward was executed.
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The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$30,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation) and are incorporated by reference here.

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

Condition #: 49	Name: The recipient’s budget (and budget narrative) is pending clearance by OJP.	Due Date:	TBD by OJP
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Prior to budget clearance (and unless there is a more restrictive condition on this award, in which case the terms of that more restrictive condition apply): The recipient may not draw down more than 10% of the award. Pre-clearance obligations, expenditures, and draw downs may be disallowed if not in compliance with program requirements.

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

OJP will issue an Award Condition Modification upon budget clearance.

Condition #:	Name:	Due Date:	
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APPROVALS		
	Approval Authority	Date Approved
Intent to Apply	<input checked="" type="checkbox"/> OMB	2/13/2023
Application Submission	<input type="checkbox"/> Department Director <input checked="" type="checkbox"/> County Administrator (due to MOU) <input type="checkbox"/> Board of County Commission	3/6/2023
Notice of Award	<input checked="" type="checkbox"/> County Administrator <input type="checkbox"/> Board of County Commission	
Budget Resolution	<input type="checkbox"/> OMB	
PROGRAM REPORTING		
Reporting Frequency:	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Other:
Individual Responsible for Programmatic Reporting:	Name:	(TBD)
	Phone:	
	Email:	
Name of Programmatic Reporting System(s):	JustGrants	
Individual(s) w/Access to System		
System Access Maintained by:	Elisa DeGregorio	
Final Report/Closeout Documents Completed:		
FINANCIAL REPORTING & REIMBURSEMENTS/DRAWDOWNS		
Reporting Frequency:	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly	<input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Other:
Individual Responsible for Financial Reporting:	Name:	(TBD)
	Phone:	Email:
Person Responsible for Setup of OPUS Project	Name:	Keri Vizandiou
	Phone:	Email:
Name of Financial Reporting System(s):		
Individual(s) w/ Access to System		
System Access Maintained by:		



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Drawdown Dates and Amounts:	Drawdown Date	Amount	Total



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SUB AWARDS/CONTRACTS							
Agency	Service	Amount	Sub-award (Y/N)	Legistar File #	Procurement Method	FFATA Report Filed (Date)	Site Visit/ Sub-Award Monitoring Visit
Procurement Methods:	<ul style="list-style-type: none"> • Micro-Purchase (<\$10,000) • Small Purchase (<\$150,000) • Sealed Bid • Competitive Proposal • Sole Source 						
Indirect Cost Rate Proposal Submission:	Indirect Cost Rate Proposal Submitted		Indirect Cost Rate Proposal Maintained in File				