



**U.S. Department of Justice**

Office of Justice Programs

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Office of the Assistant Attorney General

*Washington, D.C. 20531*

September 20, 2016

Mr. Mark S. Woodard  
Pinellas County Board of County Commissioners  
315 Court Street  
Clearwater, FL 33756-5165

Dear Mr. Woodard:

On behalf of Attorney General Loretta Lynch, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 16 Family Drug Court Implementation and Enhancement Program in the amount of \$600,000 for Pinellas County Board of County Commissioners.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Angela Parker, Program Manager at (202) 353-9252; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Karol V. Mason".

Karol Virginia Mason  
Assistant Attorney General

Enclosures



## OFFICE FOR CIVIL RIGHTS

Office of Justice Programs

U.S. Department of Justice

810 7th Street, NW  
Washington, DC 20531

Tel: (202) 307-0690

TTY: (202) 307-2027

E-mail: [askOCR@usdoj.gov](mailto:askOCR@usdoj.gov)

Website: [www.ojp.usdoj.gov/ocr](http://www.ojp.usdoj.gov/ocr)

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September 20, 2016

Mr. Mark S. Woodard  
Pinellas County Board of County Commissioners  
315 Court Street  
Clearwater, FL 33756-5165

Dear Mr. Woodard:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of federal funding to compliance with federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) is responsible for ensuring that recipients of financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) comply with the applicable federal civil rights laws. We at the OCR are available to help you and your organization meet the civil rights requirements that come with DOJ funding.

### **Ensuring Access to Federally Assisted Programs**

Federal laws that apply to recipients of financial assistance from the DOJ prohibit discrimination on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in employment but also in the delivery of services or benefits. A federal law also prohibits recipients from discriminating on the basis of age in the delivery of services or benefits.

In March of 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013. The statute amends the Violence Against Women Act of 1994 (VAWA) by including a nondiscrimination grant condition that prohibits discrimination based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. The new nondiscrimination grant condition applies to certain programs funded after October 1, 2013. The OCR and the OVW have developed answers to some frequently asked questions about this provision to assist recipients of VAWA funds to understand their obligations. The Frequently Asked Questions are available at <http://ojp.gov/about/ocr/vawafaqs.htm>.

### **Enforcing Civil Rights Laws**

All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.

## **Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <http://www.lep.gov>.

## **Ensuring Equal Treatment for Faith-Based Organizations**

The DOJ regulation, Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38, requires State Administering Agencies (SAAs) to treat faith-based organizations the same as any other applicant or recipient. The regulation prohibits SAAs from making awards or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the DOJ to fund inherently (or explicitly) religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must hold them separately from the program funded by the DOJ, and recipients cannot compel beneficiaries to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see the OCR's website at [http://www.ojp.usdoj.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm).

SAAs and faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 42 U.S.C. § 3789d(c); the Victims of Crime Act of 1984, as amended, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. § 5672(b); and VAWA, Pub. L. No. 113-4, sec. 3(b)(4), 127 Stat. 54, 61-62 (to be codified at 42 U.S.C. § 13925(b)(13)) contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions. Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

## **Using Arrest and Conviction Records in Making Employment Decisions**

The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at [http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction\\_Advisory.pdf](http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf). Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOs) (see below).

## **Complying with the Safe Streets Act**

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEO (see 28 C.F.R. pt. 42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), .205(c)(5)).

### **Meeting the EEOP Requirement**

If your organization has less than fifty employees or receives an award of less than \$25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEOP requirement. To claim the exemption, your organization must complete and submit Section A of the Certification Form, which is available online at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and receives an award of \$25,000 or more, but less than \$500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form), but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the Utilization Report on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form) and submit it to the OCR for review within sixty days from the date of this letter. For assistance in developing a Utilization Report, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. In addition, your organization has to complete Section C of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

To comply with the EEOP requirements, you may request technical assistance from an EEOP specialist at the OCR by telephone at (202) 307-0690, by TTY at (202) 307-2027, or by e-mail at [EEOSubmission@usdoj.gov](mailto:EEOSubmission@usdoj.gov).

### **Meeting the Requirement to Submit Findings of Discrimination**


If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to the OCR.

### **Ensuring the Compliance of Subrecipients**

SAs must have standard assurances to notify subrecipients of their civil rights obligations, written procedures to address discrimination complaints filed against subrecipients, methods to monitor subrecipients' compliance with civil rights requirements, and a program to train subrecipients on applicable civil rights laws. In addition, SAs must submit to the OCR every three years written Methods of Administration (MOA) that summarize the policies and procedures that they have implemented to ensure the civil rights compliance of subrecipients. For more information on the MOA requirement, see [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

If the OCR can assist you in any way in fulfilling your organization's civil rights responsibilities as a recipient of federal financial assistance, please contact us.

Sincerely,



Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst



U.S. Department of Justice  
Office of Justice Programs  
**Office of Juvenile Justice and  
Delinquency Prevention**

**Grant**

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1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Pinellas County Board of County Commissioners 315 Court Street Clearwater, FL 33756-5165		4. AWARD NUMBER: 2016-DC-BX-0039	
		5. PROJECT PERIOD: FROM 10/01/2016 TO 09/30/2019 BUDGET PERIOD: FROM 10/01/2016 TO 09/30/2019	
2a. GRANTEE IRS/VENDOR NO. 596000801		6. AWARD DATE 09/20/2016	7. ACTION  Initial
2b. GRANTEE DUNS NO. 055200216		8. SUPPLEMENT NUMBER 00	
3. PROJECT TITLE Family Dependency Treatment Court		9. PREVIOUS AWARD AMOUNT \$ 0	
		10. AMOUNT OF THIS AWARD \$ 600,000	
		11. TOTAL AWARD \$ 600,000	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY16(OJJDP - Juvenile and Family Drug Courts - other than TTA or research) 42 USC 3797u			
14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.585 - Drug Court Discretionary Grant Program			
15. METHOD OF PAYMENT GPRS			
[REDACTED] AGENCY APPROVAL [REDACTED]		[REDACTED] GRANTEE ACCEPTANCE [REDACTED]	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Karol Virginia Mason Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Mark S. Woodard County Administrator	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE
[REDACTED] AGENCY USE ONLY [REDACTED]			
20. ACCOUNTING CLASSIFICATION CODES FISCAL YEAR FUND CODE BUD. ACT. DIV. REG. SUB. POMS AMOUNT X B DC 70 00 00 600000		21. RDCTGT0061	

APPROVED AS TO FORM

By:

Office of the County Attorney



U.S. Department of Justice  
Office of Justice Programs  
**Office of Juvenile Justice and  
Delinquency Prevention**

**AWARD CONTINUATION  
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PROJECT NUMBER 2016-DC-BX-0039

AWARD DATE 09/20/2016

*SPECIAL CONDITIONS*

1. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this 2016 award from the Office of Justice Programs (OJP).

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this 2016 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded in 2014 or earlier years), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this 2016 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the Office of Justice Programs (OJP) website at <http://ojp.gov/funding/Part200UniformRequirements.htm>.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

2. Compliance with DOJ Grants Financial Guide

The recipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

3. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) 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 January 1, 2015, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after -- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <http://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection

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 also may lead OJP to impose additional appropriate conditions on this award.



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*SPECIAL CONDITIONS*

4. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

5. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

6. Requirements related to System for Award Management and Unique Entity Identifiers

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <http://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <http://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This special condition does not apply to an award 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).

7. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <http://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: Award Condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.



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*SPECIAL CONDITIONS*

8. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.

9. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

10. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

11. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

12. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.





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*SPECIAL CONDITIONS*

13. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

14. The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

15. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

16. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

17. Restrictions on "lobbying"

Federal funds may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government.

Should any question arise as to whether a particular use of Federal funds by a recipient (or subrecipient) would or might fall within the scope of this prohibition, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.



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18. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2016)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

19. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

The recipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov); and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig>.



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*SPECIAL CONDITIONS*

20. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



U.S. Department of Justice  
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**Office of Juvenile Justice and  
Delinquency Prevention**

**AWARD CONTINUATION  
SHEET  
Grant**

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PROJECT NUMBER 2016-DC-BX-0039

AWARD DATE 09/20/2016

*SPECIAL CONDITIONS*

21. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

22. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

23. The recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form (available for viewing at [www.whitehouse.gov/omb/grants/standard\\_forms/ff\\_report.pdf](http://www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf)), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.
24. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
25. The recipient agrees to report data on the grantee's OJJDP-approved performance measures as part of the semi-annual categorical progress report. This data will be submitted on line at OJJDP's Performance Measures website (<http://ojjdp.ncjrs.gov/grantees/pm/index.html>) by July 31 and January 31 each year for the duration of the award. Once data entry is complete, the grantee will be able to create and download a "Performance Measures Data Report." This document is to be included as an attachment to the grantee's narrative categorical assistance progress report submitted in GMS for each reporting period.
26. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.



U.S. Department of Justice  
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**AWARD CONTINUATION  
SHEET  
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PROJECT NUMBER 2016-DC-BX-0039

AWARD DATE 09/20/2016

*SPECIAL CONDITIONS*

27. Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <http://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

28. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
29. The recipient understands and agrees that no award funds or matching funds may be used to provide services for violent offenders as defined in 42 U.S.C. 3797u-2 (a) and (b).
30. The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 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 <http://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 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).



**U.S. Department of Justice**

Office of Justice Programs

*Office of Juvenile Justice and Delinquency Prevention*

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Washington, D.C. 20531

**Memorandum To:** Official Grant File

**From:** Lou Ann Holland, OJJDP NEPA Coordinator

**Subject:** Categorical Exclusion for Pinellas County Board of County Commissioners

This award is made as part of the FY 2016 Family Drug Court Implementation and Enhancement Program. Awards under this program will be used to build the capacity of states, state and local courts, units of local government, and federally recognized tribal governments to implement new drug courts for individuals with substance abuse disorders or substance use and cooccurring mental health disorders, including histories of trauma, who are involved with the family dependency court as a result of child abuse, neglect, and other parenting issues. None of the following activities will be conducted either under this award or a related third party action:

- 1) New construction;
- 2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species;
- 3) A renovation which will change the basic prior use of a facility or significantly change its size;
- 4) Research and technology whose anticipated and future application could be expected to have an effect on the environment; or
- 5) Implementation of a program involving the use of chemicals, other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments.

Additionally, the proposed action is neither a phase nor a segment of a project which when reviewed in its entirety would not meet the criteria for a categorical exclusion. Consequently, the subject federal action meets OJP's criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of Title 28 of the Code of Federal Regulations.



U.S. Department of Justice  
Office of Justice Programs  
  
Office of Juvenile Justice and  
Delinquency Prevention

**GRANT MANAGER'S MEMORANDUM, PT. I:  
PROJECT SUMMARY**

**Grant**

PROJECT NUMBER

2016-DC-BX-0039

PAGE 1 OF 1

This project is supported under FY16(OJJDP - Juvenile and Family Drug Courts - other than TTA or research) 42 USC 3797u

1. STAFF CONTACT (Name & telephone number)

Angela Parker  
(202) 353-9252

2. PROJECT DIRECTOR (Name, address & telephone number)

Deborah Berry  
Operations Manager  
14 South Ft. Harrison, 5th Floor  
Clearwater, FL 33756  
(727) 464-6485

3a. TITLE OF THE PROGRAM

Category 1: Implementation Grants

3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)

4. TITLE OF PROJECT

Family Dependency Treatment Court

5. NAME & ADDRESS OF GRANTEE

Pinellas County Board of County Commissioners  
315 Court Street  
Clearwater, FL 33756-5165

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2016 TO: 09/30/2019

8. BUDGET PERIOD

FROM: 10/01/2016 TO: 09/30/2019

9. AMOUNT OF AWARD

\$ 600,000

10. DATE OF AWARD

09/20/2016

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Family Drug Court Implementation and Enhancement Program builds the capacity of states, state and local courts, units of local government, and federally recognized tribal governments to either implement new drug courts or enhance pre-existing drug courts for individuals with substance abuse disorders or substance use and cooccurring mental health disorders, including histories of trauma, who are involved with the family dependency court as a result of child abuse, neglect, and other parenting issues. This program is authorized by 42 U.S.C. 3797u, et seq.

Pinellas County Government, on behalf of the Sixth Judicial Circuit (SJC) of Florida, will implement the Family Drug Treatment Court (FDTC) as part of the SJC's Unified Family Division. The primary goal will be to implement a FDTC in Pinellas County that will provide substance-abusing parents with support, treatment, and access to services that will protect children, reunite families (when safe to do so), and expedite permanency. The target population will be parents who have had a dependency adjudication where a primary cause for the neglect or abuse is parental substance abuse and who have a history of substance abuse disorders with

or without co-occurring mental health problems, and histories of trauma. The FDTC will serve 35 adults (parents) annually and their families. Participants will be offered integrated screening and assessments, individualized treatment planning, individualized and evidence-based substance abuse treatment services, recovery support services, case management services, aftercare/relapse prevention services, and evidence-based parent/family education sessions.

CA/NCF



**PINELLAS COUNTY GOVERNMENT – SIXTH JUDICIAL CIRCUIT OF FLORIDA  
OJJDP FAMILY DRUG COURT IMPLEMENTATION AND ENHANCEMENT PROGRAM  
OJJDP-2016-9171  
BUDGET WORKSHEET AND BUDGET NARRATIVE COMBINED**

**A. Personnel:**

**FEDERAL REQUEST**

<b>Position</b>	<b>Name</b>	<b>Annual Salary/Rate</b>	<b>Level of Effort</b>	<b>Cost</b>
Dependency Case Manager	TBD	\$30,320 (9 months in year 1)	100%	\$22,740
			<b>TOTAL</b>	<b>\$22,740</b>

**JUSTIFICATION:**

**Dependency Case Manager:** The Sixth Judicial Circuit will add 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.

Federal request in year 2 & 3 for this position will be 75% of annual salary, remaining 25% will be included in non-federal match.

**FEDERAL REQUEST: \$22,740**

**NON-FEDERAL REQUEST: Non-Federal Match (36 Months/3 Years)**

<b>Position</b>	<b>Name</b>	<b>Annual Salary/Rate</b>	<b>Level of Effort</b>	<b>Cost</b>
Circuit Judge	Judge Patrice Moore	\$142,178	10%	\$14,218
UFC Director	Deborah Leiman	\$52,554	15%	\$7,883
UFC Program Specialist	Gina Jeffries	\$38,292	15%	\$5,744
Chief Deputy Court Admin.	Michelle Ardabily	\$96,002	10%	\$9,600
			<b>TOTAL</b>	<b>\$37,445</b>

**JUSTIFICATION:**

**Circuit Judge:** 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.

**UFC Director:** The UFC Director provides administrative oversight of all activities and programs assigned under the UFC Division and assists the UFC Judges. The Director will aid the Project Director in ensuring that the project operates according to plan.

**UFC Program Specialist:** A senior UFC Court Program Specialist with long-term experience working in the dependency arena, first as a child protection investigator and now as a court UFC Program Specialist will provide training and direction to the new Dependency Case Manager for this project.

**Chief Deputy Court Administrator:** 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.

**NON-FEDERAL REQUEST: \$37,445**

**B. Fringe Benefits:**

**FEDERAL REQUEST**

Component	Rate	Wage	Cost
FICA	7.65%	\$22,740	\$1,740
Retirement	5.66%	\$22,740	\$1,287
Insurance	\$13,451/annually	100% of annual cost for 9 months in year 1	\$10,088
		<b>TOTAL</b>	<b>\$13,115</b>

**JUSTIFICATION: Fringe reflects current rate for agency.**

Fringe Benefits reflect current rates. Federal request in year 2 & 3 for this position will be 75% of annual Fringe Benefits, remaining 25% will be included in non-federal match.

**FEDERAL REQUEST: \$13,115**

**NON-FEDERAL REQUEST**

Position	Component	Rate	Wage	Cost
Circuit Judge	FICA	7.65%	\$14,218	\$1,088
Circuit Judge	Retirement	7.91%	\$14,218	\$1,125
Circuit Judge	Insurance	\$13,967/annually	10% of annual cost	\$1,397
UFC Director	FICA	7.65%	\$7,883	\$603
UFC Director	Retirement	7.91%	\$7,883	\$624
UFC Director	Insurance	\$13,967/annually	15% of annual cost	\$2,095
UFC Program Specialist	FICA	7.65%	\$5,744	\$439
UFC Program Specialist	Retirement	7.91%	\$5,744	\$454
UFC Program Specialist	Insurance	\$13,967/annually	15% of annual cost	\$2,095
Chief Deputy Court Administrator	FICA	7.65%	\$9,600	\$734

<b>Position</b>	<b>Component</b>	<b>Rate</b>	<b>Wage</b>	<b>Cost</b>
Chief Deputy Court Administrator	Retirement	7.91%	\$9,600	\$759
Chief Deputy Court Administrator	Insurance	\$13,967/annually	10% of annual cost	\$1,397
			<b>TOTAL</b>	<b>\$12,810</b>

**JUSTIFICATION: Fringe reflects current rate for agency.**

Fringe Benefits reflect current rates and will be non-federal match for all 3 years.

**NON-FEDERAL REQUEST: \$12,810**

**C. Travel:**

**FEDERAL REQUEST: N/A \$0.00**

**D. Equipment:**

**FEDERAL REQUEST: N/A \$0.00**

**E. Supplies:**

**FEDERAL REQUEST: N/A \$0.00**

**F. Contract: Sub-Contractual Agreements:**

**FEDERAL REQUEST**

<b>Name</b>	<b>Service</b>	<b>Rate</b>	<b>Other</b>	<b>Cost</b>
<b>(1) WestCare Gulfcoast Florida</b>				
	<b>Personnel</b>			
	Counselor/TBD (1 FTE) (9 months Year 1)	\$ 27,750	\$37,000/12*9	
	Counselor/TBD (.5 FTE) (9 months Year 1)	\$ 13,806	\$18,408/12*9	
	Research Assistant/TBD (1 FTE) (9 months Year 1)	<u>\$ 24,180</u>	\$32,240/12*9	
	<b>Total Salaries</b>	<b>\$ 65,736</b>		
	<b>Fringe Benefits (23.7%)</b>	<b>\$ 15,579</b>		

Name	Service	Rate	Other	Cost
	<b>Travel</b> Annual Grantee Meeting 2 meetings in Year 1, 1 meeting in Years 2 & 3 Airfare Lodging Per Diem Transportation Local Travel <b>Total Travel</b>	 \$ 4,000 \$ 3,120 \$ 1,320 \$ 200 <u>\$ 2,448</u> <b>\$ 11,088</b>	 \$500 *4 staff * 2 trips \$130/day*4 staff *3 days*2 trips \$55/day*4 staff *3 days *2 trips Shuttle to & from airport \$50 each way * 2 trips 400 miles/mo*12 mo*\$.51/mile	
	<b>Supplies</b> Program/Office Supplies Computers and startup office supplies in Year 1 only (\$4,765)  <b>Total Program/Office Supplies</b>	 <u>\$ 9,587</u>  <b>\$ 9,587</b>	Includes 3 laptops, Living in Balance, Nurturing Families, and other educational supplies, startup and monthly office supplies, and Drug Testing Supplies.	
	<b>Operations</b> Rent including utilities Communications Copier Lease & Maint. Staff Recruitment Staff Training Property & Liability Ins. Licensing Fees Nurturing Families curriculum training and staff recruitment costs in year 1 only (\$892) <b>Total Operations</b>	 \$ 6,000 \$ 2,160 \$ 1,200 \$ 192 \$ 1,000 \$ 2,400 <u>\$ 155</u>  <b>\$ 13,107</b>		
	<b>Indirect</b> Approved Rate 26.7% Only requesting 25%	 <b>\$ 28,774</b>		
	<b>Subtotal</b>	<b>\$ 143,871</b>		<b>\$ 143,871</b>
<b>2) WestCare Foundation</b>				
	<b>Contractual</b> Evaluation, Denise Connor	 \$ 6,000	10% of annual contract	
	<b>Subtotal</b>	<b>\$ 6,000</b>		<b>\$ 6,000</b>

Name	Service	Rate	Other	Cost
			<b>TOTAL</b>	<b>\$ 149,871</b>

**JUSTIFICATION: (1) WestCare Gulfcoast Florida**

**Counselors (1.5 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 duties will also be included in their duties.

**Research Assistant (1 FTE):** This position is not a member of the Treatment Team and will collect data that is then analyzed by the Evaluation Director, and will provide information to staff and community partners on adherence and incremental progress of the project with its goals and objectives. The Research Assistant also works closely with staff of the project to make sure that demographic, process and outcome data are collected during outreach activities, and drafts evaluation reports for the Evaluation Director to review and approve. The Research Assistant functions as a staff member of the project, working closely with other project staff, and conducting community interviews and focus groups as needed for the project. The Research Assistant assists staff with data files, maintenance of hard copy forms and instruments and orientates staff to completion of forms.

**Fringe Benefits:** Employee fringe benefits include FICA, State Unemployment, Workers Compensation, Health, Life, Dental and Disability Insurance and Retirement Contributions. This is estimated to be 23.7% of gross salaries.

**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. The staff will attend two Joint Grantee Meetings in year one. Local travel is estimated that 400 miles per month will be required for the Counselors to visit families in their homes and for the Research Assistant to travel to appropriate sites for client follow up. Decrease in year 2 & 3 due to two Grantee Meetings required in year one.

**Supplies:** Office Supplies include copy paper, staplers, pens, pencils, file folders, and other related supplies. Startup supplies include desk, chair, file cabinet, etc. Educational materials include the Living in Balance, Nurturing Families, Seeking Safety, and other materials. Laptop computers are for the Counselors and Research Assistant. Drug Testing Supplies include UA kits and Spice tests, testing will be done as needed to help keep clients accountable for their recovery. Decrease in years 2 & 3 due to year 1 including computer and startup supplies purchases.

**Operations:** Rent of facility to conduct clinical services and group counseling. Rent includes utility expenses such as electric, water and sewer. 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. 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. Staff Recruitment includes advertising vacant positions, recruit skillful staff, and obtain background checks to ensure the most qualified and efficient staff is hired. Staff Training funding provides continuing education for the program staff to maintain skills and education necessary to provide the highest level of service to the clients being served. Training may be provided by WestCare Chief Clinical Officer (Bob Neri), or other experts on specific topics relevant to the program. Training on Nurturing Families Curriculum is a one-time training and is inn

year one only. Property & Liability Insurance represents property and general liability insurance. Licensing Fees is the cost to obtain a DCF license to provide program services. Decrease in years 2 & 3 due to year 1 including staff recruitment costs and Nurturing Families curriculum training.

**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.

**(2) WestCare Foundation, Inc. Evaluation and Quality Department**

**Evaluator:** Oversee an independent evaluation of the project. Evaluator will supervise data collection maintain data collection tools, analyze data, approve evaluation reports and attend required meetings.

**FEDERAL REQUEST: \$149,871**

**NON-FEDERAL REQUEST: Non-Federal Match (36 Months/3 Years)**

Name	Service	Rate	Other	Cost
<b>(1) WestCare Gulfcoast Florida</b>				
	<b>Personnel</b>			
	Director of Outpatient Services/Brenda Lydic (.12 FTE)	\$ 6,826		
	<b>Total Salaries</b>	<b>\$ 6,826</b>		
	<b>Fringe Benefits (23.7%)</b>	<b>\$ 1,618</b>		
	<b>Subtotal</b>	<b>\$ 8,444</b>		<b>\$ 8,444</b>
			<b>TOTAL</b>	<b>\$ 8,444</b>

**JUSTIFICATION:**

WestCare GulfCoast-Florida’s Director of Outpatient Services Brenda Lydic will supervise WestCare Counselors and provide clinical direction and ensure fidelity to EBPs.

**NON-FEDERAL REQUEST: \$8,444**

**G. Construction: NOT ALLOWED**

**H. Other: N/A \$0.00**

**I. Indirect Cost Rate: N/A \$0.00**

**J. Budget Summary:**

<b>Year 1</b>			
<b>Budget Category</b>	<b>Federal Request</b>	<b>Non-Federal Amounts</b>	<b>Total</b>
A. Personnel	\$22,740	\$37,445	\$60,185

B. Fringe Benefits	\$13,115	\$12,810	\$25,925
C. Travel	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$149,871	\$8,444	\$158,315
H. Other	\$0	\$0	\$0
Total Direct Costs	\$185,726	\$58,699	\$244,425
I. Indirect Costs	\$0	\$0	\$0
<b>Total Project Costs</b>	<b>\$185,726</b>	<b>\$58,699</b>	<b>\$244,425</b>

<b>Federal Request</b>	<b>\$185,726</b>
<b>Non-Federal Request</b>	<b>\$58,699</b>
<b>Total Project Cost</b>	<b>\$244,425</b>

**Year 2**

<b>Budget Category</b>	<b>Federal Request</b>	<b>Non-Federal Amounts</b>	<b>Total</b>
A. Personnel	\$22,740	\$45,025	\$67,765
B. Fringe Benefits	\$13,115	\$17,182	\$30,297
C. Travel	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$171,282	\$8,444	\$179,726
H. Other	\$0	\$0	\$0
Total Direct Costs	\$207,137	\$70,651	\$277,788
I. Indirect Costs	\$0	\$0	\$0
<b>Total Project Costs</b>	<b>\$207,137</b>	<b>\$70,651</b>	<b>\$277,788</b>

<b>Federal Request</b>	<b>\$207,137</b>
<b>Non-Federal Request</b>	<b>\$70,651</b>
<b>Total Project Cost</b>	<b>\$277,788</b>

**Year 3**

<b>Budget Category</b>	<b>Federal Request</b>	<b>Non-Federal Amounts</b>	<b>Total</b>
A. Personnel	\$22,740	\$45,025	\$67,765
B. Fringe Benefits	\$13,115	\$17,181	\$30,296
C. Travel	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$171,282	\$8,444	\$179,726
H. Other	\$0	\$0	\$0
Total Direct Costs	\$207,137	\$70,650	\$277,787
I. Indirect Costs	\$0	\$0	\$0
<b>Total Project Costs</b>	<b>\$207,137</b>	<b>\$70,650</b>	<b>\$277,787</b>

<b>Federal Request</b>	<b>\$207,137</b>
<b>Non-Federal Request</b>	<b>\$70,650</b>
<b>Total Project Cost</b>	<b>\$277,787</b>