

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE TENNESSEE ADMINISTRATIVE OFFICE OF THE COURTS
AND
GENERAL SESSIONS MUSIC CITY COMMUNITY COURT, DIVISION VIII (8) OF
METROPOLITAN NASHVILLE-DAVIDSON COUNTY**

This memorandum of understanding sets forth the arrangement between the Tennessee Administrative Office of the Courts (hereinafter referred to as the "State") and GENERAL SESSIONS MUSIC CITY COMMUNITY COURT, DIVISION VIII (8) OF METROPOLITAN NASHVILLE-DAVIDSON COUNTY, (hereinafter referred to as the "Grantee"), for the implementation of a community court. The funding under this grant is supported by the Subaward received by the State from the Center for Court Innovation (the "Center"), and is attached as Appendix A.

A. DESCRIPTION

The Grantee will implement a community court, defined as a neighborhood-focused court program that combines the power of the community and the justice system to address local public safety concerns.

B. SCOPE OF SERVICES

The Grantee will be responsible for completing key milestones that include the list below and all services outlined in the final Scope of Work and Project Action Plan & Quarterly Report provided by the Center:

- a. Identify/hire a lead planner who will be responsible for overseeing all activities for the project and serving as the primary liaison with Center staff;
- b. Identify and convene members of the core planning/implementation team who will guide the needs assessment and implementation planning processes and document the program's policies and procedures. The planning/implementation team will, at various stages, include a representative from the judiciary, prosecutor's office, public defender's office (as appropriate to program model), and service providers and case management as appropriate (e.g., probation, treatment providers).
- c. Convene a community advisory board that includes representatives from the neighborhood(s) served, which may include but is not limited to neighborhood council members, faith-based leaders, and other community leaders; convene at regular intervals;
- d. Conduct a needs assessment by soliciting and reviewing quantitative and qualitative data from a variety of government and community sources and engaging the community in the development of the program design. Needs assessment activities include: resource mapping; stakeholder interviews; focus groups; data review of population, demographics, poverty, unemployment, and crime statistics; and a final written report;
- e. Based on the needs assessment create an implementation plan that outlines key steps and timelines;
- f. Develop a policies and procedures manual for community court operations, including key functions such as judicially monitored drug treatment;
- g. Utilize evidence-based risk and needs tool(s) to craft individualized responses for community court participants, e.g., for program eligibility, or social services, which may already be used in the Grantee's jurisdiction but needs to be approved by the Center.;
- h. Host up to two two-day site visits from Center staff to the jurisdiction;
- i. Participate in a peer-to-peer site visit to New York City or another exemplary community court location to be selected in partnership with the Center;
- j. Send key project representatives to attend a national community courts training hosted by the Center and BJA, anticipated to be scheduled for Spring 2020 in a location to be determined;
- k. Participate in planning meetings, telephone conversations, and emails with the State and the Center staff on a regular basis (e.g., monthly calls);

- i. Collect individualized participant and program data and other information that is required by the Center and BJA and report aggregate information to the State so it can report that information to the Center on a quarterly basis;
- m. Provide required information to the State in a timely manner so the State can submit to the Center quarterly programmatic action plans, data trackers, and fiscal reports, and any additional information or reports as the Center may reasonably request from time to time;
- n. Launch community court project;
- o. Produce a final program fact sheet, including program description and data summary highlighting the program model and its impact.

C. PAYMENT TERMS AND CONDITIONS

1. The maximum allocation from the State to the Grantee under this Contract is \$150,307.65 (one hundred fifty thousand three hundred seven dollars and sixty-five cents). Attached as Appendix D is the grant budget for this Contract. In the event that a portion of the amount allocated is not accepted by the Grantee, the unused balance will revert to the State.
2. The Grantee shall submit to the State a report of actual expenditures compared to budgeted expenditures ("Invoice/Expense Statement"), on a Quarterly Basis, no later than fifteen (15) days following the end of each Quarter. However, the invoice for work performed or completed in the month of September must be submitted no later than the third business day in October. The State shall review the Invoice/Expense Statement, and supporting documentation as required, and may disallow for payment any charges which were not rendered, documented and/or authorized in accord with the terms of this Contract, or for failure to deliver any required service, deliverable, or work product. Failure to submit invoices in accordance with the provisions of this Contract may result in the termination hereof by the State.
2. Notwithstanding any provision to the contrary in this Memorandum, the State shall be under no obligation to make any disbursements to Grantee in excess of a prorated portion of the funding that the State actually receives from the Center for the Project. The failure of the State to receive any portion of the funding from the Center shall be deemed to be the failure of an essential condition for the State's obligations under this Memorandum. Grantee shall have no claim or cause of action or commence any proceeding against the State or the Center arising out of failure of the Center to provide all or any portion of the funding to the State.

D. QUARTERLY REPORTING REQUIREMENTS

1. The Grantee shall provide to the State Quarterly reports, no later than five (5) days following the close of each quarter, briefly describing the Project and Grantee's activities during the period relating thereto, and accounting for Funding expenditures made by Grantee during such period in the form similar to the Project Action Plan & Quarterly Report attached hereto.
2. The Grantee shall provide such additional information or reports relating to the Project as the State and the Center may reasonably request from time to time.

E. TERMS OF AGREEMENT

1. This agreement shall be effective for the period commencing on October 1, 2018, and ending on June 30, 2020 unless this Contract is terminated at an earlier date by thirty (30) days written notice to Grantee from the State. In the event of such termination, Grantee shall immediately cease the provision of all services hereunder, and the State shall be liable to Grantee only for the services actually performed up to and including

the effective date of termination.

2. Any services provided under this Contract shall be provided to only those persons/agencies that specifically warrant that they will make reasonable modifications as may be necessary under the Americans with Disabilities Act to ensure access or participation to its programs for individuals with qualified disabilities.
3. The Grantee agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of the authorized service on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law.
4. The Grantee warrants that no amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Court in connection with any work contemplated or performed relative to this Authorization.
5. The Grantee certifies, to the best of its knowledge and belief, that:
 - a. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Vendor shall complete and submit Standard Form-LLL: Disclosure Form to Report Lobbying," in accordance with its instructions.
6. The Grantee, by signing this document, hereby attests, certifies, warrants, and assures that the Grantee shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this contract.

F. SPECIAL TERMS AND CONDITIONS

1. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by EMAIL or facsimile transmission with recipient confirmation. Any such communications, regardless of method of transmission, shall be addressed to the respective party at the appropriate mailing address, facsimile number, or EMAIL address as set forth below or to that of such other party or address, as may be hereafter specified by written notice.

The State:

Anne-Louise Wirthlin, Access to Justice Director
Tennessee Supreme Court Administrative Office of the Courts
Nashville City Center,
511 Union Street, Suite 600
Nashville, TN 37219
anne.louise.wirthlin@tncourts.gov
Telephone # 615-741-2687
FAX # 615-741-6285

The Grantee:

Judge Rachel Bell, General Sessions Court Division VIII (8) Judge
Metropolitan Nashville & Davidson County General Sessions Court
408 2nd Avenue North, Suite 4130
P.O. Box 196300
Nashville, TN 37219
RachelBell@jis.nashville.org
Telephone # 615-862-8341
FAX # 615-862-8343

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

IN WITNESS WHEREOF,

METROPOLITAN NASHVILLE & DAVIDSON COUNT GENERAL SESSIONS COURT

GRANTEE SIGNATURE

DATE

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (ABOVE)

ADMINISTRATIVE OFFICE OF THE COURTS

DEBORAH TAYLOR-TATE, EXECUTIVE DIRECTOR

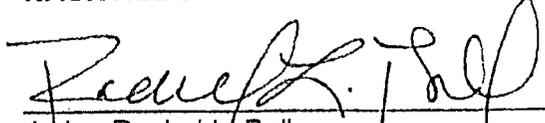
DATE

SIGNATURE PAGE
FOR

GRANT NO. _____

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

METROPOLITAN GOVERNMENT OF
NASHVILLE AND DAVIDSON COUNTY

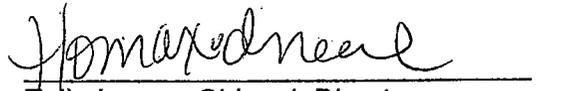


Judge Rachel L. Bell
General Sessions Court, Division VII

10/30/2018

Date

APPROVED AS TO AVAILABILITY
OF FUNDS:



Talia Lomax-O'dneal, Director
Department of Finance KC #

11-7-18

Date

APPROVED AS TO RISK AND INSURANCE:

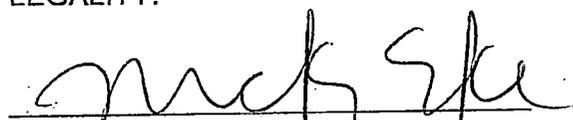


Director of Risk Management Services

11/13/18

Date

APPROVED AS TO FORM AND
LEGALITY:



Metropolitan Attorney

11/14/18

Date

FILED:

Metropolitan Clerk

Date

Appendix A – Subaward contract between Administrative Office of the Courts and the Center for Court Innovation

Appendix B – Scope of Work provided by the Center

Appendix C – Project Action Plan & Quarterly Report provided by the Center

Appendix D – Grant Budget

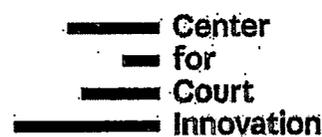
Appendix E – Invoice/Expense Statement provided by the Center

Appendix B
SCOPE OF WORK

2018 Community Court Grant Program

Implementation Category

Scope of Work



I. BACKGROUND

The U.S. Department of Justice, Bureau of Justice Assistance (“BJA”) and the Center for Court Innovation (“the Center”) have partnered to support the development and enhancement; mentoring; and evaluation of community courts under the 2018 Community Court Grant Program. Following a competitive request for proposals, Tennessee Supreme Court Administrative Office of the Courts on behalf of General Sessions Music City Community Court Division VIII (8) of Metropolitan Nashville-Davidson County (“the Subrecipient”) was selected as one of five sites to receive funding and technical assistance to implement a community court during a grant period of October 1, 2018- June 30, 2020.

Under the 2018 Community Court Grant Program initiative, a community court is defined as a neighborhood-focused court program that combines the power of both the community and the justice system to address local public safety problems. By their nature, community courts will vary, tailoring solutions to meet the local needs of the communities they serve. However, all community courts should adhere to the following six principles:

1. Enhanced Information

Community courts are dedicated to the idea that better staff training combined with better information (about litigants, victims, and the community context of crime) can help improve the decision making of judges, attorneys, and other justice officials. The goal is to help practitioners make more nuanced and individualized decisions about defendants, ensuring that they receive an appropriate level of supervision and services.

2. Community Engagement

Community courts recognize that community members, including merchants and neighborhood groups have an important role to play in helping the justice system identify, prioritize, and solve local problems. By actively engaging citizens in the process, community courts seek to improve public trust in justice.

3. Collaboration

Community courts engage a diverse range of people, government agencies, and community organizations in collaborative efforts to improve public safety. By bringing together justice system players and reaching out to potential partners beyond the

2018 Community Court Grant Program

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courthouse (e.g., drug treatment and other social service providers, victims groups, schools), community courts improve inter-agency communication, encourage greater trust between community members and government, and foster collaborative responses to local problems.

4. Individualized Justice

By using evidence-based risk and needs tools, community courts seek to link participants to tailored community-based services (e.g., drug treatment, job training, mental health counseling) where appropriate. In doing so, community courts can help reduce incarceration and recidivism, improve community safety, and enhance confidence in justice. Linking individuals to services can also aid victims, improving their safety and helping restore their lives.

5. Accountability

Community courts are founded on the idea that all criminal behavior—even low level “quality-of-life” crime—has an impact on the community. By promoting community restitution and insisting on regular and rigorous compliance monitoring (including by the judge)—and clear consequences for non-compliance—community courts seek to improve the accountability of individuals.

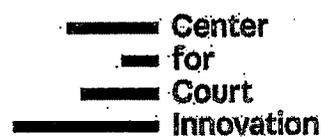
6. Outcomes

Community courts emphasize the active and ongoing collection and analysis of data—measuring outcomes and process, costs and benefits. Dissemination of this information is a valuable symbol of public accountability.

2018 Community Court Grant Program

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Scope of Work



In keeping with the community court model, the Subrecipient, with the support of the Training and Technical Assistance team at the Center, will implement a community court that:

- offers mandates and/or sentences that connect participants to social services,
- offers mandates and/or sentences that repair the harm done to the community through meaningful community service,
- has a judicial supervision component that must include judicially-monitored drug treatment,
- utilizes evidence-based practices, including procedural justice protocols and validated risk and needs screening and assessment tools, and
- engages community stakeholders to identify local issues and inform community court design and ongoing operations. In addition to justice system professionals, the Subrecipient will engage community stakeholders including residents, business owners, faith-based leaders, local service providers and other community representatives or leaders such as neighborhood council members.

Community courts supported through this initiative may not use federal funding to serve violent offenders¹ and juveniles as defined by local law. Additionally, community courts under this initiative may not restrict access to Medication Assisted Treatment (MAT).

All community courts funded through this initiative must provide judicially monitored drug treatment as one of their social service sentencing options.

¹ Programs may not use funding under this solicitation to serve violent offenders. As defined in 42 U.S.C. 3797u-2, a "violent offender" means a person who—(1) is charged with or convicted of an offense that is punishable by a term of imprisonment exceeding one year, during the course of which offense or conduct: (A) the person carried, possessed, or used a firearm or dangerous weapon; (B) there occurred the death of or serious bodily injury to any person; or (C) there occurred the use of force against the person of another, without regard to whether any of the circumstances described in subparagraph (A) or (B) is an element of the offense or conduct of which or for which the person is charged or convicted; or (2) has 1 or more prior convictions for a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm. A community court funded under the 2018 Community Court Grant Program may, at its own discretion and after taking a valid assessment of risk into consideration, choose to provide services to an individual who is otherwise excluded from this program if the grantee is using non-federal funding to provide the services. BJA strongly encourages the use of valid risk assessment tools and consideration of public safety needs in this local decision-making process.

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II. Responsibilities of “the Center”

The Center will perform two functions in support of the goals of the 2018 Community Court Grant Program: 1) Center staff will serve as the technical assistance provider; and 2) the same such staff will oversee grant administration and timely execution of grant deliverables.

The Center will provide targeted technical assistance to the selected jurisdictions on each of the grant activities required by the solicitation and listed below in the “Responsibilities of the Subrecipient” section. The Center will:

- Provide on-going remote and on-site intensive technical assistance throughout the planning and implementation process;
- Host a site visit to a model community court;
- Conduct up to two site visits to the Subrecipient;
- Refer the Subrecipient to relevant trainings and subject matter experts;
- Review programmatic action plans and data trackers and provide feedback and recommendations on program development and operations;
- Guide the development of a needs assessment process that supports and informs the operations of the community court;
- Help to develop an implementation plan that is realistic and achievable;
- Assist with the development of written policies and procedures that describe the court’s operations, including the use of evidence-based practices;
- Participate in planning meetings, telephone conversations, and emails with Subrecipient planning/implementation team on a regular basis (*e.g.*, monthly calls);
- Connect Subrecipient to resources in the field; promote peer-to-peer exchanges in and between 2018 Community Court grantees and other community justice practitioners; host and promote webinars and share publications;
- Review drafts of the Subrecipient work product, including but not limited to a case flow chart, needs assessment report, policies and procedures manual, and program fact sheet.

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The Center will additionally supervise the performance and administration of the 2018 Community Court Grant Program as follows:

- Perform a periodic review of programmatic action plans, data trackers, caseload and fidelity to community court model;
- Review quarterly Invoice/Expense statements and supporting documentation; approve expenses for disbursement of grant funds; review budget modification requests for alignment with programmatic goals and federal guidelines;
- Provide regular updates to the Bureau of Justice Assistance on the status of the 2018 Community Court Grant Program.

III. Responsibilities of “the Subrecipient”

Key project milestones to be completed by General Sessions Music City Community Court Division VIII (8) of Metropolitan Nashville-Davidson County must include²:

- Identify/hire a lead planner who will be responsible for overseeing all activities for the project and serving as the primary liaison with Center staff;
- Identify and convene members of the core planning/implementation team who will guide the needs assessment and implementation planning processes and document the program’s policies and procedures. The planning/implementation team will, at various stages, include a representative from the judiciary, prosecutor’s office, public defender’s office (as appropriate to program model), and service providers and case management as appropriate (e.g., probation, treatment providers).
- Convene a community advisory board that includes representatives from the neighborhood(s) served, which may include but is not limited to neighborhood council members, faith-based leaders, and other community leaders; convene at regular intervals;
- Conduct a needs assessment by soliciting and reviewing quantitative and qualitative data from a variety of government and community sources and engaging the community in the development of the program design. Needs assessment activities include: resource mapping; stakeholder interviews; focus groups; data review of

² The Center may choose to acknowledge past activity to satisfy one or more key milestone, such as if a lead planner was identified and hired before the grant period.

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population, demographics, poverty, unemployment, and crime statistics; and a final written report;

- Based on the needs assessment create an implementation plan that outlines key steps and timelines;
- Develop a policies and procedures manual for community court operations, including key functions such as judicially monitored drug treatment;
- Utilize evidence-based risk and needs tool(s) to craft individualized responses for community court participants, e.g., for program eligibility, or social services, which may already be used in the Subrecipient's jurisdiction but needs to be approved by the Center.;
- Host up to two two-day site visits from Center staff to the jurisdiction;
- Participate in a peer-to-peer site visit to New York City or another exemplary community court location to be selected in partnership with the Center;
- Send key project representatives to attend a national community courts training hosted by the Center and BJA, anticipated to be scheduled for Spring 2020 in a location to be determined;
- Participate in planning meetings, telephone conversations, and emails with Center staff on a regular basis (e.g., monthly calls);
- Collect individualized participant and program data and other information that is required by the Center and BJA and report aggregate information to the Center on a quarterly basis;
- Submit to the Center quarterly programmatic action plans, data trackers, and fiscal reports, and any additional information or reports as the Center may reasonably request from time to time;
- Launch community court project;
- Produce a final program fact sheet, including program description and data summary highlighting the program model and its impact.

Appendix C

SAMPLE SUBRECIPIENT ACTIVITY REPORT

Project Action Plan & Quarterly Report TEMPLATE

This Action Plan & Quarterly Report is designed to serve two functions: (1) to outline the milestones and other key activities required under the 2018 Community Court Grant Program and (2) to provide a format for you to update us on your program's progress. These milestones and activities are based on the Center for Court Innovation's experience with helping to launch and enhance other community justice programs, as outlined in the grant solicitation.

This action plan will be tailored for each site. This template is provided as a guide for now. Once you have developed a tailored document for your site, you will use that form to submit a programmatic progress report each quarter. These updates will help your TA team flag and address any unmet needs, as well as report on the grant program's activities to our funder, the Bureau of Justice Assistance.

| Required Grantee Milestones | Key Dates (Mo/Day/Yr) | Primary Accomplishments during the Reporting Period What were your primary accomplishments, if any, for this milestone? |
|---|--|--|
| 1. Identify lead planner <i>e.g.</i> <input type="checkbox"/> Complete project contacts sheet | Anticipated completion date: Actual completion date: | [Add text here] |
| 2. Convene steering committee <i>e.g.</i> <input type="checkbox"/> Identify members <input type="checkbox"/> Convene initial meeting <input type="checkbox"/> Calendar and convene regular meetings <input type="checkbox"/> Other: _____ | Anticipated date of first convening: Actual date of first convening: Other anticipated meeting dates: | [Add text here] |
| 3. Conduct a needs assessment <i>e.g.</i> <input type="checkbox"/> Conduct data analysis <input type="checkbox"/> Complete community survey <input type="checkbox"/> Complete focus groups <input type="checkbox"/> Complete stakeholder interviews <input type="checkbox"/> Produce a needs assessment report, with description of concept <input type="checkbox"/> Other: _____ | Anticipated completion of community survey: Actual completion of community survey: Anticipated completion of needs assessment: Actual completion of needs assessment: | [Add text here] |

| | | |
|---|---|------------------------|
| <p>4. Create a project implementation plan <i>e.g.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop mission statement and objectives <input type="checkbox"/> Determine location(s) to be used <input type="checkbox"/> Define operations (e.g., day/time) <input type="checkbox"/> Define staffing and roles <input type="checkbox"/> Develop eligibility criteria, screening and assessment process, and case flow <input type="checkbox"/> Create policy for linking participants to services <input type="checkbox"/> Develop community service protocol <input type="checkbox"/> Define case management and monitoring procedures <input type="checkbox"/> Develop a communication strategy <input type="checkbox"/> Develop plan for ongoing community engagement <input type="checkbox"/> Create policy & procedures manual <input type="checkbox"/> Draft project implementation plan <input type="checkbox"/> Identify performance measures <input type="checkbox"/> Other: _____ | <p>Anticipated completion of implementation plan: Actual completion of implementation plan:</p> | <p>[Add text here]</p> |
| <p>5. Launch community court or enhancement project</p> <ul style="list-style-type: none"> <input type="checkbox"/> Set "soft" launch <input type="checkbox"/> Set "hard" launch | <p>Anticipated soft launch date: Actual soft launch date: Anticipated hard launch date: Actual hard launch date:</p> | <p>[Add text here]</p> |
| <p>6. Implement a risk/needs assessment tool <i>e.g.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Review existing risk/needs tools <input type="checkbox"/> Select tool and determine implementation strategy <input type="checkbox"/> Train relevant staff on its use <input type="checkbox"/> Use tool in court's screening and assessment process <input type="checkbox"/> Other: _____ | <p>Anticipated training date: Actual training date: Anticipated implementation date: Actual training implementation date:</p> | <p>[Add text here]</p> |

Programmatic Quarterly Report TEMPLATE

| | | |
|--|---|--|
| <p>7. Collect and report required data quarterly</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify data collection personnel <input type="checkbox"/> Develop and implement data tracker <input type="checkbox"/> Collect and report on a quarterly basis | <p>Ongoing: Data reports are due with the Programmatic Quarterly Reports on Oct 5, Jan 10, Apr 10, and July 10</p> <p>Anticipated date of completion of data tracker:</p> <p>Actual date of completion of data tracker:</p> | <p>[Add text here]</p> <p>Also, email quarterly data tracker with your completed Programmatic Quarterly Report.</p> |
| <p>8. Host a site visit from Center and BJA staff</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify dates for site visit <input type="checkbox"/> Draft agenda and arrange meetings as needed <input type="checkbox"/> Host Center and BJA staff | <p>Anticipated dates of site visit:</p> <p>Actual dates of site visit:</p> | <p>[Add text here]</p> |
| <p>9. Visit a Center for Court Innovation community court or mentor court</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with Center staff to visit a Center for Court Innovation community court or a mentor community court | <p>Anticipated dates of site visit:</p> <p>Actual dates of site visit:</p> | <p>[Add text here]</p> |
| <p>10. Attend Community Justice 2020</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify community court staff and/or stakeholders to attend training | <p>Dates TBD (circa April 2020)</p> | <p>[Add text here]</p> |

| | | |
|---|------------|------------------------|
| <p>11. Revise program blurb for the Community Court Grant Program website Please include the following information in your blurb:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Target population <input type="checkbox"/> Location <input type="checkbox"/> Social service provision <input type="checkbox"/> Community service provision <input type="checkbox"/> Disposition outcomes <input type="checkbox"/> Photos (optional) | <p>N/A</p> | <p>[Add text here]</p> |
| <p>12. Sustainability Plan Please provide a brief summary describing how your jurisdiction plans to sustain the community court program past the end of the grant period.</p> | <p>N/A</p> | <p>[Add text here]</p> |

Appendix D
Grant Budget

| | |
|------------------------------------|---------------------|
| Personnel & Fringe Benefits | \$132,285.65 |
| Travel | \$11,022.00 |
| Equipment, Supplies, Postage, Etc. | \$7,000.00 |
| Total | \$150,307.65 |

| A. Personnel | | | |
|-------------------------------|---------------|--------------------|--------------------|
| Title | Employee Name | Yr 1 Salary | Yr 2 Salary |
| Community Court Administrator | TBD | \$52,211.39 | \$39,158.54 |
| Total Personnel | | \$52,211.39 | \$39,158.54 |

| B. Fringe Benefits | | | |
|-----------------------------------|---------------------|--------------------|--------------------|
| Community Court Administrator | | | |
| Fringe benefits are comprised of: | Fringe Rate: | Yr 1 | Yr 2 |
| FICA | 0.062 | \$3,237.11 | \$2,427.83 |
| SSN med | 0.0145 | \$757.07 | \$567.80 |
| Pension | 12.45 | \$6,500.32 | \$4,875.24 |
| Health Family | Flat amount | \$11,000.00 | \$11,001.00 |
| Short term disability | 11.20 per month | \$134.40 | \$100.80 |
| Long term disability | 4.96 per month | \$59.52 | \$44.64 |
| Supplemental life insurance* | varies based on age | \$120.00 | \$90.00 |
| Total: | | \$21,808.41 | \$19,107.31 |
| Total Fringe Benefits | | \$21,808.41 | \$19,107.31 |

| Position | Name | Yr 1 | Yr 2 |
|-------------------------------|------|--------------------|--------------------|
| Community Court Administrator | TBD | \$74,019.80 | \$58,265.85 |
| Total Position | | \$74,019.80 | \$58,265.85 |

| | |
|-----------------------------------|---------------------|
| Total Personnel and Fringe | \$132,285.65 |
|-----------------------------------|---------------------|

C. Travel

| Purpose of Travel | | Computation | | | | Notes: |
|--------------------------|--------------------------|-------------|----------|-------------------|--|--------|
| | Amount | #days | #persons | Total: | | |
| Metro Davidson Employees | Airfare \$550.00 | | 6 | \$3,300.00 | | |
| Out-of-State Travel | Lodging \$250.00 | 2 | 6 | \$3,000.00 | | |
| Site Visit | Per Diem \$51.00 | 3 | 6 | \$765.00 | Per diem is reduced on 1st and last day (travel days) to \$38.25 | |
| Location TBD | Ground Transfer \$125.00 | | 6 | \$750.00 | | |
| Subtotal | | | | \$7,815.00 | | |

| Purpose of Travel | | Computation | | | | Notes: |
|--------------------------|--------------------------|-------------|----------|-------------------|--|--------|
| | Amount | #days | #persons | Total: | | |
| Metro Davidson Employees | Airfare \$550.00 | | 2 | \$1,100.00 | | |
| Out-of-State Travel | Lodging \$250.00 | 3 | 2 | \$1,500.00 | | |
| National Training | Per Diem \$51.00 | 4 | 2 | \$357.00 | Per diem is reduced on 1st and last day (travel days) to \$38.25 | |
| Location TBD | Ground Transfer \$125.00 | | 2 | \$250.00 | | |
| Subtotal | | | | \$3,207.00 | | |

Total Travel: \$11,022.00

| D. Equipment, Supplies, Postage, Etc. | Yr1 | Yr1 | Yr1 & Yr2 | Notes: |
|---|-------------------|-------------------|-------------------|--------|
| Equipment, Office Supplies, Meeting Supplies, Postage, Program Materials, Paper, Pens, Folders, Tracking Journal/Calendar, Etc. | \$4,000.00 | \$3,000.00 | \$7,000.00 | |
| Total Equipment | \$4,000.00 | \$3,000.00 | \$7,000.00 | |

Appendix E

SAMPLE INVOICE / EXPENSE STATEMENT

INVOICE / EXPENSE STATEMENT

Today's Date:

From: Tennessee Supreme Court Administrative Office of the Courts
 Hon. Rachel L. Bell
 408 2nd Avenue North, Suite 4130
 Nashville, TN 37219

Center for Court Innovation
 Attn: Fiscal Department
 520 Eighth Avenue, 18th Floor
 New York, NY 10018

Project: 2018 Community Court Grant Program

Grant #: 2015-DC-NY-K002

Contract Period: October 1, 2018 - June 30, 2020

Reporting Period: October 1, 2018 - December 31, 2018

Invoice Amount:

| | Budget | 10/1/18 | | 1/1/19 | | 4/1/19 | | 7/1/19 | | 10/1/19 | | 1/1/20 | | 4/1/20 | | Total Expenses to Date | Variance from Budget |
|------------------------|--------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|--|------------------------|----------------------|
| | | Expenses | | | |
| <u>Personnel</u> | | | | | | | | | | | | | | | | | |
| name, title | | | | | | | | | | | | | | | | | |
| name, title | | | | | | | | | | | | | | | | | |
| Subtotal Personnel | | | | | | | | | | | | | | | | | |
| Fringe | | | | | | | | | | | | | | | | | |
| Total Personnel | | | | | | | | | | | | | | | | | |
| <u>OTPS</u> | | | | | | | | | | | | | | | | | |
| Travel | | | | | | | | | | | | | | | | | |
| Equipment | | | | | | | | | | | | | | | | | |
| Supplies | | | | | | | | | | | | | | | | | |
| Construction | | | | | | | | | | | | | | | | | |
| Consultants/Contracts | | | | | | | | | | | | | | | | | |
| Other Costs | | | | | | | | | | | | | | | | | |
| Indirect Costs | | | | | | | | | | | | | | | | | |
| Total OTPS | | | | | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | | | | | |

I certify that the above expenditures have been made in accordance with the Agreement; that the claim is just and correct; that no part thereof has been paid except as stated; and that the balance is actually due and owing.

Signature _____ Name _____
 Date _____ Title _____

INSTRUCTIONS

Federal grant sub-recipients/sub-awardees must comply with the Code of Federal Regulations (CFR) titled: Office of Management and budget Guidance for Grants and Agreements and the Department of Justice DOJ Grants Financial Guide.

<http://www.ecfr.gov/> & <http://ojp.gov/financialguide/DOJ/>

Supporting Documentation Required

Copies of payroll records or time and attendance reports for all full-time and/or part-time employees.

Copies of time and effort reports for consultants.

Copies of receipts are required for all "other than personnel services" (OTPS) expenditures.

Travel

<http://www.gsa.gov/portal>

Federal Per Diem rates must be adhered to and cannot be exceeded by staff or clients, guests, faculty or partners covered under a Federal grant. The U.S. General Services Administration (www.gsa.gov/perdiem) sets the per diem rates for lodging and meals by location. Travelers should use hotels that honor federal rates. Meals per diem are pro-rated on days spent traveling to/from destinations and are reimbursable at only 75%. Meals provided at an event will be deducted from the daily meals per diem.

First class and business class travel is not permitted under any circumstances. Airfare must be booked in economy or coach class at the cheapest rate available.

Tips are not allowed. Gratuities for hotel chamber maids, concierge, taxi drivers and restaurant staff are not permissible using federal funds. The Federal M&IE (Meals and Incidentals Expense) per diem includes an amount for incidentals which should be applied toward any gratuities paid by staff.

Agendas must be provided from conferences, workshops, meetings and site visits.

Food and/or Beverages for Meetings, Conference, Training and Other Events

No Office of Justice Programs funding can be used to purchase food and/or beverages for any meeting, conference, training, or other events. As per OJP's guidelines, "exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas) or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. And such exception requires prior approval from OJP. Please note that this restriction does not impact individual per diems to be paid to staff.