Public Safety Committee Meeting Commission Chamber - 2/27/2018

ATTENDANCE:

Present: Hons. D. Williams, Chairman; Smith, Vice Chairman; Jefferson and Sias, members.
Absent: Hon. Hardie Davis, Jr., Mayor.

PUBLIC SAFETY

1. Review the assessment report regarding the rehabilitation of the former Joint Law Enforcement Center, 401 Walton Way. **(Requested by Dennis Williams)** **Item Action:** Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to reschedule this item to the next committee meeting on March 13. Motion Passes 4-0.	Commissioner Sammie Sias	Commissioner Grady Smith	Passes

2. Motion to approve applying for Substance Abuse and Mental Health Services Administration grant to develop enhancement programs to the participants of the DUI court program. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Sammie Sias	Commissioner Grady Smith	Passes

3. Motion to approve new position for the Coroner's Office (Administrative **Item**

Assistant 1, Salary grade 42).

Action: Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Sammie Sias	Commissioner Grady Smith	Passes

4. Motion to approve the minutes of the Public Safety Committee held on February 13, 2018.

Item Action: Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Sammie Sias	Commissioner Grady Smith	Passes

5. Adopt a Resolution of Support to send to Governor Deal regarding the need for control gun laws to keep and better protect our children from gun violence. **(Requested by Commissioner Fennoy)**

Item Action: Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to approve tasking the attorney with preparing a general resolution of support for further discussion at the next committee meeting regarding the need for gun laws for school safety. Motion Passes 4-0.	Commissioner Sammie Sias	Commissioner Grady Smith	Passes

Public Safety Committee Meeting
2/27/2018 1:10 PM
Attendance 2/27/18

Department:

Presenter:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

<u>REVIEWED AND APPROVED BY</u>:

CARL C. BROWN, JR.
CHIEF JUDGE, SUPERIOR COURT
AUGUSTA JUDICIAL CIRCUIT

February 2, 2018

735 James Brown Blvd., Suite 4203
Augusta, Georgia 30901-2974

Telephone: 706-821-2347
Fax: 706-721-4476

The Honorable Hardie Davis, Jr., Mayor
The Honorable William Fennoy, Commissioner
The Honorable Dennis Williams, Commissioner
The Honorable Mary Davis, Commissioner
The Honorable Sammie Sias, Commissioner
The Honorable Andrew Jefferson, Commissioner
The Honorable Ben Hasan, Commissioner
The Honorable Sean Frantom, Commissioner
The Honorable Wayne Guilfoyle, Commissioner
The Honorable Marion Williams, Commissioner
The Honorable Grady Smith, Commissioner
The Honorable Janice Allen Jackson, Administrator

Re: Preservation of 401 Walton Way

Dear Honorable Mayor, Commissioners and Administrator:

Enclosed please find the detailed feasibility report and recommendations of the professionals regarding 401 Walton Way. Clearly, the experts agree that it is feasible and good stewardship to utilize this property for a Juvenile Training and Justice Center. They estimate the cost of renovations to Building A to be $2,250,000.00 and mothballing the remaining building at $600,000.00. Please follow this recommendation and allow this valuable asset to be used to address the many challenges of juvenile training and justice in this community. There is an account of the question being posed "Who is the greatest in the Kingdom?" The unequivocal response was "the children".

Thanks for your consideration. We look forward to meeting with you at your earliest convenience to discuss the report and recommendations.

Sincerely,

Carl C. Brown, Jr.

Carl C. Brown, Jr.

CCB JR/kdc
Enclosures (3)

cc: Mr. John B. Long
Mr. John R.B. Long
The Honorable Barry A. Fleming
The Honorable Sheila Clark Nelson
Mr. Christopher Booker
Mr. P. Simon Williams
The Honorable Douglas J. Flanagan
Mr. Adam W. King
The Honorable James G. Blanchard, Jr.
The Honorable Sheryl B. Jolly
The Honorable J. Wade Padgett
The Honorable Ashley Wright
The Honorable Richard Roundtree
The Honorable Omeeka P. Loggins
Mrs. Inga N. Hicks
Mr. Shaun Brooks
Mr. Dan D. Troutman
Mr. James M. Hull
Dr. Charles Larke
Mr. Larry Grant
Mrs. DaCara B. Myers
The Honorable Michael N. Annis
The Honorable Daniel J. Craig
The Honorable John Flythe
The Honorable Natalie Paine
The Honorable Ramone Lamkin

HULL
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GROUP

February 1, 2018

Honorable Carl C. Brown, Jr.
Chief Judge, Superior Court, Augusta Judicial Circuit
735 James Brown Boulevard, Suite 4203
Augusta, Georgia 30901

RE: 401 Walton Way, Augusta, Georgia 30901

Dear Judge Brown:

I hope you are doing well.

Enclosed, please find a letter report from Christopher Booker & Associates, PC, with attachments from Johnson, Laschober & Associates, PC, and Alternative Construction & Environmental Solutions, Inc. Based upon the letter report and attachments, it is my recommendation that Building A be renovated for use by the Augusta Judicial Circuit and the remaining buildings on the site be stabilized for future use/redevelopment.

The reports indicate that the improvements located at the subject site have considerable value, are overall not mis-improvements and should be used (initially as recommended by Architect Booker). Based upon the letter report in conjunction with established appraisal valuation methodology, it is my further opinion that demolishing these improvements would not be consistent with good stewardship of this community asset. I am available to provide additional information and discuss this matter in greater detail.

Thank you for all the Augusta Judicial Circuit does for the betterment of our community. Best wishes.

Very truly yours,

HULL PROPERTY GROUP, LLC

James M. Hull

JMH/lau
Enclosures

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www.hullpg.com

inspiring results

ARCHITECTS
Christopher Booker & Associates, PC
670 Broad Street, Augusta, GA 30901 | P: (706) 798-6792 | www.cbarchitectspc.com

Re: Augusta-Richmond County
Law Enforcement Center
401 Walton Way
Augusta, Georgia 30901

Christopher Booker & Associates, P.C. has performed a general building assessment on the former Augusta Richmond County Law Enforcement Center located at 401 Walton Way, Augusta, Georgia.

The existing facility consists of five buildings, please see key plan, attachment A:

- Building A is a two story building which includes an open atrium that connects Building A to Building B. The first floor is general office space. The second floor contains two courtrooms and additional general office space.

- Building B contains two base floors and the prison cell tower above. The two base floors include administration, kitchen, and laundry space.

- Building C is a mechanical and electrical services building.

- Building D is a connector space between Building B and Building C.

- Building E is a medical building for female and male inmates. The building was also used for arrest booking, a waiting area, and holding cells.

At the request of the Juvenile Training and Justice Center, our main focus is on the possible isolation of Building A and the renovation of Building A, for the future use of Augusta Judicial Circuit. Building A has a two story open atrium entrance and two floors totaling approximately 28,000 square feet of usable space. The existing floor plan layout of office space and courtroom space is ideal for the planned use and no major design modifications would be required. Building A has a fire wall in place that serves as separation between Building A and Building B. The main building and construction concerns associated with Building A are a failing roof system, exterior walls and window moisture and water intrusion, interior cosmetic finishes, and structural, electrical, fire sprinkler, and mechanical systems (addressed in the letter provided by JLA), Building A has no major environmental concerns that cannot be rectified by addressing the building envelope and HVAC systems (addressed in the letter provided by ACES).

The existing modified bitumen roof on Building A is failing and needs to be removed and replaced. The existing roof system has failed. We would specify a minimum R-20 rigid roof insulation and a single ply roofing membrane, to be installed and flashed per manufacturer's specifications & guidelines.

The existing exterior wall envelope of Building A is constructed of non-load bearing metal studs and exterior insulation and finish system (E.I.F.S.). This system seems to have multiple catastrophic failures. Water intrusion has occurred around most window openings and other interfaces. Moisture is also entering through cracks, failed joints, and through the face of the exterior walls. Due to the moisture issues the metal studs have rusted through in places and the substrate has become detached from the framing. The interior gypsum board wall finish has been damaged from the continuous moisture intrusion. It is our opinion the existing exterior walls on Building A should be removed and a new exterior wall system be installed. The new exterior wall system should consist of metal exterior grade studs, exterior grade wall sheathing, moisture barrier, and a new exterior clad finish. The new systems should be installed per manufacture's specifications. The new windows should be installed with manufactures specified flashing and weeps. The new windows will provide the proper water tightness required and additional energy efficiency.

The existing interior finishes (flooring finishes and wall finishes) need to be removed and replaced or cleaned. Many interior finishes are damaged, warn out, and/or dated, but others are salvageable. The existing elevators would need to be modernized to meet current state and local code requirements.

The structural, electrical, fire sprinkler, and mechanical systems are addressed in the attached letter from Johnson Laschober and Associates Engineers. Their assessment states that the structure seems to be in very good shape. The existing fire sprinkler, plumbing, and electrical can be modified for reuse. The mechanical HVAC would need to be disconnected from the existing chiller system and an independent new mechanical HVAC system installed to service Building A.

The remaining buildings on site need to be stabilized and secured (mothballed). We suggest the remaining buildings to be re-roofed to help stabilize moisture intrusion and all unnecessary exterior penetrations to be closed, sealed and secured. The existing buildings also need to be equipped with humidity control measures. This will provide time for funding and the design of a compatible re-use project(s) for these existing buildings.

We have used square foot budget numbers to estimate these renovations to Building A would be approximately $2,250,000. Mothballing the remaining building is estimated at around $600,000.

Sincerely,

Christopher Booker, AIA
Architect

ARCHITECTS ♦ ENGINEERS ♦ LANDSCAPE ARCHITECTS

MEMO NO: 001

DATE: 1/17/2018
JOB #: 1011.1801

TO: Chris Booker
Christopher Booker & Associates, PC - Architects

FROM: Curtis Williamson, P.E., LEED AP

SUBJECT: Old Jail Building Assessment

Johnson, Laschober & Associates (JLA) performed a building assessment walkthrough of the existing building systems at the two-story portion of the Old Richmond County Jail/Law Enforcement Center located at 401 Walton Way in Augusta, Georgia on January 16, 2018. The following are our findings:

EXISTING CONDITIONS:

Structural:

1. The structure is a concrete pan joist system with concrete columns.
2. Foundation is assumed to be concrete grade beams and structural piling.
3. The proposed use is the same as originally designed.

Fire Sprinkler:

1. Fire sprinkler system utilizes a fire pump (1,500 GPM @ 173 ft. head) located in the Central Plant. Fire pump serves the entire facility. (Based on record drawings)
2. Two-story portion of the facility is fed by a 6" fire line from the Central Plant. (Based on record drawings)
3. One sprinkler drop/head located in Penthouse Mechanical Room was corroded and leaking.

Plumbing:

1. Domestic water service utilizes a booster pump system located in the Central Plant. Booster pump system serves the entire facility. (Based on record drawings)
2. Domestic hot water utilizes two 2,200 MBH water heaters and one 1,500-gallon hot water storage tank located in the Central Plant. Water heater system serves the entire facility. (Based on record drawings)
3. Two-story portion of the facility is fed by a 3"CW, 1-1/2"HW, and 3/4"HWC from the Central Plant. (Based on record drawings)
4. Existing restroom facilities do not appear to meet current ADA requirements. (Based on record drawings)

Mechanical:

1. Central heating and cooling plant utilizes two 3,750 MBH boilers, two 325 ton chillers, and one two-cell cooling tower to provide hydronic heating and cooling for the entire facility via 4-pipe system distribution system. (Based on record drawings)

Johnson, Laschober & Associates, PC
1296 Broad Street
P.O. Box 2103
Augusta, GA 30903

Telephone: 706-724-5756
Fax: 706-724-3955
Web Site: www.theJLAgroup.com
Email: jla@theJLAgroup.com
K:\1011\1801\Admin\General\Memo001.docx

2. Two-story portion of the facility is served by one central station air handling unit with hydronic heating and cooling coils and multiple VAV terminals with hydronic heating coils. Air handling unit is located in the Penthouse Mechanical Room. VAV terminals are located above ceiling in the spaces served. Hydronic heating/cooling coils are fed by 2" HWS/R and 4" CHS/R from the Central Plant.

Electrical:

1. Main electrical service is 480/277V, three phase, 4 wire service. Main switchboard houses two main breakers; (A) 2,000A and (B) 1,600A. Main switchboard is located in the Central Plant. (Based on record drawings)
2. Two-story portion of the facility is served by one 300A breaker fed from main switchboard.

RECOMMENDATIONS:

Structural:

1. The structure is very robust for the intended use and no modifications are recommended. All utility designs (MEP) should utilize existing chases.
2. The existing exterior wall has significant problems and a new skin may be required. A new grade beam can be added spanning pile cap to pile cap to support new exterior wall design.

Fire Sprinkler:

1. Reuse existing sprinkler system.
2. Relocate sprinkler heads as necessary to accommodate floor plan modifications.
3. Make system repairs as necessary.

Plumbing:

1. Reuse existing domestic cold water system.
2. Reuse existing sanitary/waste system.
3. Remove two-story portion of the facility from central domestic hot water system. Add new water heater(s) to serve two-story portion of the facility.
4. Modify restroom facilities as necessary to meet current ADA requirements.

Mechanical:

1. Demolish and remove existing HVAC system serving the two-story portion of the facility in its entirety, including but not limited to, air handling units, VAV terminals, fans, ductwork, diffusers/grilles, hydronic piping, and controls system. Cut and cap existing hydronic piping (4"CHS/R, 2"HWS/R) serving the two-story portion of the facility.
2. Install new HVAC system, including variable refrigerant volume (VRF) HVAC system, dedicated outdoor air system (DOAS), exhaust system, and controls system.

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Email: jla@theJLAgroupcom

Electrical:

1. Reuse existing electrical service.
2. Reuse existing electrical distribution panels, if possible. Increases in electrical loads due to additional mechanical equipment (i.e. HVAC system, water heater, etc.) may require increase in electrical panel sizes.

cc: File

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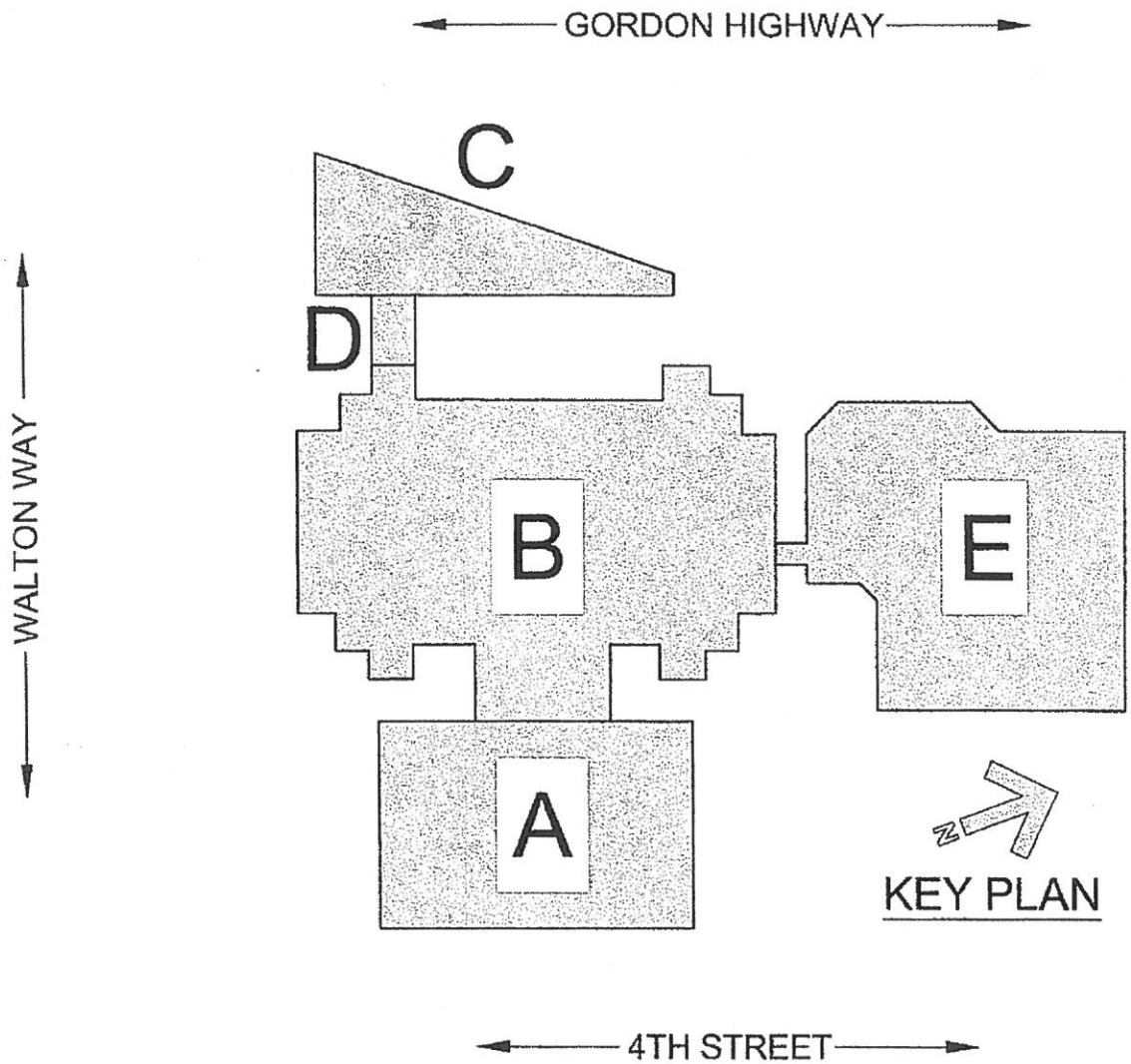

SHEET NO.

DATE: JANUARY 2016

REVISIONS

KEY PLAN

GENERAL BUILDING ASSESMENT

FORMER AUGUSTA RICHMOND COUNTY LAW ENFORCEMENT CENTER

401 WALTON WAY
AUGUSTA, GEORGIA 30901

ARCHITECTS
Christopher Booker & Associates, PC

670 BROAD STREET, AUGUSTA, GA 30901 | P: (706) 798-6792 | WWW.CBARCHITECTSPC.COM

ALTERNATIVE CONSTRUCTION & ENVIRONMENTAL SOLUTIONS, INC.

2247 Wrightsboro Road
Augusta, GA 30904

Mailing Address: PO Box 3229, Augusta, GA 30914-3229
Telephone: 706-262-2000 • Facsimile: 706-262-3299 • www.aces-usa.com

January 30, 2018

CA1942

Re: Environmental Concerns
Reuse and/or Repurposing
401 Walton Way
Augusta, Georgia

To Whom is May Concern:

Representatives of Alternative Construction & Environmental Solutions, Inc. (ACES) have performed various inspection, testing and written reports on the referenced project for several years.

At the request of The Honorable Carl C. Brown, Jr., ACES has again looked at various portions of the facility as it pertains to indoor air quality concerns and other environmental concerns that might be faced during renovation of this facility.

We believe, if the water infiltration is corrected during the renovation, that the prior mold and mildew concerns can be rectified. This will require proper HVAC upgrades as well as establishing a watertight building envelope.

In addition, with any structure of this age, a thorough asbestos inspection would need to be performed prior to renovations. Cost for abatement of any identified materials can be quantified prior to any construction.

If you should have any questions, please feel free to contact us.

ALTERNATIVE CONSTRUCTION & ENVIRONMENTAL SOLUTIONS, INC.

Dan D. Troutman
President

DDT/msb

Public Safety Committee Meeting
2/27/2018 1:10 PM
401 Walton Way JLEC

Department:

Presenter:

Caption: Review the assessment report regarding the rehabilitation of the former Joint Law Enforcement Center, 401 Walton Way. **(Requested by Dennis Williams)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Department of Health and Human Services

Substance Abuse and Mental Health Services Administration

Grants to Expand Substance Abuse Treatment Capacity in Adult Treatment Drug Courts and Adult Tribal Healing to Wellness Courts

(Short Title: SAMHSA Treatment Drug Courts)

(Initial Announcement)

Funding Opportunity Announcement (FOA) No. TI-18-008

Catalogue of Federal Domestic Assistance (CFDA) No.: 93.243

Key Dates:

Application Deadline	**Applications are due by February 21, 2018.**
Intergovernmental Review (E.O. 12372)	**Applicants must comply with E.O. 12372 if their state(s) participate(s). Review process recommendations from the State Single Point of Contact (SPOC) are due no later than 60 days after application deadline.)**
Public Health System Impact Statement (PHSIS)/Single State Agency Coordination	**Applicants must send the PHSIS to appropriate state and local health agencies by the administrative deadline. Comments from the Single State Agency are due no later than 60 days after the application deadline.**

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EXECUTIVE SUMMARY

The Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Treatment (CSAT) is accepting applications for fiscal year (FY) 2018 Grants to Expand Substance Abuse Treatment Capacity in Adult Treatment Drug Courts (ATDC) and Adult Tribal Healing to Wellness Courts. The purpose of this program is to expand substance use disorder (SUD) treatment services in existing adult problem solving courts, and adult Tribal Healing to Wellness courts, which use the treatment drug court model in order to provide SUD treatment (including recovery support services, screening, assessment, case management, and program coordination) to defendants/offenders.

Funding Opportunity Title:	Grants to Expand Substance Abuse Treatment Capacity in Adult Treatment Drug Courts and Adult Tribal Healing to Wellness Courts (Short Title: SAMHSA Treatment Drug Courts)
Funding Opportunity Number:	TI-18-008
Due Date for Applications:	February 21, 2018
Anticipated Total Available Funding:	$15.2 million
Estimated Number of Awards:	38
Estimated Award Amount:	Up to $400,000 per year
Cost Sharing/Match Required:	No
Anticipated Project Start Date:	September 30, 2018
Length of Project Period:	Up to 5 years

Eligible Applicants:	Eligible applicants are state, local, and tribal governments with direct involvement with the adult treatment drug court/Tribal Healing to Wellness Court, such as: • State governments; the District of Columbia, Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, American Samoa, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau are also eligible to apply. • Governmental units within political subdivisions of a state, such as a county, city or town, and individual adult treatment drug courts. • Federally recognized American Indian/Alaska Native (AI/AN) tribes, tribal organizations, Urban Indian Organizations, and consortia of tribes or tribal organizations. ATDCs and Adult Tribal Healing to Wellness Courts funded in FY 2016 under announcement TI-16-009 and FY 2017 under announcement TI-17-001 are **not** eligible to apply for this program. [See Section III-1 for complete eligibility information.]

Be sure to check the SAMHSA website periodically for any updates on this program.

IMPORTANT APPLICATION INFORMATION: SAMHSA's application procedures have changed. **All applicants must register with NIH's eRA Commons in order to submit an application. This process takes up to six weeks. If you believe you are interested in applying for this opportunity, you MUST start the registration process immediately. Do not wait to start this process. If your organization is not registered and you do not have an active eRA Commons PI account by the deadline, the application will not be accepted. No exceptions will be made.**

Applicants also must register with the System for Award Management (SAM) and Grants.gov (see Appendix A for all registration requirements).

I. PROGRAM DESCRIPTION

1. PURPOSE

The Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Treatment (CSAT) is accepting applications for fiscal year (FY) 2018 Grants to Expand Substance Abuse Treatment Capacity in Adult Treatment Drug Courts (ATDC) and Adult Tribal Healing to Wellness Courts. The purpose of this program is to expand substance use disorder (SUD) treatment services in existing adult problem solving courts, and adult Tribal Healing to Wellness courts, which use the treatment drug court model in order to provide SUD treatment (including recovery support services, screening, assessment, case management, and program coordination) to defendants/offenders.

Recipients will be expected to provide a coordinated, multi-system approach designed to combine the sanctioning power of treatment drug courts with effective SUD treatment services to break the cycle of criminal behavior, alcohol and/or drug use, and incarceration or other penalties. Applicants should propose to increase access and availability of services to a larger number of clients increasing the number of individuals served and the gaps in the continuum of treatment for individuals in these courts who have treatment needs for SUD and/or co-occurring substance use and mental disorders. Grant funds must be used to serve people diagnosed with a SUD as their primary condition. SAMHSA will use discretion in allocating funding for these awards, taking into consideration the specific drug court model (ATDCs and Adult Tribal Healing to Wellness Courts), as appropriate, the number of applications received per model type, and geographic distribution.

The term "drug court" is a specially designed court calendar or docket with the purpose of reducing recidivism and SUDs among substance-using offenders and increasing the likelihood of successful habilitation through early, continuous, and intense judicially

supervised treatment, mandatory periodic drug testing, and the use of appropriate sanctions and other habilitation services. An "Adult Tribal Healing to Wellness Court" is more than a tribal court handling SUD cases. It is a component of the tribal justice system, which incorporates and adapts the wellness concept to meet the specific SUD needs of each tribal community. Adult Tribal Healing to Wellness Courts establish more structure and provide a higher level of accountability for these cases through a system of comprehensive supervision, drug testing, treatment services, immediate sanctions and incentives, team-based case management, and community support.

SAMHSA Treatment Drug Courts grants are authorized under Public Health Service Act, Title V, Section 509; 42 U.S.C 290bb-2.

This announcement also addresses Healthy People 2020 Substance Abuse Treatment Topic Area HP 2020-SA.

2. EXPECTATIONS

Treatment Drug Courts is one of SAMHSA's services grant programs. SAMHSA intends that its services grants result in the delivery of services as soon as possible after award. At the latest, award recipients are expected to provide services to the population(s) of focus by the fourth month after the grant has been awarded.

Recipients should serve a minimum of 40 clients per year. If an applicant proposes to serve fewer than 40 clients a year:

- They must provide a justification in Section B: Proposed Implementation Approach that details why they cannot meet the minimum expectation.
- They should consider applying for less than the maximum award amount of up to $400,000 per year. Applicants are encouraged to apply only for the grant amount which they can reasonably expend based on the activities proposed in their application, including the number of clients they propose to serve annually.

Service Expansion: An applicant should propose to increase access and availability of services to a larger number of clients. For example, if an ATDC currently serves 50 persons per year and has a waiting list of 50 persons (but lacks funding to serve these persons), the applicant should propose to expand service capacity to be able to admit some or all of those persons on the waiting list or add a new location. An applicant may also propose service enhancements for adding medication and technology assisted care, such as telehealth models to increase access to medication-assisted treatment (MAT) services.

Grant funds should **not** be used for the general operation and management of ATDCs, including salaries for staff such as judges, court clerks, probation officers, and staff who

are not actively involved in the therapeutic process, or referral to and entry into treatment for SUDs and/or co-occurring substance use and mental disorders.

Please see Appendix O: Allowable Substance Use Disorder and/or Co-Occurring Treatment and Recovery Support Services for a comprehensive but not exhaustive range of collaborative efforts, treatment, and peer and other recovery support services for which these grant funds may be used.

Key Personnel:

Key personnel are staff members who must be part of the project regardless of whether or not they receive a salary or compensation from the project. These staff members must make a substantial contribution to the execution of the project.

The key personnel for this program will be the Project Director. This position requires prior approval by SAMHSA after review of credentials of staff and job descriptions. The Project Director must have a level of effort of at least 20 percent.

Required Activities:

These are the activities that every grant project must implement. **Required activities must be reflected in the Project Narrative in Section V.**

Grant funds must be used to expand access to treatment services for SUD and/or co-occurring substance use and mental disorders in existing ATDCs and Adult Tribal Healing to Wellness Courts.

In Section B: Proposed Implementation Approach of the Project Narrative, applicants must describe how they will meet the key components of the drug court model(s) for which they are proposing to expand treatment for SUDs, co-occurring substance use and mental disorders, and recovery support services. These key components and standards can be found in Appendix M – Adult Drug Court Model Key Components and Standards, and Appendix N – Adult Tribal Healing to Wellness Court Model Key Components.

You must use SAMHSA's services grant funds primarily to support direct services. This includes the following activities:

- Screen and assess clients for the presence of SUD and/or co-occurring substance use and mental disorders and use the information obtained from the screening and assessment to develop appropriate treatment approaches.

- Provide evidence based and population appropriate treatment approaches to meet the unique needs of diverse populations at risk. Treatment services include

medication delivery and management, outpatient, day treatment (including outreach-based services), intensive outpatient, recovery housing, or residential programs. (For more information on the process of selecting screening instruments to identify co-occurring substance use and mental disorders, go to http://www.samhsa.gov/co-occurring/.)

- Provide "wraparound"/recovery support services (e.g., childcare, vocational, educational, and transportation services) designed to improve access and retention in services. (Note: Grant funds may be used to purchase such services from another provider.)

- Collaborate with community partners to provide comprehensive services.

Allowable Activities:

Medication-assisted treatment (MAT) is an important part of a comprehensive treatment plan, as such, SAMHSA Treatment Drug Court recipients are encouraged to use **up to 35 percent** of the annual grant award to pay for Food and Drug Administration (FDA)-approved medications (e.g., methadone, buprenorphine, naltrexone, disulfiram, acamprosate calcium,) when the client has no other source of funds to do so.

MAT is an evidence-based SUD treatment protocol for alcohol and opioid use disorders and SAMHSA supports the right of individuals to have access to FDA-approved medications. SAMHSA recognizes that not all communities have access to MAT due to a lack of providers who are able to prescribe and oversee clients using anti-alcohol and opioid medications. -Where is closest facility providing MAT services

Applicants must affirm, in Appendix C: Statement of Assurance, that the treatment drug court(s) will not deny access to the program to any eligible client for his/her use of FDA-approved medications for SUD treatment. Specifically, methadone treatment must be permitted when rendered in accordance with current federal and state methadone dispensing regulations from an opioid treatment program (OTP) and ordered by a physician who has evaluated the client and determined that methadone is an appropriate medication treatment for the individual's opioid use disorder. Similarly, medications available by prescription must be permitted when the following conditions are present:

- the client is receiving medication as part of treatment for a diagnosed SUD;
- a licensed clinician, acting within his/her scope of practice, has examined the client and determined that the medication is an appropriate treatment for his/her SUD; and
- the medication was appropriately authorized through prescription by a licensed prescriber.

In all cases that MAT is utilized, MAT must be permitted to be continued for as long as the prescriber determines that the medication is clinically beneficial. Recipients must assure that a drug court client will not be compelled to no longer use MAT as part of the conditions of the drug court if such a mandate is inconsistent with a licensed prescriber's recommendation or valid prescription. Under no circumstances may a drug court judge, other judicial official, correctional supervision officer, or any other staff connected to the identified drug court deny the use of these medications when made available to the client under the care of a properly authorized physician and pursuant to regulations within an opioid treatment program (OTP) or through a valid prescription and under the conditions described above. A judge, however, retains judicial discretion to mitigate/reduce the risk of misuse or diversion of these medications.

Recipients are encouraged to provide HIV rapid preliminary antibody testing as part of their treatment regimen. Recipients providing HIV testing must do so in accordance with state and local requirements. **Up to 5 percent** of grant funds may be used for HIV rapid testing. [Note: Grant funds may be used to purchase such services from another provider.] All clients who have a preliminary positive HIV test result must be administered a confirmatory HIV test result. Post award, recipients must develop a plan for medical case management of all clients who have a preliminary positive HIV and confirmatory HIV test result.

All clients who are considered to be at risk for viral hepatitis (B and C) must be tested for viral hepatitis (B and C) in accordance with state and local requirements, either on-site or through referral. **Up to 5 percent** of grant funds per year (when no other funds are available) may be used for viral hepatitis (B and C) testing and services.

Applicants also have the option of providing peer recovery support services (PRSS). Grant funds allocated for treatment and recovery services may be used to provide PRSS designed and delivered by individuals, who have experience with the criminal justice system, have experienced a SUD or co-occurring substance use and mental disorders, and are in recovery. "Peers" may include, but are not limited to, peer mentors, peer navigators, forensic peers, and family members of those in recovery. PRSS are provided in a variety of settings and across different models of care. They may be provided in recovery community and peer-run settings, and in agency or facility-based programs. For applicants providing PRSS, please describe the type of peer training offered (formal/informal); type of training certification peers will possess; peer supervision structure, and the manner in which peer support services will be evaluated and measured.

Applicants have the option of using **up to 30 percent** of grant funds to provide recovery housing. Recovery housing is part of the SUD treatment continuum of care. Recovery housing refers to safe, healthy and substance-free living environments that support individuals as a part of their treatment and recovery plan consisting of a structured

environment with consistent peer support, ongoing connection to recovery supports, and case management services.

Applicants may use grant funds to develop and implement tobacco cessation programs, activities, and/or strategies.

Other Expectations:

If your application is funded, you will be expected to develop a behavioral health disparities impact statement no later than 60 days after your award. (See **Appendix H,** Addressing Behavioral Health Disparities).

Although people with behavioral health conditions represent about 25 percent of the U.S. adult population, these individuals account for nearly 40 percent[1] of all cigarettes smoked and can experience serious health consequences[2]. A growing body of research shows that quitting smoking can improve mental health and addiction recovery outcomes. Research shows that many smokers with behavioral health conditions want to quit, can quit, and benefit from proven smoking cessation treatments. SAMHSA strongly encourages all recipients to adopt a tobacco-free facility/grounds policy and to promote abstinence from all tobacco products (except in regard to accepted tribal traditions and practices).

Recipients must utilize third party and other revenue realized from provision of services to the extent possible and use SAMHSA grant funds only for services to individuals who are not covered by public or commercial health insurance programs, individuals for whom coverage has been formally determined to be unaffordable, or for services that are not sufficiently covered by an individual's health insurance plan. Recipients are also expected to facilitate the health insurance application and enrollment process for eligible uninsured clients. Recipients should also consider other systems from which a potential service recipient may be eligible for services (for example, the Veterans Health Administration or senior services), if appropriate for and desired by that individual to meet his/her needs. In addition, recipients are required to implement policies and

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[1] Substance Abuse and Mental Health Services Administration, Center for Behavioral Health Statistics and Quality. (March 20, 2013). *The NSDUH Report: Adults with Mental Illness or Substance Use Disorder Account for 40 Percent of All Cigarettes Smoked.* Rockville, MD. https://www.samhsa.gov/data/sites/default/files/spot104-cigarettes-mental-illness-substance-use-disorder/spot104-cigarettes-mental-illness-substance-use-disorder.pdf

[2] U.S. Department of Health and Human Services. *The Health Consequences of Smoking: 50 Years of Progress. A Report of the Surgeon General.* Atlanta, GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2014.

procedures that ensure other sources of funding are utilized first when available for that individual.

SAMHSA encourages all recipients to address the behavioral health needs of returning veterans and their families in designing and developing their programs and to consider prioritizing this population for services, where appropriate. SAMHSA encourages its recipients to utilize and provide technical assistance for service members, veterans and their families. This includes efforts to engage their staff in cultural competency training courses and to collaborate with key organizations in their local communities that are focused on serving this population.

If a Tribal Healing to Wellness Court application is funded under the adult drug court model, the recipient will be expected to work in collaboration with existing SAMHSA Tribal Law and Order Act/Office of Indian Alcohol and Substance Abuse, Alternatives to Incarceration on Reservations initiatives, SAMHSA-funded policy academies that focus on tribal justice issues, and existing SAMHSA Tribal Healing to Wellness Courts (e.g., Native Connections), if such grants exist in its respective tribal jurisdiction. Further guidance regarding this expectation will be provided upon award.

2.1 Using Evidence-Based Practices

SAMHSA's services grants are intended to fund services or practices that have a demonstrated evidence base and that are appropriate for the population(s) of focus. An evidence-based practice (EBP) refers to approaches to prevention or treatment that are validated by some form of documented research evidence. Both researchers and practitioners recognize that EBPs are essential to improving the effectiveness of treatment and prevention services in the behavioral health field. While SAMHSA realizes that EBPs have not been developed for all populations and/or service settings, application reviewers will closely examine proposed interventions for evidence base and appropriateness for population to be served. If an EBP(s) exists for the types of problems or disorders being addressed, the expectation is that EBP(s) will be utilized.

In Section C of your Project Narrative, you will need to identify the evidence-based practice(s) you propose to implement for the specific population(s) of focus. In addition, you must discuss the population(s) for which the practice(s) has (have) been shown to be effective and show that it is (they are) appropriate for your population(s) of focus.

The following are examples of EBP(s) that exist/apply for/to your program/population(s) of focus: Cognitive Behavioral Therapy, Motivational Interviewing, Medication Assisted Treatment (MAT), and Seeking Safety. - Renee trained in all of these

Applicants are encouraged to visit the National Institute of Health, National Institute on Drug Abuse website https://www.drugabuse.gov/ for more information on EBPs.

If you determine that there is a need to make modifications to any of the EBPs you plan to implement, you must describe the modifications and explain why they are necessary. SAMHSA encourages you to consult with an expert or the program developer to complete any modifications to the chosen EBP. This is especially important when adapting EBPs for specific underserved populations for whom there are fewer EBPs.

In selecting an EBP, be mindful of how your choice of an EBP or practice may impact disparities in service access, use, and outcomes for your population(s) of focus. While this is important in providing services to all populations, it is especially critical for those working with underserved and minority populations.

[Note: See Appendix I – Standard Funding Restrictions, regarding allowable costs for EBPs.]

2.2 Data Collection and Performance Measurement

All SAMHSA recipients are required to collect and report certain data so that SAMHSA can meet its obligations under the Government Performance and Results (GPRA) Modernization Act of 2010. You must document your plan for data collection and reporting in Section E: Data Collection and Performance Measurement.

Recipients are required to report performance on measures such as the following:

- number of individuals served;
- abstinence from substance use;
- housing stability;
- employment status;
- social connectedness;
- access to treatment;
- retention in treatment; and
- criminal justice involvement.

Client demographics, services, and diagnoses data will also be collected. This information will be gathered using SAMHSA's Performance Accountability and Reporting System (SPARS); access will be provided upon award. Examples of the type of data collection tools required can be found here. Data will be collected via a face-to-face interview using this tool at three data collection points: intake to services, six months post intake, and at discharge. Recipients will be expected to do a GPRA

interview on all clients in their specified unduplicated target number and are also expected to achieve a six-month follow-up rate of 80 percent. GPRA training and technical assistance will be offered to recipients.

The collection of these data enables SAMHSA to report on key outcome measures relating to the grant program. In addition to these outcomes, data collected by recipients will be used to demonstrate how SAMHSA's grant programs are reducing disparities in access, service use, and outcomes nationwide.

Performance data will be reported to the public as part of SAMHSA's Congressional Justification.

2.3 Project Performance Assessment

Recipients must periodically review the performance data they report to SAMHSA (as required above), assess their progress, and use this information to improve the management of their grant project. Recipients are also required to report on their progress addressing the goals and objectives identified in B.1. The assessment should be designed to help you determine whether you are achieving the goals, objectives, and outcomes you intend to achieve and whether adjustments need to be made to your project. Performance assessments should also be used to determine whether your project is having/will have the intended impact on behavioral health disparities. You will be required to submit an annual report on the progress you have achieved, barriers encountered, and efforts to overcome these barriers. Refer to Section VI.1 for any program specific information on the frequency of reporting and any additional requirements.

No more than 20 percent of the total grant award for the budget period may be used for data collection, performance measurement, and performance assessment, e.g., activities required in Sections I-2.2 and 2.3 above.

Note: See Appendix F for more information on responding to Sections I-2.2 and 2.3.

2.4 Infrastructure Development (maximum 15 percent of total grant award for the budget period)

Although services grant funds must be used primarily for direct services, SAMHSA recognizes that infrastructure changes may be needed to implement the services or improve their effectiveness. You may use no more than 15 percent of the total services grant award for budget period for the following types of infrastructure development, if necessary, to support the direct service expansion of the grant project. You must describe your use of grant funds for these activities in Section B of your Project Narrative.

- Developing partnerships with other service providers for service delivery and stakeholders serving the population of focus.

- Adopting and/or enhancing your computer system, management information system (MIS), electronic health records (EHRs), etc., to document and manage client needs, care process, integration with related support services, and outcomes.

- Training/workforce development to help your staff or other providers in the community identify mental health or substance use issues or provide effective services consistent with the purpose of the grant program.

2.5 Grantee Meetings

Recipients must send a maximum of three people (including the Project Director) to at least one joint grantee meeting in every other year of the grant. For this cohort, grantee meetings will likely be held in years one, three, and five of the grant. You must include a detailed budget and narrative for this travel in your budget. At these joint grantee meetings, recipients will present the results of their projects and federal staff will provide technical assistance. Each meeting will be up to three and a half days. These meetings are usually held in the Washington, D.C. metropolitan area. Grantee meetings may coincide with the National Association of Drug Court Professionals (NADCP) Annual Training Conference. In addition to travel and per diem costs, you should include funds in your budget to cover any applicable conference registration fees.

Applicants are encouraged to attend the NADCP Annual Training Conference every year of the grant.

II. FEDERAL AWARD INFORMATION

Funding Mechanism:	Grant
Anticipated Total Available Funding:	$15.2 million
Estimated Number of Awards:	38
Estimated Award Amount:	Up to $400,000 per year
Length of Project Period:	Up to 5 years

Proposed budgets cannot exceed $400,000 in total costs (direct and indirect) in any year of the proposed project. Annual continuation awards will depend on the availability of funds, recipient progress in meeting project goals and objectives, timely

submission of required data and reports, and compliance with all terms and conditions of award.

Funding estimates for this announcement are based on an annualized Continuing Resolution and do not reflect the final FY 2018 appropriation. Applicants should be aware that funding amounts are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. ELIGIBLE APPLICANTS

Eligible applicants are state, local, and tribal governments with direct involvement with the adult treatment drug court/Tribal Healing to Wellness Court, such as:

- State governments; the District of Columbia, Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, American Samoa, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau are also eligible to apply.

- Governmental units within political subdivisions of a state, such as a county, city or town, and individual adult treatment drug courts.

- Federally recognized American Indian/Alaska Native (AI/AN) tribes, tribal organizations, and consortia of tribes or tribal organizations.

Tribal organization means the recognized body of any AI/AN tribe; any legally established organization of AI/ANs which is controlled, sanctioned, or chartered by such governing body, or which is democratically elected by the adult members of the Indian community to be served by such organization, and which includes the maximum participation of AI/ANs in all phases of its activities. Consortia of tribes or tribal organizations are eligible to apply, but each participating entity must indicate its approval. A single tribe in the consortium must be the legal applicant, the recipient of the award, and the entity legally responsible for satisfying the grant requirements.

Eligible adult drug court models include Tribal Healing to Wellness Courts, Driving While Intoxicated (DWI)/Driving Under the Influence (DUI) Courts, Co-Occurring Drug and Mental Health Courts, Veterans Treatment Courts, and Municipal Courts using the problem solving model.

Public and private nonprofit organizations, such as SUD treatment providers, have a pivotal supporting role in treatment drug court programs and may be sub-recipients/contractors to the applicant. However, they are not the catalysts for entry into drug courts and are, therefore, restricted from applying. SAMHSA strongly believes that the court is in the best position to administer this program because the court partners with selected treatment providers on the course of treatment for drug court clients.

It is allowable for an eligible entity to apply on behalf of one or more ATDC or Adult Tribal Healing to Wellness Courts, either through a single application or several applications. When the state/local/tribal government (city/county) or eligible entity applies on behalf of an ATDC or Adult Tribal Healing to Wellness Court, the applicant will be the award recipient and the entity responsible for satisfying the grant requirements. **When multiple jurisdictions apply within one application, Letters of Commitment from each ATDC and Adult Tribal Healing to Wellness judge must be included in Attachment 1 stating they intend to meet the grant and reporting requirements.**

This grant program is not intended to provide start-up funds to create new ATDCs or Adult Tribal Healing to Wellness Courts. Eligible drug courts must be operational on or before September 1, 2018. Operational is defined as a having a set of cases and seeing clients in the drug court. **By signing the cover page (SF-424) of the application, the authorized representative of the applicant organization is certifying that the treatment drug court is applying for funds is operational, as defined above, on or before September 1, 2018.**

Letters of commitment from direct service provider organizations must be provided in Attachment 1 of the application.

ATDCs and Adult Tribal Healing to Wellness Courts funded in FY 2016 under announcement TI-16-009 and FY 2017 under announcement TI-17-001 are **not** eligible to apply for this program.

2. COST SHARING and MATCHING REQUIREMENTS

Cost sharing/match is not required in this program.

3. EVIDENCE OF EXPERIENCE AND CREDENTIALS

SAMHSA believes that only existing, experienced, and appropriately credentialed organizations with demonstrated infrastructure and expertise will be able to provide required services quickly and effectively. You must meet three additional requirements related to the provision of services.

The three requirements are:

- A provider organization for direct client substance use disorder treatment services appropriate to the grant must be involved in the proposed project. The provider may be the applicant or another organization committed to the project. More than one provider organization may be involved;

- Each mental health/substance use disorder treatment provider organization must have at least two years of experience (as of the due date of the

application) providing relevant services in the geographic area(s) in which services are to be provided (official documents must establish that the organization has provided relevant services for the last two years); and

- Each mental health/substance use disorder treatment provider organization must comply with all applicable local (city, county) and state licensing, accreditation and certification requirements, as of the due date of the application.

[Note: The above requirements apply to all service provider organizations. A license from an individual clinician will not be accepted in lieu of a provider organization's license. Eligible tribes and tribal organization mental health/substance use disorder treatment providers must comply with all applicable tribal licensing, accreditation, and certification requirements, as of the due date of the application. See Appendix C – Statement of Assurance.]

Following application review, if your application's score is within the fundable range, the GPO may contact you to request that additional documentation be sent by email, or to verify that the documentation you submitted is complete. **If the GPO does not receive this documentation within the time specified, your application will not be considered for an award.**

IV. APPLICATION AND SUBMISSION INFORMATION

1. REQUIRED APPLICATION COMPONENTS:

- **Budget Information SF-424** – Fill out all Sections of the SF-424. In **Line #4** (i.e., Applicant Identified), input the Commons Username of the PD/PI. In **Line #17** input the following information: (Proposed Project Date: a. Start Date: 9/30/2018; b. End Date: 9/29/2023).

  Budget Information Form – Use **SF-424A**. Fill out all Sections of the SF-424A.

  - **Section A –** Budget Summary: Use the first row only (Line 1) to report the total federal funds (e) and non-federal funds (f) requested for the **first year** of your project only.
  - **Section B –** Budget Categories: Use the first column only (Column 1) to report the budget category breakouts (Lines 6a through 6h) and indirect charges (Line 6j) for the total funding requested for the **first year** of your project only.
  - **Section C –** Leave blank if cost sharing/match is not required for this program. Complete if cost sharing/match is required.

- **Section D** – Forecasted Cash Needs: Input the total funds requested, broken down by quarter, only for Year 1 of the project period. Use the first row for federal funds and the second row for non-federal funds.
- **Section E** – Budget Estimates of Federal Funds Needed for Balance of the Project: Input the total funds requested for the out years (e.g., Year 2, Year 3, Year 4, and Year 5). For example, if you are requesting funds for four years in total, you would input information in columns b, c, d, and e (i.e., 4 out years).

A sample budget and justification is included in Appendix L of this document. **It is highly recommended that you use this sample budget format. This will expedite review of your application.**

- **Project Narrative and Supporting Documentation** – The Project Narrative describes your project. It consists of Sections A through E. **Sections A-E** together may not be longer than **10 pages**. (Remember that if your Project Narrative starts on page 5 and ends on page 15, it is 11 pages long, not 10 pages.) More detailed instructions for completing each section of the Project Narrative are provided in Section V – Application Review Information.

  The Supporting Documentation section provides additional information necessary for the review of your application. **This supporting documentation must be attached to your application using the Other Attachments Form from the Grants.gov application package.** Additional instructions for completing these sections and page limitations for Biographical Sketches/Position Descriptions are included in Appendix A: 3.1 Required Application Components, and Appendix G, Biographical Sketches and Position Descriptions. Supporting documentation should be submitted in black and white (no color).

- **Budget Justification and Narrative** – The budget justification and narrative must be submitted as a file entitled BNF when you submit your application into Grants.gov. (See Appendix A: 3.1 Required Application Components.)

- You are required to complete the Assurance of Compliance with SAMHSA Charitable Choice Statutes and Regulations Form SMA 170. This form is posted on SAMHSA's website at http://www.samhsa.gov/grants/applying/forms-resources.

- **Attachments 1 through 4** – Use only the attachments listed below. If your application includes any attachments not required in this document, they will be disregarded. Do not use more than a total of 30 pages for Attachments 1, 3, and 4 combined. There are no page limitations for Attachment 2. Do not use attachments to extend or replace any of the sections of the Project

Narrative. Reviewers will not consider them if you do. Please label the attachments as: Attachment 1, Attachment 2, etc. Use the Other Attachments Form from Grants.gov to upload the attachments.

- **Attachment 1**: (1) Identification of at least one experienced, licensed mental health/substance use disorder treatment provider organization; (2) a list of all direct service provider organizations that have agreed to participate in the proposed project; (3) letters of commitment from these direct service provider organizations; **(Do not include any letters of support. Reviewers will not consider them if you do.)** (4) the Statement of Assurance (provided in Appendix C of this announcement) signed by the authorized representative of the applicant organization identified on the first page (SF-424) of the application, that assures SAMHSA that all listed providers have met the two-year experience requirement, are appropriately licensed, accredited and certified per respective state requirements, and that if the application is within the funding range for an award, the applicant will send the GPO the required documentation within the specified time; and (5) letters of commitment from each ATDC or Adult Tribal Healing to Wellness Court judge when multiple jurisdictions are applying within one application [See Section III-1, Eligible Applicants].

- **Attachment 2**: Data Collection Instruments/Interview Protocols – If you are using standardized data collection instruments/interview protocols, you do not need to include these in your application. Instead, provide a web link to the appropriate instrument/protocol. If the data collection instrument(s) or interview protocol(s) is/are not standardized, you must include a copy in **Attachment 2**.

- **Attachment 3**: Sample Consent Forms

- **Attachment 4**: Letter to the SSA (if applicable; see: Appendix J, Intergovernmental Review (E.O. 12372) Requirements).

2. APPLICATION SUBMISSION REQUIREMENTS

Applications are due by **11:59 PM** (Eastern Time) on **February 21, 2018.**

IMPORTANT APPLICATION INFORMATION: SAMHSA's application procedures have changed. **All applicants must register with NIH's eRA Commons in order to submit an application. This process takes up to six weeks. If you believe you are interested in applying for this opportunity, you MUST start the registration process immediately. Do not wait to start this process. If your organization is**

not registered and you do not have an active eRA Commons PI account by the deadline, the application will not be accepted. No exceptions will be made.

Applicants also must register with the System for Award Management (SAM) and Grants.gov (see Appendix A for all registration requirements).

3. FUNDING LIMITATIONS/RESTRICTIONS

The funding restrictions for this project are as follows:

- No more than 15 percent of the total grant award for the budget period may be used for developing the infrastructure necessary for expansion of services.
- No more than 20 percent of the total grant award for the budget period may be used for data collection, performance measurement, and performance assessment, including incentives for participating in the required data collection follow-up.
- Up to 5 percent of the annual grant award may be used for HIV rapid testing. [Note: Grant funds may be used to purchase such services from another provider.]
- Up to 35 percent of the annual grant award may be used to pay for FDA-approved medication as part of MAT, which includes methadone, naltrexone, buprenorphine, disulfiram, and acamprosate calcium when the client has no other source of funds to do so.
- Up to 5 percent of the annual grant award (when no other funds are available) may be used for viral hepatitis (B and C) testing, including purchasing test kits and other required supplies (e.g., gloves, bio hazardous waste containers) and training for staff related to viral hepatitis (B and C) testing, for applicants electing to develop and implement plans for viral hepatitis testing and treatment.
- Up to 30 percent of the annual grant award may be used to pay for recovery housing.

Be sure to identify these expenses in your proposed budget.

While applicants may apply for up to $400,000 per year, applicants may need a lesser amount to implement their application proposals. Applicants are encouraged to apply only for the grant amount which they can reasonably expend based on the activities proposed in their application.

SAMHSA recipients must also comply with SAMHSA's standard funding restrictions, which are included in Appendix I, Standard Funding Restrictions.

4. INTERGOVERNMENTAL REVIEW (E.O. 12372) REQUIREMENTS

All SAMHSA grant programs are covered under Executive Order (EO) 12372, as implemented through Department of Health and Human Services (DHHS) regulation at 45 CFR Part 100. Under this Order, states may design their own processes for reviewing and commenting on proposed federal assistance under covered programs. See Appendix J for additional information on these requirements as well as requirements for the Public Health System Impact Statement.

V. APPLICATION REVIEW INFORMATION

1. EVALUATION CRITERIA

The Project Narrative describes what you intend to do with your project and includes the Evaluation Criteria in Sections A-E below. Your application will be reviewed and scored according to the quality of your response to the requirements in Sections A-E.

In developing the Project Narrative section of your application, use these instructions, which have been tailored to this program.

- The Project Narrative (Sections A-E) together may be no longer than **10 pages.**
- You must use the five sections/headings listed below in developing your Project Narrative. **You must indicate the Section letter and number in your response, i.e., type "A-1", "A-2", etc., before your response to each question.** You may not combine two or more questions or refer to another section of the Project Narrative in your response, such as indicating that the response for B.2 is in C.1. **Only information included in the appropriate numbered question will be considered by reviewers.** Your application will be scored according to how well you address the requirements for each section of the Project Narrative.
- The number of points after each heading is the maximum number of points a review committee may assign to that section of your Project Narrative. Although scoring weights are not assigned to individual questions, each question is assessed in deriving the overall Section score.

Section A: Population of Focus and Statement of Need (10 points – approximately 1 page)

1. Identify your population(s) of focus and the geographic catchment area where services will be delivered.

2. Describe the extent of the problem in the catchment area, including service gaps, and document the extent of the need (i.e., current prevalence rates or incidence data) for the population(s) of focus identified in your response to A.1. Identify the source of the data.

Section B: Proposed Implementation Approach (30 points – approximately 5 pages)

1. Describe the goals and objectives (see Appendix E) of the proposed project and align them with the Statement of Need described in A.2. State the unduplicated number of individuals you propose to serve (annually and over the entire project period) with grant funds. If you are proposing to serve fewer than 40 clients per year, you must provide a justification that details why you cannot meet the minimum expectation. You must also clearly state the number of additional clients to be served by program expansion. **Note:** Identify any residential treatment services that will be funded within this project and include the number of individuals that you propose will be served with residential treatment slots.

2. Describe how you will implement the Required Activities as stated in Section I.2. You must also address how the required key elements of the treatment drug court model you have chosen (see Appendix M and Appendix N) are included in your program design. If you plan to use grant funds for infrastructure development, describe the infrastructure changes you plan to implement and how they will enhance/improve access, service use, and outcomes for the population of focus.

3. Provide a chart or graph depicting a realistic timeline for the entire five years of the project period showing dates, key activities, and responsible staff. These key activities must include the requirements outlined in Section I-2: Expectations. [NOTE: Be sure to show that the project can be implemented and service delivery can begin as soon as possible and no later than four months after grant award. The timeline must be part of the Project Narrative. It must not be placed in an attachment.]

Section C: Proposed Evidence-Based Service/Practice (25 points approximately 2 pages)

1. Identify the Evidence-Based Practice(s) (EBPs) that will be used. Discuss how each EBP chosen is appropriate for your population(s) of focus and the outcomes you want to achieve. Describe any modifications that will be made to the EBP(s) and the reason the modifications are necessary. If you are not proposing any modifications, indicate so in your response.

Section D: Staff and Organizational Experience (15 points – approximately 1 page)

1. Describe the experience of your organization with similar projects and/or providing services to the population(s) of focus for this FOA. Identify other organization(s) that you will partner with in the proposed project. Describe their experience providing services to the population(s) of focus, and their specific roles and responsibilities for this project. Letters of Commitment from each partner must be included **Attachment 1** of your application.

2. Provide a complete list of staff positions for the project, including the Key Personnel (Project Director) and other significant personnel. Describe the role of each, their level of effort, and qualifications, to include their experience providing services to the population(s) of focus and familiarity with their culture(s) and language(s).

Section E: Data Collection and Performance Measurement (20 points – approximately 1 page)

1. Provide specific information about how you will collect the required data for this program and how such data will be utilized to manage, monitor and enhance the program.

Budget Justification, Existing Resources, Other Support (other federal and non-federal sources)

You must provide a narrative justification of the items included in your proposed budget, as well as a description of existing resources and other support you expect to receive for the proposed project. Other support is defined as funds or resources, whether federal, non-federal or institutional, in direct support of activities through fellowships, gifts, prizes, in-kind contributions, or non-federal means. (This should correspond to Item #18 on your SF-424, Estimated Funding.) Other sources of funds may be used for unallowable costs, e.g., meals, sporting events, entertainment.

An illustration of a budget and narrative justification is included in Appendix L: Sample Budget and Justification. **It is highly recommended that you use this sample budget format.** Your budget must reflect the funding limitations/restrictions specified in Section IV-3. **Specifically identify the items associated with these costs in your budget.**

The budget justification and narrative must be submitted as a file entitled BNF when you submit your application into Grants.gov.

1. REQUIRED SUPPORTING DOCUMENTATION

Biographical Sketches and Position Descriptions

See Appendix G for information on completing biographical sketches and job descriptions.

Confidentiality and SAMHSA Participant Protection/Human Subjects

See Appendix D for documentation that **must** be included in your application related to Confidentiality, Participant Protection, and the Protection of Human Subjects Regulations. Even if your project will be evaluated by an Institutional Review Board (IRB), all of the Participant Protection elements must be addressed

2. REVIEW AND SELECTION PROCESS

SAMHSA applications are peer-reviewed according to the evaluation criteria listed above.

Decisions to fund a grant are based on:

- The strengths and weaknesses of the application as identified by peer reviewers;
- When the individual award is over $150,000, approval by the CSAT National Advisory Council;
- Availability of funds;
- Equitable distribution of awards in terms of geography (including urban, rural and remote settings) and balance among populations of focus and program size; and
- Submission of any required documentation that must be submitted prior to making an award.

SAMHSA will also use discretion in allocating funding for these awards, taking into consideration the specific drug court model (ATDCs and Adult Tribal Healing to Wellness Courts), as appropriate, and the number of applications received per model type.

In accordance with 45 CFR 75.212, SAMHSA reserves the right not to make an award to an entity if that entity does not meet the minimum qualification standards as described in section 75.205(a)(2). If SAMHSA chooses not to award a fundable application, SAMHSA must report that determination to the designated integrity and

performance system accessible through the System for Award Management (SAM) [currently the Federal Awardee Performance and Integrity Information System (FAPIIS)].

VI. FEDERAL AWARD ADMINISTRATION INFORMATION

1. REPORTING REQUIREMENTS

Program Specific:

Recipients must comply with the data reporting requirements listed in Section I-2.2 and Section I-2.3.

Data Collection – GPRA data will be collected via a face-to-face interview using the GPRA tool at three data collection points: intake to services, six months post intake, and discharge.

Progress Reports – Recipients will be expected to submit an annual report that includes a performance assessment report.

Grants Management:

Successful applicants must also comply with the following standard grants management reporting and schedules at https://www.samhsa.gov/grants/grants-management/reporting-requirements, unless otherwise noted in the FOA or Notice of Award.

2. FEDERAL AWARD NOTICES

You will receive an email from SAMHSA, via NIH's eRA Commons, that will describe the process for how you can view the general results of the review of your application, including the score that your application received.

If you are approved for funding, a Notice of Award (NoA) will be emailed to the Business Official's (BO) and Project Director/Principal Investigator's (PD/PI) email address identified on the HHS Checklist form submitted with the application. Hard copies of the NoA will no longer be mailed via postal service. The NoA is the sole obligating document that allows you to receive federal funding for work on the grant project. Information about what is included in the NoA can be found at: https://www.samhsa.gov/grants/grants-management/notice-award-noa.

If you are not funded, you will receive a notification from SAMHSA, via NIH's eRA Commons.

VII. AGENCY CONTACTS

For questions about program issues contact:

Jon D. Berg
Center for Substance Abuse Treatment, Division of Service Improvement
Substance Abuse and Mental Health Services Administration
(240) 276-1609
Jon.Berg@samhsa.hhs.gov

For questions on grants management and budget issues contact:

Eileen Bermudez
Office of Financial Resources, Division of Grants Management
Substance Abuse and Mental Health Services Administration
(240) 276-1412
FOACSAT@samhsa.hhs.gov

Public Safety Committee Meeting
2/27/2018 1:10 PM
Accountability Court SAMHSA Grant

Department:	Richmond County State Court
Presenter:	Crystal Page
Caption:	Motion to approve applying for Substance Abuse and Mental Health Services Administration grant to develop enhancement programs to the participants of the DUI court program.
Background:	The State Court of Richmond County Accountability DUI Court program would like to offer additional treatment options for participants entering into the DUI court program. These funds will allow us to increase our ability to assist those with substance issues and who are indigent and unable to pay for treatment services.
Analysis:	None
Financial Impact:	This grant requires no matching funds and programs will be 100% funded by the grantor.
Alternatives:	None
Recommendation:	Approval
Funds are Available in the Following Accounts:	This grant requires no matching funds and will be 100% funded by the grantor

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission

Augusta, Georgia
Job Description

Approved Title: Administrative Assistant I
Working Job Title: Administrative Assistant I
Department: Coroner
Reports to: Coroner

Job Code: 0058
Pay Grade: 42
FLSA Classification: Non-Exempt

Original Date Prepared:
Date Revised: February 6, 2018

Does the Position Have Direct Reports? Yes ☐ No ☒
If Yes, What is the Title of the Position that Reports to this Position: Is this Position Safety Sensitive? Yes ☐ No ☒

GENERAL SUMMARY: This class is an entry level of all administrative assistant positions within the organization. The incumbent is responsible for performing entry level clerical, receptionist, typing, data entry, and filing duties.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
	Performs receptionist duties, such as greeting and assisting customers, answering and directing phone calls, taking messages, and maintaining department and County phone numbers.
	Performs basic office duties, such as copying, filing, faxing, typing standard documents, preparing, sorting, and distributing mail, entering data, and running basic or standard reports.
	Maintains paper and electronic logs, forms, files, and other documents, prepares items for storage or destruction, and assists in maintaining the security and confidentiality of applicable information.
	Processes basic forms by reviewing for proper signature, ensuring fields are completed, verifying standard or basic data, and collecting fees when appropriate.
	Schedules rooms, conferences, County vehicles, and/or meetings.
As Required	Performs other duties of a similar nature or level.

100% Total: 100 **(This section's percentage must total 100%).**

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Answer phone, take messages and direct calls to the appropriate personnel
- Prepares death certificates for the Coroner's signature
- Files amended death certificates with the state office of vital records
- Delivering mail;
- Receiving and handling mail;
- Scheduling meetings
- Maintains the inventory of supplies, orders materials as necessary, and transfers supplies to personnel as needed;
- Prepares completed case files for filing
- Maintains morgue logbook
- Maintaining inventory of office supplies
- Coding and entering purchase orders

REQUIRED MINIMUM QUALIFICATIONS:
Education: High school diploma, G.E.D., or equivalent level of education.
Experience: Two years of administrative support or office related experience.

Knowledge/Skills/Abilities:
Knowledge (position requirements at entry):

- Basic office principles;
- Customer service principles;

- Ability to learn department specific policies and procedures.

Skills (position requirements at entry):
- Performing basic office support;
- Providing customer service;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Certification:
Licensing Requirements (positions in this class may require):
- Valid Georgia Driver's License.
- Notary Public.

OTHER:
Does this position require staff call up in an emergency situation? Yes ☐ No ☒
Is travel from office to other locations required of this position? Yes ☐ No ☒
If yes, what is the percentage of travel involved? Less than 50%? Yes ☐ No ☒ More than 50%? Yes ☐ No ☒

PHYSICAL REQUIREMENTS:
Depending upon area of assignment:

Positions in this class typically require: walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Work is performed in an office setting.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

FINANCIAL RESPONSIBILITY:
Is this position involved in a budgetary or financial approval responsibility? Yes ☐ No ☒
If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: $0_____

TRAINING & SUPERVISORY RESPONSIBILITY:
How many people are being supervised or trained? None ☒
One staff Yes ☐ No ☒ Two to five staff Yes ☐ No ☒ Six to ten staff Yes ☐ No ☒ More than ten staff Yes ☐ No ☒

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

_____ _____
Employee (Print Name) Date

_____ _____
Line or Staff Management Date

_____ _____
Department Director Date

_____ _____
Compensation Administration Staff Date

_____ _____
HR Director Date

Administrative Assistant

The Richmond County Coroner's Office is requesting permission to add an administrative assistant's position to its staff. The monies required to fund the salary and benefits for the position will be taken out of the existing budget from various operating expenses. There will be no need to increase the budget. The reasons for justifying the position are as follows:

The Richmond County Coroner's Office is the busiest coroner's office in the State of Georgia and as such, our caseload is already overwhelming. The recent publicity concerning the growing opioid epidemic is not to be taken lightly. At the coroner's office, we have seen two – three times the number of overdose deaths than have seen in recent history and it is continuing to rise with no end in sight. This increase means that our deputy coroner's are out of the office more than in. With handling cases, out on comp time, etc., we need dedicated personnel, i.e. another administrative assistant, to staff the office and assist with releasing bodies to funeral homes and transport services, receive and distribute mail, type letters, greet the public and answer questions, etc.

Our current administrative assistant is now taking on additional responsibilities such as preparing death certificates in a timely manner to comply with the State Office of Vital Records new mandates on death reporting. With her new responsibilities, we have relieved her from answering the phones, preparing case files, preparing subpoenas, etc. These duties as well as the ones listed above will be transferred to the 2nd administrative assistant.

The new position can be filled by a temporary employee that we have been utilizing for the past few months who is already fully trained in the duties required.

2018 Budget - Salary Reconciliation

Department Name: Coroner
Department Org Key #: 101036110
Payroll #: 4341

Positions	Salary	Fica	Medicare	Hosp	Life	77 Pen	98 Pen	GMEBS	LT Disablity	Auto	Total
Projected Salaries		0.00	0.00			0.00			0.00	0.00	0.00
Open Position	27,392.18	1,698.32	397.19	8,300.00	180.00	0.00	0.00	1,397.00	64.37	0.00	39,429.05
5% Anniversary		0.00	0.00	N/A	N/A	N/A	N/A	0.00	0.00	N/A	0.00
Totals (51.11110)	27,392.18	1,698.32	397.19	8,300.00	180.00	0.00	0.00	1,397.00	64.37	0.00	39,429.05
											0.00
Part Time Total		0.00	0.00					0.00	0.00		0.00
Supplement Total		0.00	0.00								0.00
Temporary Total		0.00	0.00					0.00			0.00
Overtime Total		0.00	0.00								
Total:	**27,392.18**	**1,698.32**	**397.19**	**8,300.00**	**180.00**	**0.00**	**0.00**	**1,397.00**	**64.37**	**0.00**	**39,429.05**
S&W-Regular	**51.11110**										
2018 General Ledger Budget:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
2017 General Ledger Budget:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
*** Variance:**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Open Positions	Number of Postions	Pay Grade	Grade Minimum	Total
Admin Asst I	1	42	27,392.18	27,392.18
				0.00
				0.00
				0.00
				0.00
				0.00
	1			27,392.18

Explanation of Variance

	2018	2017	2016
Total Positions Authorized:			
Full Time			
Part Time			
Supplements			

Information obtained from:
Projected Salaries and Employer Contributions for Current Year
Vacant Positions Grade

Salary Reconciliation Form
2/15/2018

Public Safety Committee Meeting
2/27/2018 1:10 PM
Create New Admin 1 for Coroner's Office

Department:	Coroner's Office
Presenter:	
Caption:	Motion to approve new position for the Coroner's Office (Administrative Assistant 1, Salary grade 42).
Background:	The Richmond County Coroner's Office is the busiest coroner's office in the State of Georgia and as such, our caseload is already overwhelming. The recent publicity concerning the growing opioid epidemic is not to be taken lightly. At the coroner's office, we have seen two – three times the number of overdose deaths than have seen in recent history and it is continuing to rise with no end in sight. This increase means that our deputy coroner's are out of the office more than in. With handling cases, out on comp time, etc., we need dedicated personnel, i.e. another administrative assistant, to staff the office and assist with releasing bodies to funeral homes and transport services, receive and distribute mail, type letters, greet the public and answer questions, and phones etc.
Analysis:	No additional funding will be required for this position. Will be using funding from approved budget
Financial Impact:	Salary will be $27392.18 plus benefits. This money is within the present Coroner's budget taken from a variety of salary and operational items. Total amount will be $39,430.
Alternatives:	
Recommendation:	Approve New Position as indicated
Funds are Available in the Following Accounts:	Transfer funds from 101036110 $36,000 from Part Time and Overtime $3,430 from Operating budget

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission

Augusta
GEORGIA

Public Safety Committee Meeting Commission Chamber - 2/13/2018

ATTENDANCE:

Present: Hons. D. Williams, Chairman; Jefferson and Sias, members.
Absent: Hons. Hardie Davis, Jr., Mayor; Smith, Vice Chairman.

PUBLIC SAFETY

1. Motion to approve the minutes of the Public Safety Committee held on January 30, 2018.

Item Action: Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Andrew Jefferson	Commissioner Sammie Sias	Passes

2. Presentation on Text-To-911.

Item Action: Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 3-0.	Commissioner Andrew Jefferson	Commissioner Sammie Sias	Passes

Public Safety Committee Meeting
2/27/2018 1:10 PM
Minutes

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Public Safety Committee held on February 13, 2018.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Public Safety Committee Meeting
2/27/2018 1:10 PM
Resolution of Support Gun Legislation

Department:

Presenter: Commissioner Bill Fennoy

Caption: Adopt a Resolution of Support to send to Governor Deal regarding the need for control gun laws to keep and better protect our children from gun violence. **(Requested by Commissioner Fennoy)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY: