

**BOARD OF COUNTY COMMISSIONERS**

**DATE:** October 22, 2013  
**AGENDA ITEM NO.** 10d.

**Consent Agenda** ☒

**Regular Agenda** ☐

**Public  
Hearing** ☐

**County Administrator's Signature:**

**Subject:**

Approval of Ratification of the Acceptance of the Substance Abuse and Mental Health Services Administration (SAMHSA) Grant Award for Pinellas County Veterans Treatment Court (VTC).

**Department:**

Department of Health and Community Services

**Staff Member Responsible:**

Gwendolyn Warren, Executive Director

**Recommended Action:**

I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS RATIFY, CONFIRM AND ENTER INTO THE MINUTES THE SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA) GRANT AWARD DOCUMENTS FOR THE PINELLAS COUNTY VETERANS TREATMENT COURT (VTC).

**Summary Explanation/Background:**

This is a first year grant award of \$325,000.00 to fund Fiscal Year 2013-2014 of the Pinellas County Veterans Treatment Court, in an effort to assist Pinellas veterans with successful rehabilitation from the use of drugs and alcohol. This application is in collaboration with the Sixth Judicial Circuit Court of Florida, WestCare Gulfcoast-Florida, Inc., Solutions Behavioral Healthcare Consultants, Catholic Charities, Pinellas Ex-Offender Re-Entry Coalition (PERC), WorkNet, Soldier's Heart, Stetson Veterans Law Institute, and Pinellas County. The project will serve 110 veterans over the three year grant period. The project's goals are to: (1) increase the number of veterans diverted from jail and served by the Court; (2) expand substance abuse and co-occurring mental/behavioral health disorder treatment services for veterans; (3) implement a new peer mentoring initiative; (4) enhance employment, education, and housing for veterans; and (5) expand advocacy for veterans and their families. The project begins October 1, 2013 and ends July 31, 2016. Due to the exigent circumstances surrounding the project start date, it was necessary for the County Administrator to accept the SAMHSA Veterans Treatment Court grant award documents. This grant award is now before you for ratification of the County Administrator's acceptance.

**Fiscal Impact/Cost/Revenue Summary:**

The total award amount of the award is \$325,000.00. There are no match funds required. Indirect costs reimbursed to the County are in the amount of \$11,747.00.

**Attachments:**

1. Contract Review Transmittal Slip
2. Delegated Memorandum dated September 3, 2013
3. Award Documents.

The Grant Application in its entirety is available at Board Records

**NON-PURCHASING CONTRACT REVIEW TRANSMITTAL SLIP**

<b>PROJECT: FY13-14 Pinellas County Veterans Treatment Court (VTC)</b>	
<b>CONTRACT NO.:</b> number	<b>ESTIMATED EXPENDITURE / REVENUE:</b> \$325,000.00 (Circle or underline appropriate choice above.)

In accordance with Contract Administration and its Review Process, the attached documents are submitted for your review and comment. Please complete this Non-Purchasing Contract Review Transmittal Slip below with your assessment, and **forward to the next Review Authority on the list, skipping any authority marked "N/A."** Indicate suggested changes by noting those in "Comments" column, or by revising, in RED, the appropriate section(s) of the document(s) to reflect the exact wording of the desired change(s).

**OTHER SPECIFICS RELATING TO THE CONTRACT:**

One copy of grant application and grant award documents for approval and acceptance. Grant app went through abridged review because of timing issues for submission and now sending all documents through full contract review upon award of grant funding.

REVIEW SEQUENCE	DATE	INITIAL/ SIGNATURE	COMMENTS (IF ANY)	COMMENTS REVIEWED & ADDRESSED OR INCORPORATED
<b>Originator:</b> Tim Burns Justice & Consumer Svc.	8/18/13	TB		
<b>Risk Mgmt:</b> Virginia Holscher <i>Rec'd 8/20/13</i>	8/20/13	GW	Public → Public	OK-TB
<b>Finance:**</b> Cassandra Williams	8/23/13	CBW		
<b>OMB:**</b> Eric Naughton	8/30			
<b>Legal:</b> Carl Brody	8/31	CB	OK, not for me to sign	TB
<b>Assistant County Administrator or Executive Director:</b> Gwendolyn Warren, Healthy Communities Executive Director	9/4/13	W		

Please return to Jadonn Sowell/Justice & Consumer Services *By 9/6/13*  
All inquiries should be made to Jadonn Sowell ext.46213.

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**DEPARTMENT OF JUSTICE & CONSUMER SERVICES**

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**MEMORANDUM**

**TO:** Robert S. LaSala, County Administrator

**THROUGH:** Gwendolyn Warren, Executive Director Health and Community Services *GW*

**FROM:** Tim L. Burns, Bureau Director Department of Justice & Consumer Services *TB*

**SUBJECT:** Approval and Acceptance of the Grant Application and Award Documents Related to the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA), Pinellas County Veterans Treatment Court Program for Fiscal Year 2013-2014.

**DATE:** September 3, 2013

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**RECOMMENDATION:**

I RECOMMEND THE COUNTY ADMINISTRATOR APPROVE, ACCEPT AND AUTHORIZE THE GRANT APPLICATION AND AWARD DOCUMENTS RELATED TO THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA) FOR THE PINELLAS COUNTY VETERANS TREATMENT COURT PROGRAM FOR FISCAL YEAR 2013-2014.

**DISCUSSION:**

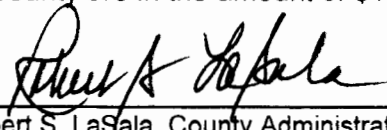
This is a first year award of \$325,000.00 to fund Fiscal Year 2013-2014 of the Pinellas County Veterans Treatment Court (VTC), in an effort to assist Pinellas veterans with successful rehabilitation from the use of alcohol and/or drugs. This application is in collaboration between the Sixth Judicial Circuit Court of Florida, WestCare, Solutions, Catholic Charities, Pinellas County Ex-Offender Re-Entry Coalition (PERC), WorkNet, Simply Hope, Soldier's Heart, Stetson Veterans Law Institute, and Pinellas County. The project will serve a total of 110 veterans over the three year grant period. The project's goals are to: (1) increase the number of veterans diverted from jail and served by the Court, (2) expand substance abuse and co-occurring services for veterans, (3) implement a new peer mentoring initiative, (4) enhance employment, education, and housing for veterans, and (5) expand advocacy for veterans and their families. The project will begin October 1, 2013 and end July 31, 2016.

Due to the contract time periods, these documents are being presented for your signature prior to the Board of County Commissioners approval. The documents will be presented to the Board of County Commissioners via ratification at a later date.

**FISCAL IMPACT:**

The grant award amount is \$325,000.00 for the first project year. Pending availability of federal funds, \$325,000.00 may be awarded for Year 2 and Year 3 of the project. There are no match funds required. Indirect costs reimbursed to the County are in the amount of \$11,747.00.

Recommendation Approved:

  
Robert S. LaSala, County Administrator

Date:

*9-9-13***Attachments:**

1. Contract Review Transmittal Slip
2. Grant Application and Award Documents
3. Delegated Memorandum Dated April 16, 2013



SAMHSA Drug Courts  
Department of Health and Human Services  
Substance Abuse and Mental Health Services Administration  
Center for Substance Abuse Treatment

Notice of Award

Issue Date: 07/31/2013

**Grant Number:** 1H79TI024983-01

**Program Director:**  
Michelle Ardabili

**Project Title:** Pinellas County Veterans Treatment Court (VTC)

Grantee Address	Business Address
COUNTY OF PINELLAS Justice & Consumer Services 315 Court Street Clearwater, FL 337565165	Pinellas County County Administrator 315 Court Street Clearwater, FL 33756

**Budget Period:** 08/01/2013 – 07/31/2014

**Project Period:** 08/01/2013 – 07/31/2016

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$325,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to COUNTY OF PINELLAS in support of the above referenced project. This award is pursuant to the authority of Section 509 of the PHS Act, as amended and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at [www.samhsa.gov](http://www.samhsa.gov) (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,

Eileen Bermudez  
Grants Management Officer  
Division of Grants Management

See additional information below

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**SECTION I – AWARD DATA – 1H79TI024983-01****Award Calculation (U.S. Dollars)**

Consortium/Contractual Cost	\$313,253
Direct Cost	\$313,253
Indirect Cost	\$11,747
Approved Budget	\$325,000
Federal Share	\$325,000
Cumulative Prior Awards for this Budget Period	\$0
<b>AMOUNT OF THIS ACTION (FEDERAL SHARE)</b>	<b>\$325,000</b>

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
1	\$325,000
2	\$325,000
3	\$325,000

\* Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

**Fiscal Information:**

CFDA Number:	93.243
EIN:	1596000800A8
Document Number:	13TI24983A
Fiscal Year:	2013

IC	CAN	Amount
TI	C96T511	\$325,000

**TI Administrative Data:**

PCC: DCT-AD / OC: 4145

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**SECTION II – PAYMENT/HOTLINE INFORMATION – 1H79TI024983-01**

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

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**SECTION III – TERMS AND CONDITIONS – 1H79TI024983-01**

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- The grant program legislation and program regulation cited in this Notice of Award.
- The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.

- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The HHS Grants Policy Statement.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

**Treatment of Program Income:**

Additional Costs

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**SECTION IV – TI Special Terms and Condition – 1H79TI024983-01**

**REMARKS:**

This award reflects approval of the budget submitted on April 18, 2013 as part of the application.

**SPECIAL CONDITIONS OF AWARD:**

By January 31, 2014, you must submit:

1. A behavioral health disparities impact statement that includes all sub-populations in the proposed geographic region.

Disparities impact statements must outline the population/s of focus that will be involved in the project and the unduplicated number of individuals who are expected to receive services. The disparities impact statements should be consistent with information in your application regarding access, service use and outcomes for the program. The disparities impact statement may be developed as a narrative or table (see example attached).

2. A plan of how you will use your data for outcomes regarding race, ethnicity and LGBT status, including processes or programmatic adjustments to address identified issues, across the following domains:

- a. Data collection activities.
- b. Program services and activities development and implementation.
- c. Data reporting, including access, use and outcomes measures.

The grantee may refer to the HHS published final standards for data collection on race, ethnicity, sex, primary language and disability status, as required by Section 4302 of the Affordable Care Act in October 2011, <http://www.minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlid=208>.

3. A plan for the development and implementation of policies and procedures to ensure adherence to the Enhanced Culturally and Linguistically Appropriate Services (CLAS) Standards and the provision of effective care and services that are responsive to:

- a. Diverse cultural health beliefs and practices;
- b. Preferred languages;
- c. Health literacy and other communication needs of all sub-populations within the proposed geographic region.

Failure to comply with the above stated Special Condition may result in your grant being placed on high risk, suspension and/or termination or denial of funding in the future.

**SPECIAL TERM OF AWARD:**

NONE

**STANDARD TERMS OF AWARD:**

Refer to the following SAMHSA website for Standard Terms of Award:  
<http://www.samhsa.gov/Grants/management.aspx#noa> (New)

#### Updated Key Staff change

The recipient is required to notify the GPO in writing if the Project Director (PD) or key personnel specifically named in the NoA will withdraw from the project entirely, be absent from the project during any continuous period of 3 months or more, or reduce time devoted to the project by 25 percent or more from the level that was approved at the time of award (for example, a proposed change from 40 percent effort to 30 percent or less effort). SAMHSA must approve any alternate arrangement proposed by the recipient, including any replacement of the PD or key personnel named in the NoA.

The request for approval of a substitute PD/key person should include a justification for the change, the biographical sketch of the individual proposed, other sources of support (if applicable), and any budget changes resulting from the proposed change. If the arrangements proposed by the recipient, including the qualifications of any proposed replacement, are not acceptable to SAMHSA, the grant may be suspended or terminated. If the recipient wants to terminate the project because it cannot make suitable alternate arrangements, it must notify the GMO, in writing, of its wish to terminate, and the GMO will forward closeout instructions.

Key staff (or key staff positions, if staff has not been selected) are listed below:

Michelle Ardabili, Program Director @ 15% level of effort

All changes in key staff including level of effort must be sent electronically to the Government Project Officer including a biographical sketch and other documentation and information as stated above who will make a recommendation for approval or disapproval to the assigned Grants Management Specialist. Only the Grants Management Officer, SAMHSA may approve Key Staff Changes.

#### REPORTING REQUIREMENTS:

Submission of a Programmatic Semi-Annual Report is due no later than the dates as follows:

1st Report - March 1, 2014

2nd Report - September 1, 2014

#### CONTACTS:

George Samayoa, Program Official

**Phone:** (240) 276-1622 **Email:** george.samayoa@samhsa.hhs.gov **Fax:** (240) 276-2970

Helen Zhou, Grants Specialist

**Phone:** (240) 276-2482 **Email:** helen.zhou@samhsa.hhs.gov **Fax:** (240) 276-2410

## Disparity Impact Statement Example

The access, service use and outcomes of the sub-populations listed in the table below are expected to be addressed through the implementation of the SAMHSA Treatment Drug Courts.

	Total	FY1	FY2	FY3	FY4	FY 5
<b>Direct Services: Number to be Served</b>						
<b>By Race/Ethnicity</b>						
African American						
American/Indian/Alaska Native						
Asian						
Caucasian						
Non-White Hispanic						
Native Hawaiian/Other Pacific Islander						
Two or more Races						
<b>By Gender</b>						
Female						
Male						
<b>By LGBT Status</b>						

Updated: 7/1/2013