

INTRODUCED: October 10, 2022

AN ORDINANCE No. 2022-283

To authorize the Chief Administrative Officer to accept \$11,987.86 from the Washington/Baltimore High Intensity Drug Trafficking Area and Mercyhurst University and to appropriate the increase to the Fiscal Year 2022-2023 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Adult Drug Court’s RADTC - Step Up and Out Program special fund by \$11,987.86 for the purpose of funding increased substance abuse treatment and supportive housing costs for the Richmond Adult Drug Treatment Court’s RADTC – Step Up and Out Program.

Patrons – Mayor Stoney and Ms. Lambert

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: NOV 14 2022 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer is authorized to accept grant funds in the amount of \$11,987.86 from the Washington/Baltimore High Intensity Drug Trafficking Area and Mercyhurst University for the purpose of funding increased substance abuse treatment and supportive housing costs for the Richmond Adult Drug Treatment Court’s RADTC – Step Up and Out Program.

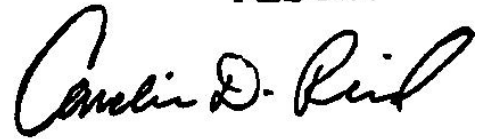
AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: NOV 14 2022 REJECTED: _____ STRICKEN: _____

§ 2. That the funds received are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2022 and ending June 30, 2023, by increasing estimated revenues by \$11,987.86, increasing the amount appropriated for expenditures by \$11,987.86, and allotting to the Adult Drug Court's RADTC - Step Up and Out Program special fund the sum of \$11,987.86 for the purpose of funding increased substance abuse treatment and supportive housing costs for the Richmond Adult Drug Treatment Court's RADTC – Step Up and Out Program.

§ 3. This ordinance shall be in force and effect upon adoption.

**A TRUE COPY:
TESTE:**

A handwritten signature in black ink, appearing to read "Camille D. Reed". The signature is written in a cursive style with a large initial 'C'.

City Clerk



CITY OF RICHMOND

INTRACITY CORRESPONDENCE

O&R REQUEST

DATE: September 14, 2022 **EDITION:** 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor

THROUGH: J.E. Lincoln Saunders, Chief Administrative Officer

J.E. Lincoln Saunders /
RCS

Digitally signed by J.E. Lincoln
Saunders / RCS
Date: 2022.09.22 13:26:17 -04'00'

THROUGH: Sabrina Joy-Hogg, Deputy Chief Administrative Officer

THROUGH: Sheila D. White, Director of Finance

THROUGH: Jason P. May, Director of Budget & Strategic Planning

FROM: Gloria A. Jones, Assistant Director, Richmond Adult Drug Treatment Court

RE: (*Richmond Adult Drug Treatment Court*) Budget Amendments Submitted to Council

ORD. OR RES. No. _____

PURPOSE: : To authorize the Chief Administrative Officer to accept additional funding from the Washington/Baltimore High Intensity Drug Trafficking Agency (HIDTA) in the amount of \$11,987.86, and appropriate the one time increase to the Richmond Adult Drug Treatment Court Program Special Funds Budget for fiscal year 2022.

REASON: Per council ordinance #2021-041: form of budget amendments submitted to Council; this amendment seeks to provide the Richmond Adult Drug Court with an additional \$11,987.86 awarded by HIDTA to offset the program's budget deficit caused by the increasing costs and expenses associated with substance use treatment and supportive housing for participants of the program. The Official Statement of the awarded increase has been received and all funds should be appropriated to the Richmond Adult Drug Treatment Court Special Funds Budget.

RECOMMENDATION: It is recommended that the city administration adopts this ordinance to accept additional funding from HIDTA to appropriate to the Richmond Adult Drug Treatment Court special fund budget for fiscal year 2022.

BACKGROUND: The Washington/Baltimore HIDTA office provides funding to the cities of Baltimore and Washington, as well as surrounding local jurisdictions that experience serious problems with illegal drug use and drug related crime, especially involving cocaine and heroin. The City of Richmond has been a recipient of funding from HIDTA since 2009. Due to the rising costs of expenses associated with the implementation of the 'Step Up and Out Project' that is funded by HIDTA, the agency granted the program additional funding in the amount of \$11,987.86 to cover

the program's budget deficit for fiscal year 2022. The funds were used to provide substance use treatment and supportive housing for participants assigned to the program's 'Step Project'.

SOURCE: (must select all that apply)

New/increased revenue (complete the general fund new budget item detail chart)(you must identify the amount of the new revenue or increase in revenue and the reason the new revenue or increase in revenue is available – do this in the Background section above)

Existing general fund (complete general fund transfer budget item detail)(you must identify the budget item to be reduced, the amount of the reduction, the reason for the reduction, and an analysis of the impact on each program or subprogram funded by that budget item – do this in the Background and Reason sections above)

Fund Balance/Reserve/Contingency/Other Funding Source (you must identify the specific source to be used (eg. Fund balance, reserve, contingency, or other), the amount of that funding source proposed to be used, and the reason for the use of that funding source – do this in the Background section above)

FISCAL IMPACT/COST (current FY):

- **If Adopted:** The total amount of the grant award after the increase is \$161,987.86 (Original award: (\$150,000). The Richmond Adult Drug Treatment Court will use the added \$11,987.86 awarded to offset the program's budget deficit.
- **If Not Adopted:** The City of Richmond will incur the expenses associated with the deficit in the amount of \$11,987.86
- **FISCAL IMPLICATIONS** There are no matching funds required for the award, and this is a one-time increase to our annual award from HIDTA in the amount of \$150,000. There are no matching funds required for the award.

BUDGET AMENDMENT NECESSARY: Yes.

REVENUE TO CITY: The City will receive a total of \$11,987.86 in grant funds to be appropriated to the 2022 Special Funds Budget to offset the deficit incurred by the Adult Drug Court Program.

DESIRED EFFECTIVE DATE:

REQUESTED INTRODUCTION DATE:

CITY COUNCIL PUBLIC HEARING DATE:

REQUESTED AGENDA: Consent.

RECOMMENDED COUNCIL COMMITTEE: Request a waiver.

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:

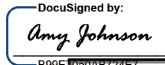
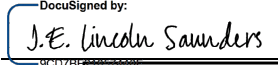
AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORD. OR RES.: 2021-041

REQUIRED CHANGES TO WORK PROGRAM(S): NONE

ATTACHMENTS: HIDTA2021 Amendment, Subaward Acceptance Form

STAFF: Gloria A. Jones, Coordinator, Richmond Adult Drug Treatment Court; 804-646-3756

FDP Amendment Number RICH.ADDTL			
Pass-Through Entity (PTE)		Subrecipient	
Mercyhurst University		Entity Name City of Richmond Adult Drug Treatment Court	
501 East 38th Street		Email Address gloria.jones@richmondgov.com	
Erie, PA 16546		Principal Investigator Gloria Jones	
Project Title: Washington/Baltimore HIDTA City of Richmond Adult Drug Treatment Court			
PTE Federal Award No: G21WB0004A		Federal Awarding Agency: Other [type in agency] ONDCP	
Revised Subaward Period of Performance: Start Date: July 1, 2021 End Date: Jun 30, 2022		Amount Funded This Action: \$ 11,987.86	Subaward No: 2021TXRICHMOND
Total Amount of Federal Funds Obligated to Date: \$ 161,987.86	Cost Share: <input type="radio"/> Yes <input checked="" type="radio"/> No	Subject to FFATA: <input type="radio"/> Yes <input type="radio"/> No	Automatic Carryover: <input type="radio"/> Yes <input checked="" type="radio"/> No
Amendment(s) to Original Terms and Conditions This Amendment revises the above-referenced Subaward Agreement as follows:			
<p>This amendment is provided to the City of Richmond Adult Drug Treatment Court in the amount of \$11,987.86, which is in addition to current FY2021 Award (\$150,000). This additional funding must be spent by June 30, 2022. Final invoice due August 15th, 2022.</p>			
<i>For clarity: all amounts stated in this amendment are in United States Dollars.</i>			
All other terms and conditions of this Subaward Agreement remain in full force and effect.			
By an Authorized Official of PTE:		By an Authorized Official of Subrecipient:	
DocuSigned by:  8/3/2022		DocuSigned by:  8/2/2022	
Name: Amy Johnson Date		Name: J.E. Lincoln Saunders Date	
Title: Deputy Program Manager - Finance		Title: Chief Administrative Officer	



501 E 38th St, Erie, PA 16546

Subaward Acceptance Form

Subaward Number	2021TXRichmond
Sub-recipient:	City of Richmond
Project Title:	Washington/Baltimore HIDTA TX Richmond
Implementing Agency:	City of Richmond Adult Drug Court

This Subaward is hereby made for financial assistance by Mercyhurst University in accordance with the Washington/Baltimore HIDTA.

This Subaward is subject to the General Conditions and any Special Conditions attached to this award, as well as all statutes and requirements of the Office of National Drug Control Policy.

This Subaward incorporates all the information, conditions, representations and Certified Assurances contained in the subaward application.

The Subaward shall become effective as of the start date of the Subaward, unless otherwise Specified, and upon submission via email to hhardesty@wb.hidta.org, no later than June 30, 2021, Of a fully executed copy of this document signed by the duly authorized official of the sub-recipient Unit of government or sub-recipient agency receiving this Subaward. Copies are acceptable.

For the center of Drug Policy and Enforcement:

DocuSigned by:

Amy Johnson

6/14/2021

Amy Johnson
Deputy Finance Program Manager

SUB-RECIPIENT ACCEPTANCE

DocuSigned by:

J.E. Lincoln Saunders

Signature of Authorized Official

J.E. Lincoln Saunders

Printed/Typed Name

6/14/2021

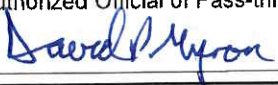
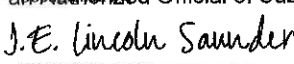
Date

FDP Cost Reimbursement Research Subaward Agreement

Federal Awarding Agency: Other [Type in Agency] ONDCP	
Pass-Through Entity (PTE): Mercyhurst University	Subrecipient: City of Richmond Adult Drug Treatment Court
PTE PI: Thomas H. Carr	Sub PI: Gloria Jones
PTE Federal Award No: G21WB0004A	Subaward No: 2021TXRICHMOND
Project Title: Washington/Baltimore HIDTA Treatment City of Richmond Adult Drug Treatment Court	
Subaward Period of Performance (Budget Period): Start: 07/01/2021 End: 06/30/2022	Amount Funded This Action (USD): \$ 150,000.00
Estimated Project Period (if incrementally funded): Start: End:	Incrementally Estimated Total (USD): \$

Terms and Conditions

1. PTE hereby awards a cost reimbursable subaward, as described above, to Subrecipient. The Statement of Work and budget for this Subaward are as shown in Attachment 5. In its performance of Subaward work, Subrecipient shall be an independent entity and not an employee or agent of PTE.
2. Subrecipient shall submit invoices not more often than monthly and not less frequently than quarterly for allowable costs incurred. Upon the receipt of proper invoices, the PTE agrees to process payments in accordance with this Subaward and 2 CFR 200.305. All invoices shall be submitted using Subrecipient's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), Subaward number, and certification, as required in 2 CFR 200.415 (a). Invoices that do not reference PTE Subaward number shall be returned to Subrecipient. Invoices and questions concerning invoice receipt or payments shall be directed to the party's Financial Contact, shown in Attachment 3A.
3. A final statement of cumulative costs incurred, including cost sharing, marked "FINAL" must be submitted to PTE's Financial Contact, as shown in Attachment 3A, not later than 60 days after the Project Period end date. The final statement of costs shall constitute Subrecipient's final financial report.
4. All payments shall be considered provisional and are subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Subrecipient.
5. Matters concerning the technical performance of this Subaward shall be directed to the appropriate party's Principal Investigator as shown in Attachments 3A and 3B. Technical reports are required as shown in Attachment 4.
6. Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this Subaward, and any changes requiring prior approval, shall be directed to each party's Authorized Official Contact, as shown in Attachments 3A and 3B. Any such change made to this Subaward requires the written approval of each party's Authorized Official, as shown in Attachments 3A and 3B.
7. The PTE may issue non-substantive changes to the Period of Performance and budget Unilaterally. Unilateral modification shall be considered valid 14 days after receipt unless otherwise indicated by Subrecipient when sent to Subrecipient's Authorized Official Contact, as shown in Attachment 3B.
8. Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.
9. Either party may terminate this Subaward with 30 days written notice to the appropriate party's Authorized Official Contact, as shown in Attachments 3A and 3B. PTE shall pay Subrecipient for termination costs as allowable under Uniform Guidance, 2 CFR 200, or 45 CFR Part 75 Appendix IX, as applicable.
10. By signing this Subaward, including the attachments hereto which are hereby incorporated by reference, Subrecipient certifies that it will perform the Statement of Work in accordance with the terms and conditions of this Subaward and the applicable terms of the Federal Award, including the appropriate Research Terms and Conditions ("RTCs") of the Federal Awarding Agency, as referenced in Attachment 2. The parties further agree that they intend this Subaward to comply with all applicable laws, regulations and requirements.

By an Authorized Official of Pass-through Entity:		By an Authorized Official of Subrecipient:	
			
Name: David Myron	Date: 6/14/2021	Name: J. E. Lincoln Saunders	Date: 6/14/2021
Title: V.P. Finance and Administration		Title: Acting Chief Administrative Officer	

Attachment 1
Certifications and Assurances

Subaward Number:

2021TXRICHMOND

Certification Regarding Lobbying (2 CFR 200.450)

By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief, that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement in accordance with 2 CFR 200.450.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to the PTE.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Debarment, Suspension, and Other Responsibility Matters (2 CFR 200.213 and 2 CFR 180)

By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief that neither the Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, in accordance with 2 CFR 200.213 and 2 CFR 180.

Audit and Access to Records

Per 2 CFR 200.501- 200.521, Subrecipient certifies that it will provide notice of any adverse findings which impact this Subaward and will provide access to records as required by parts 2 CFR 200.336, 200.337, and 200.201 as applicable. If Subrecipient is not subject to the Single Audit Act, then Subrecipient will provide notice of the completion of any required audits and provide access to such audits upon request.

Program for Enhancement of Contractor Employee Protections (41 U.S.C 4712)

Subrecipient is hereby notified that they are required to: inform their employees working on any federal award that they are subject to the whistleblower rights and remedies of the pilot program; inform their employees in writing of employee whistleblower protections under 41 U.S.C §4712 in the predominant native language of the workforce; and include such requirements in any agreement made with a subcontractor or subgrantee.

The Subrecipient shall require that the language of the certifications above in this Attachment 1 be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Use of Name

Neither party shall use the other party's name, trademarks, or other logos in any publicity, advertising, or news release without the prior written approval of an authorized representative of that party. The parties agree that each party may use factual information regarding the existence and purpose of the relationship that is the subject of this Subaward for legitimate business purposes, to satisfy any reporting and funding obligations, or as required by applicable law or regulation without written permission from the other party. In any such statement, the relationship of the parties shall be accurately and appropriately described.

Attachment 2
Federal Award Terms and Conditions

Subaward Number
2021TXRICHMOND

Required Data Elements

The data elements required by Uniform Guidance are incorporated

Federal Award Issue Date FAIN CFDA No.

This Subaward Is:

Research & Development Subject to FFATA

CFDA Title

Key Personnel Per NOA

General Terms and Conditions

By signing this Subaward, Subrecipient agrees to the following:

1. To abide by the conditions on activities and restrictions on expenditure of federal funds in appropriations acts that are applicable to this Subaward to the extent those restrictions are pertinent. This includes any recent legislation noted on the Federal Awarding Agency's website:

2. 2 CFR 200

3. The Federal Awarding Agency's grants policy guidance, including addenda in effect as of the beginning date of the period of performance or as amended found at:

4. Research Terms and Conditions, including any Federal Awarding Agency's Specific Requirements found at:

except for the following :

- a. No-cost extensions require the written approval of the PTE. Any requests for a no-cost extension shall be directed to the Administrative Contact shown in Attachment 3A, not less than 30 days prior to the desired effective date of the requested change.
- b. Any payment mechanisms and financial reporting requirements described in the applicable Federal Awarding Agency Terms and Conditions and Agency-Specific Requirements are replaced with Terms and Conditions (1) through (4) of this Subaward; and
- c. Any prior approvals are to be sought from the PTE and not the Federal Awarding Agency.
- d. Title to equipment as defined in 2 CFR 200.33 that is purchased or fabricated with research funds or Subrecipient cost sharing funds, as direct costs of the project or program, shall vest in the Subrecipient subject to the conditions specified in 2 CFR 200.313.
- e. Prior approval must be sought for a change in Subrecipient PI or change in Key Personnel (defined as listed on the NOA).

5. Treatment of program income:

This section intentionally left blank

Special Terms and Conditions:

Copyrights:

to PTE an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works, display, and perform publicly any copyrights or copyrighted material (including any computer software and its documentation and/or databases) first developed and delivered under this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its PTE Federal Award.

Subrecipient grants to PTE the right to use any written progress reports and deliverables created under this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its Federal Award.

Data Rights:

Subrecipient grants to PTE the right to use data created in the performance of this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its PTE Federal Award.

Data Sharing and Access (Check if applicable):

Subrecipient agrees to comply with the Federal Awarding Agency's data sharing and access requirements as reflected in the NOA (or in the special terms below) and the Data Management/Sharing Plan submitted to the Federal Awarding Agency and .

Promoting Objectivity in Research (COI):

Subrecipient must designate herein which entity's Financial Conflicts of Interest policy (COI) will apply:

If applying its own COI policy, by execution of this Subaward, Subrecipient certifies that its policy complies with the requirements of the relevant Federal Awarding Agency as identified herein:

Other Sponsor Agency:

Subrecipient shall report any financial conflict of interest to PTE's Administrative Representative or COI contact, as designated on Attachment 3A. Any financial conflicts of interest identified shall, when applicable, subsequently be reported to Federal Awarding Agency. Such report shall be made before expenditure of funds authorized in this Subaward and within 45 days of any subsequently identified COI.

Work Involving Human or Vertebrate Animals (Select Applicable Options)

No Human or Vertebrate Animals

This section left intentionally blank.

Human Subjects Data (Select One)

This section left intentionally blank

Additional Terms

Submit request for reimbursement (RFR) on a monthly basis 15 days after the end of the prior month to: subawardinvoices@wb.hidta.org.

ONDCP requires backup documentation for all expenses and supplanting is unallowable. The following is a list of required documentation to be submitted with your monthly RFR.

1. Personnel - Refer to the requirements of 2CFR200.430. Documentation may include time sheets (hourly employees), statement of payroll charges, effort reporting, or any other documentation that shows actual time and effort worked on the grant and the approved pay rate. For salaried employees (including faculty), this includes a short description of the work done and the % of effort employed during the reporting period.
2. Equipment - Approved equipment purchases over 5,000.00 or more require a copy of the invoice, packing slips and 3 quotes.
3. Supplies - Approved supply purchases of \$5,000.00 or less require a copy of the invoice and packing slip.
4. Services & subawards - If applicable, please forward a copy of all contracts for services and any subaward agreements before the first RFR. Approved expenses for services and subawards require a copy of the invoice and supporting documentation.
5. Travel - Submit a copy of your agency's travel policies, along with receipts for all expenses, except meals. If you agency does not have written travel policies, please refer to <http://gsa.gov/travel> for policies and allowable rates.

Any request to purchase software and/or licenses requires pre-approval from the Washington/Baltimore HIDTA administrative contact. The duration of said license must coincide with the award dates, (07/01/21-6/30/22), unless they don't expire.

Budget amendments require a request for budget modification through the Washington/Baltimore HIDTA administrative contact.

Subrecipients are subject to monitoring site visits and/or audits during the period of performance.

See Washington/Baltimore HIDTA Directives for more information.

Attachment 3A
Pass-Through Entity (PTE) Contacts

Subaward Number:
2021TXRICHMOND

PTE Information

Entity Name:

Legal Address:

Website:

PTE Contacts

Central Email:

Principal Investigator Name:

Email: Telephone Number:

Administrative Contact Name:

Email: Telephone Number:

COI Contact email (if different to above):

Financial Contact Name:

Email: Telephone Number:

Email invoices? Yes No Invoice email (if different):

Authorized Official Name:

Email: Telephone Number:

PI Address:

Washington/Baltimore HIDTA
9001 Edmonston Road, ste 300
Greenbelt, Md 20770

Administrative Address:

Washington/Baltimore HIDTA
9001 Edmonston Road, ste 300
Greenbelt, Md 20770

Invoice Address:

Washington/Baltimore HIDTA
9001 Edmonston Road, ste 300
Greenbelt, Md 20770

Attachment 3B
Subrecipient Contacts

Subaward Number:
2021TXRICHMOND

Subrecipient Information for FFATA reporting

Entity's DUNS Name: **City of Richmond Adult Drug Court**

EIN No.: **54-6001556** Institution Type: **State Government**

DUNS: **003133840** Currently registered in SAM.gov: Yes No

Parent DUNS: Exempt from reporting executive compensation: Yes No (if no, complete 3Bpg2)

Place of Performance Address **This section for U.S. Entities:** Zip Code Look-up
Congressional District: **4th** Zip Code+4: **23219-1550**

**501 N. 9th Street
2nd Floor, Ste 204
Richmond, Va 23219-1550**

Subrecipient Contacts

Central Email:

Website: **www.richmondgov.com**

Principal Investigator Name: **Gloria Jones**

Email: **gloria.jones@richmondgov.com** Telephone Number: **804-646-3756**

Administrative Contact Name: **Gloria Jones**

Email: **gloria.jones@richmondgov.com** Telephone Number: **804-646-3756**

Financial Contact Name: **Sheila White**

Email: **Sheila.white@richmondgov.com** Telephone Number: **804-646-7978**

Invoice/Payment Email: **Tanisha.Moseley@richmondgov.com**

Authorized Official Name: **J.E. Lincoln Saunders**

Email: **CAO@richmondgov.com** Telephone Number: **804-646-7978**

Legal Address:

**City of Richmond-Adult Drug Court
501 N. 9th Street, 2nd Floor, Suite 204
Richmond, Virginia 23219-1550**

Administrative Address:

**City of Richmond-Adult Drug Court
501 N. 9th Street, 2nd Floor, Suite 204
Richmond, Virginia 23219-1550**

Payment Address:

**City of Richmond-Adult Drug Court
501 N. 9th Street, 2nd Floor, Suite 204
Richmond, Virginia 23219-1550**

Attachment 3B-2
Highest Compensated Officers

Subaward Number:

2021TXRICHMOND

Subrecipient:

Institution Name:

PI Name:

Highest Compensated Officers

The names and total compensation of the five most highly compensated officers of the entity(ies) must be listed if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in Federal awards; and \$25,000,000 or more in annual gross revenues from Federal awards; and the public does not have access to this information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1) Internal Revenue Code of 1986.

Officer 1 Name:

Officer 1 Compensation:

Officer 2 Name:

Officer 2 Compensation:

Officer 3 Name:

Officer 3 Compensation:

Officer 4 Name:

Officer 4 Compensation:

Officer 5 Name:

Officer 5 Compensation:

Attachment 4
Reporting and Prior Approval Terms

Subaward Number:
2021TXRICHMOND

Subrecipient agrees to submit the following reports (PTE contacts are identified in Attachment 3A):

Technical Reports:

- Monthly technical/progress reports will be submitted to the PTE's **Administrative Contact** within **15** days of the end of the month.
- Quarterly technical/progress reports will be submitted within 30 days after the end of each project quarter to the PTE's **Administrative Contact**
- Annual technical / progress reports will be submitted within **60** days prior to the end of each budget period to the PTE's **Administrative Contact**. Such report shall also include a detailed budget for the next Budget Period, updated other support for key personnel, certification of appropriate education in the conduct of human subject research of any new key personnel, and annual IRB or IACUC approval, if applicable.
- A Final technical/progress report will be submitted to the PTE's **Administrative Contact** within **60** days of the end of the Project Period or after termination of this award, whichever comes first.
- Technical/progress reports on the project as may be required by PTE's **Administrative Contact** in order for the PTE to satisfy its reporting obligations to the Federal Awarding Agency.

Prior Approvals:

Carryover:
Carryover is automatic

Other Reports:

- In accordance with 37 CFR 401.14, Subrecipient agrees to notify PTE's **Administrative Contact** **60** days after Subrecipient's inventor discloses invention(s) in writing to Subrecipient's personnel responsible for patent matters. The Subrecipient will submit a final invention report using Federal Awarding Agency specific forms to the PTE's **Administrative Contact** within 60 days of the end of the Project Period to be included as part of the PTE's final invention report to the Federal Awarding Agency.
A negative report is required:
- Property Inventory Report (only when required by Federal Awarding Agency), specific requirements below.

Other Special Reporting Requirements:

Subaward Number:

2021TXRICHMOND

Attachment 5
Statement of Work, Cost Sharing, Indirects & Budget

Statement of Work

Below Attached, pages

If award is FFATA eligible and SOW exceeds 4000 characters, include a *Subrecipient Federal Award Project Description*

Richmond Adult Drug Treatment Court (RADTC) will partner with the Richmond Sheriff's Department, and our local community service board, Richmond Behavioral Health Authority to provide non-violent defendants with substance use disorders a safe and successful transition from incarceration back to the community. This project is designed with no breaks in treatment. By providing re-entry advocacy, as well as job and housing supports to participants, we will ensure that when they begin the existing out-patient treatment portion of the RAD TC program, they will be stabilized, employed, and avoided the most common causes for recidivism and program termination -lack of job, no appropriate housing, and relapse due to living in a community prevalent with drug use will be mitigated.

Budget Information

Indirect Information Indirect Cost Rate (IDC) Applied <input type="text"/> %	Cost Sharing <input type="text" value="No"/>
Rate Type: <input type="text" value="Modified Total Direct Costs"/>	If Yes, include Amount: \$ <input type="text"/>

Budget Details Below Attached, pages

Services Subaward	
Personnel	\$44,350.00
Fringe	17,000.00
Residential TX	60,040.00
Supportive Housing	13,125.00
GPS/Tracking	2,100.00
MAT	9,000.00
Supplies	4,385.00
(Care packages and Mobile Devices)	
TOTAL SUBAWARD \$150,000.00	

Budget Totals

Direct Costs	\$	<input type="text" value="150,000.00"/>
Indirect Costs	\$	<input type="text"/>
Total Costs	\$	<input type="text" value="150,000.00"/>

All amounts are in United States Dollars

Attachment 6

Notice of Award (NOA) and any additional documents

- The following pages include the NOA and if applicable any additional documentation referenced throughout this Subaward.
- Not incorporating the NOA or any additional documentation to this Subaward.

J.E. Lincoln 1/5/2022

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W/B HIDTA 2021- RADTC BUDGET REQUEST		
SUBAWARD NUMBER: 2021TXRichmond		
PERSONNEL		
	Stanley Morris (Re-entry Advocate) Level of Effort is 100%. Base salary: \$44,350. Fringes: 39% (FY19 rates) = \$17,000. Total Salary: \$44,350 + 17,000 = \$ 61,350	61,350
	Case Management Services: (1.0 FTE) Re-entry Advocate dedicated to Project Step Up & Out. The Re-entry Advocate will provide personal, one-on-one support that, along with the existing RADTC treatment supports, will stabilize project participants during re-entry and the subsequent beginning of RADTC out-patient treatment. Duties to include monitoring participants throughout each phase of the project, and the collection and reporting of required HIDTA project data. Annual cost of this service is approx \$ 62,000.	
Sub-Total		61,350
SERVICES		
Residential Treatment-Inpatient/Transitional	Residential Treatment: RBHA will provide residential treatment services to men and/or women who have a SUD or co-occurring MH disorder. \$395/day x 38 days x 4 pp = \$ 60,040.	60,040
Supportive Housing	Recovery Housing funds will support the rent for Project Step & Out participants who are in the Supportive Housing program phase. Cost estimated at \$175wk x 15 wks = \$2,625 x 5 pp = \$ 13,125.	13,125
GPS/Satellite Tracking Service	GPS/Satellite Tracking Service for Project Step & Out participants who are in the Supportive Housing program phase. GPS monitoring bracelet will be installed on participants to monitor schedule compliance. Cost estimated at \$3 per day x 140 days = \$420 x 5 pp = \$ 2,100.	2,100
Medication-Assisted Treatment (MAT)	MAT services for Project Step & Out participants upon release from the Richmond City Justice Center (RCJC). Treatment such as Vivitrol/Naltrexone injection, Buprenorphine, etc. Cost estimated at \$750 month x 4 mos = \$3,000 x 3 pp = \$ 9,000.	9,000
Sub-Total		84,265
SUPPLIES		
Mobile Devices-Data Plan	Cell Phone provided for participants to attend virtual treatment sessions and appointments as required. Phones will be maintained by Drug Court & RBHA staff and issued to participants on a temporary basis, recoverable once personal phone services have been obtained by the participant. Data plan-\$55/mo x 12 mos x 6 phones = \$3,960.	3,960
Care Packages	Care packages provided to Project Step & Out participants upon release from the RCJC program phase. Packages could include: bed sheets, toiletries, laundry detergent, food card, bus pass/Uber card, etc. -Estimated at \$85 x 5 pp = \$ 425	425
Sub-Total		4,385
TOTAL REQUEST		150,000