



Change Project Period GAN



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[Change Requested](#)

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US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information				
Grantee Name:	Shelby County	Project Period:	10/01/2011 - 09/30/2017	GAN Number: 022
Grantee Address:	160 NORTH MAIN STREET SUITE 850 MEMPHIS, 38103	Program Office:	OJJDP	Date: 08/19/2016
Grantee DUNS Number:	04-117-4889	Grant Manager:	Carol Neylan	
Grantee EIN:	62-6000842	Application Number(s):	2011-51149-TN-JW 2013-50961-TN-AH 2014-50946-TN-NY	
Vendor #:	626000842	Award Number:	2011-MU-MU-K005	
Project Title:	Defending Childhood Initiative	Award Amount:	\$3,222,260.00	
Change Project Period				
Current Grant Period:	Month: 59 Day: 29	New Grant Period:	Month: 71 Day: 29	
Project Start Date:	10/01/2011	*New Project Start Date:	10/01/2011	
Project End Date:	09/30/2016	*New Project End Date:	09/30/2017	
*Required Justification for Change Project Period:				
Please see the attached documents requesting a No Cost Extension. If you have any questions please contact Roger Henderson at 901-222-2087. Thank you.				
Attachments:				
Filename:	User:	Timestamp:	Action:	
No-Cost Grant Ext Revised Sub GAN 160810.pdf	stephen3	08/10/2016 4:47 PM	Delete Attachment	
DCI No-Cost Budget Request 8-9-16.xlsx	stephen3	08/09/2016 12:27 PM	Delete Attachment	
Actions:				
<input type="button" value="Close"/>				
Printer Friendly Version				
Audit Trail:				
Description:	Role:	User:	Timestamp:	Note:
Approved-Final	OCFMD - Financial Analyst	SYSTEM_USER	08/19/2016 12:02 PM	View Note
Submitted	PO - Grant Manager	stephen3	08/10/2016 4:49 PM	View Note
Change Requested	PO - Grant Manager	NeylanC	08/10/2016 4:31 PM	View Note

Grant Adjustments Home

Change Requested	EXTERNAL - External User	NeylanC	08/10/2016 4:31 PM	View Note
Submitted	PO - Grant Manager	stephen3	08/09/2016 12:29 PM	View Note
Draft	EXTERNAL - External User	stephen3	08/09/2016 12:26 PM	View Note

Shelby County Defending Childhood Initiative
Contract # 2011-MU-MU-K005-DCI
No Cost Extension Request
August 9, 2016

A. Justification

The Shelby County Defending Childhood Initiative (DCI) is requesting a no-cost grant extension to utilize the remaining funds to continue to implement key activities that prevent childhood exposure to violence and trauma. DCI has developed a network of partners into a system of care for children who have experienced violence as witnesses or victims and wish to engage in more intense collaboration, training, and sustainability efforts to further build a trauma informed community. To continue this work, the University of TN Health Science Center, Center for Justice Involved Youth has offered to serve as a backbone organization for DCI to guide the strategy for building a trauma informed community.

In February 2016, DCI partnered with the local Shelby County Juvenile Court to facilitate a trauma audit by the National Council of Juvenile and Family Court Judges (NCJFCJ). Findings and recommendations were received in July 2016. An opportunity to extend DCI can provide resources to support several recommendations that may prevent exposure to trauma for children and youth who come into contact with the juvenile justice system such as adoption of a universal precautions approach and trauma training for all staff and stakeholders.

Locally, DCI has worked to communicate the effects of childhood and build a trauma informed community by working in the target area. To continue this momentum, additional public awareness and social marketing campaign will be launched in August, 2016. The Defending Childhood Shelby will execute a grassroots outreach activities by the Heal the Hood Foundation and the Family Safety Center. Therefore, additional time for embedding the message in the community with DCI partners is needed. The launch of the local campaign will coincide with the roll out of the National DCI public awareness campaign, *Changing Minds*, scheduled for September, 2016.

Finally, leaders within Shelby County are committed to changing the dialogue as it relates to Adverse Childhood Experiences, childhood trauma, and youth violence prevention. The Shelby County ACE Taskforce, the ACE Awareness Foundation, and the Youth Violence Prevention plan adopted by Operation Safe Community have incorporated strategies to mitigate the impact of childhood trauma.

B. No Cost Extension Activities

All activities proposed during the No Cost Extension are consistent with DCI's four main goals:

Community Mobilization: Mobilize neighborhood stakeholders, including youth and families, to change community norms related to violence in support of reducing children's exposure to violence.

Universal and Indicated Prevention: Establish a community-wide awareness and social marketing campaign, and provide site-based services demonstrated to prevent children's exposure to violence and promote resiliency.

Intensive and Early Intervention: Identify and connect children exposed to violence to the most appropriate therapeutic or other interventions to mitigate the impact of the traumatic event(s).

Replication: Establish a replicable model to be adopted throughout the County by creating system change, policy reform, and increasing organizational capacity.

Activities are as follows:

1. Juvenile Court of Memphis & Shelby County Trauma Audit was performed by the National Council of Juvenile and Family Court Judges in February 2016. The purpose of the audit was to assist Juvenile Court in our efforts to create trauma-responsive environments, practices, and policies. Shelby County will address the first two of seven recommendations:
 - Consider adopting a universal precaution model throughout the court system.
 - Consider implementing Time-Certain or a Block-Calendaring system.
 - Consider implementing new practices and protocols to ensure families' and youth's privacy.
 - Implementing a process to apprise and describe to stakeholders the juvenile court's vision for a trauma-informed court.
 - Implementing a trauma screening protocol to screen families prior to (or early in) involvement with the court.
 - Training staff on trauma, traumatic stress, and interpersonal skills.
 - Develop a list of available evidence-based (EB) treatment services and programs, including any specifically for trauma, from all community mental health contracted providers.
2. The Center for Health in Justice Involved Youth, University of Tennessee, will be contracted to coordinate implementation of the Juvenile Court Trauma Audit recommendation's, develop and implement the sustainability plan for DCI, and to continue coordination efforts among all partners.
3. The Child Advocacy Center will provide *Stewards of Children Training* for an additional 400 individuals.
4. Family Safety Center Community Outreach and Heal the Hood Foundation continuation through November 2016.

C. **Explanation of Impact of Denial of No Cost Extension**

Denial of funding for a No Cost Extension will delay implementation of the NCJFCJ trauma audit recommendations until funding can be secured. Juvenile Court could receive negative observations by DOJ monitors for lack of trauma training for staff at Juvenile court and community stakeholders, and no change in disparate treatment of children of color. Without the extension, DCI will not have sufficient time to transition the program to the Center for Health in Justice Involved Youth who will provide the backbone and sustainability of the DCI initiative. In addition, DCI will miss the

opportunity to maximize the launching of the local and national public awareness campaigns.

D. No Cost Extension Request

This No Cost Extension request for the period of October 1, 2016 – September 30, 2017 is the first extension request.

**Shelby County Government
Contract # 2011-MU-MU-K005
No-Cost Grant Extension Budget**

Center for Health in Justice Involved Youth, University of Tennessee	\$	155,000.00	Finalization of the sustainability plan and future infrastructure for DCI
Juvenile Court Memphis and Shelby County Trauma Audit	\$	155,000.00	Create trauma-responsive environments, practices, and polices within Juvenile Court.
Memphis Child Advocacy Center	\$	35,000.00	Provide Stewards of Children Training to Shelby County and Achievement District Schools
Family Safety Center Outreach	\$	15,251.00	Outreach program
Heal the Hood	\$	23,250.00	Outreach program
		<u>\$ 383,501.00</u>	



Department of Justice
Office of Justice Programs
Office of Juvenile Justice and
Delinquency Prevention

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

PROJECT NUMBER
2011-MU-MU-K005

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This project is supported under FY14(OJJDP CEV) Pub. L. No. 113-76; 126 Stat. 5, 62

1. STAFF CONTACT (Name & telephone number)

Carol Neylan
(202) 307-6562

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

Roger Henderson
Grants Manager
160 N Main Street
Memphis, TN 38103-1666
(901) 222-2087

3a. TITLE OF THE PROGRAM

OJJDP FY 14 State and Community Development Invided Awards

**3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)**

4. TITLE OF PROJECT

This is a programmatic and financial continuation of the Defending Childhood initiative extending beyond October 2014 and through September 2016.

5. NAME & ADDRESS OF GRANTEE

Shelby County
160 North Main Street, Suite 850
Memphis, TN 38103

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM 10/01/2011 TO: 09/30/2016

8. BUDGET PERIOD

FROM: 10/01/2011 TO: 09/30/2016

9. AMOUNT OF AWARD

\$ 612,260

10. DATE OF AWARD

09/17/2014

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

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

OJJDP's State and Community Development Awards program was established to provide grants and cooperative agreements to organizations that OJJDP has selected for funds in prior years. This program has been authorized by an Act appropriating funds for the Department of Justice. The Attorney General's Children Exposed to Violence Demonstration Program develops and supports comprehensive community-based strategic planning and implementation efforts to prevent and reduce the impact of children's exposure to violence in their homes, schools, and communities.

The Defending Childhood Initiative in Shelby County, "Network for Overcoming Violence and Abuse" (NOVA) focuses on reaching families early to enable them to take full advantage of preventive and support services and opportunities that improve their quality of life. NOVA will focus on increasing access to trauma-focused resources for children and families through building capacity and strengthening relationships with first responder professional and community members. FY14 State and Community Development Invided Award funds will be used to expand trauma-informed education, continue to offer family and youth violence



Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Lou Ann Holland, OJJDP NEPA Coordinator

Subject: Categorical Exclusion for Shelby County

The recipient agrees to assist OJJDP to comply with the National Environmental Policy Act (NEPA) and other related federal environmental impact analyses requirements in the use of these grant funds either directly by the recipient or by a subrecipient. Accordingly, prior to obligating grant funds, the grantee agrees to first determine if any of the following activities will be related to the use of the grant funds and, if so, to advise OJJDP and request further NEPA implementation guidance. Recipient understands that this special condition applies to its activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are: a. new construction; b. minor renovation or remodeling of a property either; (1) listed on or eligible for listing on the National Register of Historic Places or; (2) located within a 100-year flood plain; c. a renovation, lease, or any other proposed use of a building or facility that will either; (1) result in a change in its basic prior use or; (2) significantly change its size and; d. Implementation of a new program involving the use of chemicals other than chemicals that are; (1) purchased as an incidental component of a funded activity and; (2) traditionally used, for example, in office, household, recreational, or education environments.



Department of Justice
Office of Justice Programs
Office of Juvenile Justice and
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Cooperative Agreement

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1. RECIPIENT NAME AND ADDRESS (including Zip Code) Shelby County 160 North Main Street, Suite 850 Memphis, TN 38103		4. AWARD NUMBER: 2011-MU-MU-K005	
		5. PROJECT PERIOD: FROM 10/01/2011 TO 09/30/2016 BUDGET PERIOD: FROM 10/01/2011 TO 09/30/2016	
		6. AWARD DATE 09/17/2014	7. ACTION Supplemental
1A. GRANTEE IRS/VENDOR NO. 62400042		8. SUPPLEMENT NUMBER 02	
		9. PREVIOUS AWARD AMOUNT \$ 2,610,000	
1. PROJECT TITLE This is a programmatic and financial continuation of the Defending Childhood Initiative extending beyond October 2014 and through September 2016.		10. AMOUNT OF THIS AWARD \$ 612,260	
		11. TOTAL AWARD \$ 3,222,260	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is reported under FY14(OJDP CEV) Pub. L. No. 113-76; 128 Stat. 5, 62			
15. METHOD OF PAYMENT OPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Karol Virginia Mason Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Mark H. Luttrell Jr. Mayor	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL YEAR FUND CODE BUD. ACT. OFC. DIV. REG. SUB. POMS AMOUNT X B CV 70 00 00 612260		21. KCVTOT0453	

OJP FORM 40002 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 40002 (REV. 4-88)



Department of Justice
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AWARD CONTINUATION
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PROJECT NUMBER 2011-MU-MU-KDCS

AWARD DATE 09/17/2014

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

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

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.



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Office of Justice Programs
Office of Juvenile Justice and
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**AWARD CONTINUATION
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Cooperative Agreement

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PROJECT NUMBER 2011-MU-MU-K001

AWARD DATE 09/17/2014

SPECIAL CONDITIONS

8. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
9. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
10. The recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available in the OJP Financial Guide Conference Cost Chapter.
11. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>.
12. The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OJP award, the recipient will promptly notify, in writing, the grant manager for this OJP award, and, if so requested by OJP, seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.
13. The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
14. The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
15. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
16. The recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form (available for viewing at www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.



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Office of Justice Programs
Office of Juvenile Justice and
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PROJECT NUMBER 2011-MU-MU-K005

AWARD DATE 09/17/2014

SPECIAL CONDITIONS

17. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on-line through the internet at <https://grants.ojp.usdoj.gov/>.
18. The recipient agrees to report data on the grantee's OJJDP-approved performance measures as part of the semi-annual categorical progress report. This data will be submitted on line at OJJDP's Performance Measures website (<http://ojjdp.ncjrs.gov/grantees/pm/index.html>) by July 31 and January 31 each year for the duration of the award. Once data entry is complete, the grantee will be able to create and download a "Performance Measures Data Report." This document is to be included as an attachment to the grantee's narrative categorical assistance progress report submitted in GMS for each reporting period.
19. The recipient may not obligate, expend or draw down funds until such time as the program office has approved the strategic/implementation plans and a Grant Adjustment Notice has been issued to remove this special condition.
20. The Office of Juvenile Justice and Delinquency Prevention has elected to enter into a Cooperative Agreement rather than a grant with the recipient. This decision reflects the mutual interest of the recipient and OJJDP in the operation of the project as well as the anticipated level of Federal involvement in this project. OJJDP's participatory role in the project is as follows:
 - a. Review and approve major work plans, including changes to such plans, and key decisions pertaining to project operations.
 - b. Review and approve major project generated documents and materials used in the provision of project services. Provide guidance in significant project planning meetings, and participate in project sponsored training events or conferences.



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Office of Justice Programs
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PROJECT NUMBER 2011-MU-MU-K003

AWARD DATE 09/17/2014

SPECIAL CONDITIONS

21. Within 45 calendar days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, the recipient must provide the program manager with the following information and itemized costs:

- 1) name of event;
- 2) event dates;
- 3) location of event;
- 4) number of federal attendees;
- 5) number of non-federal attendees;
- 6) costs of event space, including rooms for break-out sessions;
- 7) costs of audio visual services;
- 8) other equipment costs (e.g., computer fees, telephone fees);
- 9) costs of printing and distribution;
- 10) costs of meals provided during the event;
- 11) costs of refreshments provided during the event;
- 12) costs of event planner;
- 13) costs of event facilitators; and
- 14) any other costs associated with the event.

The recipient must also itemize and report any of the following attendee (including participants, presenters, speakers) costs that are paid or reimbursed with cooperative agreement funds:

- 1) meals and incidental expenses (M&IE portion of per diem);
- 2) lodging;
- 3) transportation to/from event location (e.g., common carrier, Privately Owned Vehicle (POV)); and
- 4) local transportation (e.g., rental car, POV) at event location.

Note that if any item is paid for with registration fees, or any other non-award funding, then that portion of the expense does not need to be reported.

Further instructions regarding the submission of this data, and how to determine costs, are available in the OJP Financial Guide Conference Cost Chapter.



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PROJECT NUMBER 2011-MU-MU-K005

AWARD DATE 09/17/2014

SPECIAL CONDITIONS

22. The Project Director and key program personnel designated in the application shall be replaced only for compelling reasons. Successors to key personnel must be approved, and such approval is contingent upon submission of appropriate information, including, but not limited to, a resume. OJP will not unreasonably withhold approval. Changes in other program personnel require only notification to OJP and submission of resumes, unless otherwise designated in the award document.
23. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

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