

Department of Finance Legislative Summary

ORDINANCE NO: 25-2026

GRANTOR: The State Justice Institute (SJI)

PROGRAM NAME: Continuity of Operations Plan (COOP)

DESCRIPTION: This proposed project is submitted by the Cleveland Municipal Clerk Courts for obtaining technical assistance to contract with the National Center for State Courts (NCSC) to assist with the development and completion of a Continuity of Operations (COOP) plan for the Cleveland Municipal Clerk of Courts.

GRANT PERIOD: Dec. 15, 2025 to Dec. 31, 2026

GRANT AMOUNT: \$75,000 from SJI and Clerk of Courts cash matching \$7,500 from fund #10-086

PARTNERS: National Center for State Courts (NCSC)

CONTACT PERSON: David Roby, Grant Administrator
216-664-2034

BUDGET NARRATIVE

CLEVELAND MUNICIPAL CLERK OF COURTS

CONTINUITY OF OPERATIONS PLANNING ASSISTANCE

OVERALL BUDGET

The total cost of the project is a firm fixed price of \$112,500. The Cleveland Municipal Clerk of Courts (Clerk) is requesting \$75,000 in SJI funds. The Clerk will provide a cash match of \$7,500 and an in-kind match of \$30,000.

The budget is based on the following:

Total Budget:		\$112,500
SJI Request:		\$75,000
Clerk Cash Match:		\$7,500
In-kind Match:		\$30,000
Project liaison time		
(1 person X 145 hours X \$80/hour)	\$11,600	
Stakeholder Staff – COOP Planning Team		
(12 people X 368 hours X \$50/hour/average)	\$18,400	
Consulting Personnel Costs:	\$74,732	
Travel:	\$ 7,768	
Task 1: Project Kickoff and Coordination Activities		\$ 2,550
Task 2: Existing Documentation Review		\$ 3,406
Task 3: Stakeholder Interviews		\$ 8,764
Task 4: Continuity Planning Workshops and Tabletop Exercise*		\$33,438
Task 5: COOP Plan Assessment and Recommendations Report		\$26,945
Task 6: Ongoing Support and Assistance		\$ 7,397

Travel:

Site Visits 1 trip with 3 consultants, total of 4 days/3 nights (Task 4*)

*Note: Travel expenses include airfare, hotel, per-diem, and ground transportation and are based on the NCSC policy that utilizes federal policies as guidelines. The travel days include travel time.



State Justice Institute

NOTICE OF AWARD

<input checked="" type="checkbox"/> Grant <input type="checkbox"/> Contract <input type="checkbox"/> Cooperative Agreement		Page 1 of 17
1. Grantee Name and Address Cleveland Municipal Clerk of Courts 1200 Ontario Street - Level 2 Cleveland, Ohio 44113		3. Award Number: SJI-26T009 4. Award Period 12/15/2025 to 12/31/2026 5. Award Date 12/15/2025
1a. Employer Identification No. 34-6000646 1b. Unique Entity Identifier YNBRX833CQK6		6. Award Amount \$75,000
2. Entity to Receive Funds Same		7. Type of Award <input type="checkbox"/> Project Grant <input checked="" type="checkbox"/> Technical Assistance (TA) Grant <input type="checkbox"/> Curriculum Adaptation & Training (CAT) Grant <input type="checkbox"/> Strategic Initiative Grant <input type="checkbox"/> Partner Grant
2a. Employer Identification No. N/A		
8. Project Title Continuing of Operations Plan		
9. Conditions of Award The above project is approved subject to grantee adherence to the requirements set forth in the <u>SJI Grant Guideline</u> , the General Conditions of Award (attached), and such special conditions or limitations as set forth below, if applicable.		
STATE JUSTICE INSTITUTE APPROVAL		GRANTEE ACCEPTANCE
10. Approving SJI Official Name: <u>John D. Minton</u> Title: <u>Chair, Board of Directors</u> Signature: <u></u> Date: 12/15/2025		11. Authorized Official of Grantee Name: <u>EARLY TURNER</u> Title: <u>CLERK OF COURTS</u> Signature: <u></u> Date: <u>12-23-25</u>