



## **CRIMINAL JUSTICE COORDINATING COUNCIL**

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At the direction of the Accountability Court Funding Committee, the Criminal Justice Coordinating Council (Council) is pleased to announce that it is seeking applications for competitive funding for qualified new and existing Accountability Courts in the State of Georgia.

# **State of Georgia Accountability Court Funding Program FY'16 Solicitation Packet**

### **Eligibility**

Applicants are limited to local entities for new and existing Accountability Courts. Felony Court submissions are limited to one application per circuit, per court type (i.e. Adult Drug, Veterans, or Mental Health Court) unless the courts are distinctly different as evidenced by different team members. State, Magistrate and Juvenile Court submissions are limited to one application per county, per court type (i.e. DUI, Family Dependency Treatment, Misdemeanor Drug, Juvenile Drug, or Juvenile Mental Health Court).

### **Deadline**

Applications are due by 5:00 p.m. on Friday, March 27, 2015.

### **Available Funding**

The amount available for distribution will be determined by the legislature in the 2015 session. There is a 10% cash match requirement. *Please note: this match will likely increase every year.*

### **Award Period**

July 1, 2015 through June 30, 2016.

### **Grant Assistance**

There will be an optional webinar to discuss the changes in the grant application on Friday, February 20, 2015 from 1 pm – 3pm at the Roberts Chapel/Auditorium at the Georgia Department of Corrections in Forsyth. To attend, please register at [www.gaaccountabilitycourts.org](http://www.gaaccountabilitycourts.org).

**Release Date: February 13, 2015**

**THIS GRANT IS NOT INTENDED TO FUND YOUR PROGRAM 100%.**

**State of Georgia  
Accountability Court Funding Program  
FY'16 Solicitation Packet**

***SECTION I: OVERVIEW AND INSTRUCTIONS***

**Criminal Justice Coordinating Council**

The Criminal Justice Coordinating Council (the Council) is designated by the Governor of Georgia as the State Administering Agency for criminal justice and victims' assistance programs. Created by the General Assembly (O.C.G.A. § 35-6A-2), the Council is comprised of twenty-four members representing various components of the criminal justice system.

**Overview of the State of Georgia's Accountability Court Funding Program**

The Georgia Accountability Court Funding Committee (ACFC) was created in 2012 by the Georgia Legislature and by Governor Nathan Deal to provide courts with the critical funding necessary to support the growth of Accountability Courts in Georgia to reduce the prison population.

**How to Apply**

Interested applicants should review the FY'16 Solicitation Packet in its entirety, and submit the completed application, including the requested information and all required attachments, using the link on the Council's website at [cjcc.georgia.gov](http://cjcc.georgia.gov) on or before 5 p.m., March 27, 2015. This form and provided budget detail are the only acceptable formats for submitting the narratives and budget for this funding year. *Any application that does not adequately answer all applicable questions will be considered incomplete and will not be reviewed for funding.*

**Match Requirement (10 percent CASH match)**

Applicants must identify the source of the 10 percent non-state portion of the total project costs and how they will use match funds. Match is restricted to the same uses of funds as allowed for the state funds. Applicants may satisfy this match requirement with cash only (no in-kind services).

*Match Waiver:* The ACFC may waive the match requirement upon a determination of fiscal hardship. To be considered for a waiver of match, a letter of request signed by the Authorized Representative or Program Judge must be submitted with the grant application defining the fiscal hardship. Fiscal hardship is defined in terms related to reductions in overall budgets, furloughing or reductions in force of staff or other similar documented actions by the local governing authority which have resulted in severe budget reductions. A match waiver request must be submitted as a separate attachment to the application and titled as the "Match Waiver."

NOTE: The budget detail should distinguish the cash matched funds, by putting the amount of the matching funds in the “match” column. You do NOT need to match every item you are requesting, but must supply a 10% match in the budget request. The match must be from one of the allowable categories.

The formula for calculating the match is:

Requested Grant Amount divided by 9 = Required Match

**Example:**

10 percent match requirement: for a state award amount of \$100,000, match would be calculated as follows:

$$\begin{aligned} \text{State Award}/9 &= \text{Match} \\ \text{Ex. } \$100,000/9 &= \$11,111 \end{aligned}$$

***SECTION II: SOLICITATION PROCESS***

Please read and understand the Certification for Accountability Court Funding (page 23 of the application) before completing the application. All accountability courts are required to attend training and submit a proposed budget/narrative for all funds requested through this grant.

**Existing Courts**

Answer all of the questions in the application. In the Court Specific Questions (starts at question number 38), please answer only the subsection that applies to your court.

**Implementation Courts**

Answer all of the questions to the best of your ability. Implementation courts do not need to answer the questions in the Performance Measures section (questions 31-37). In the Court Specific Questions (starts at question number 38), please answer only the subsection that applies to your court. The committee understands that you may not have answers to all of the questions yet, but expects that you have thought through all of the issues related to each question.

**Application Review**

Applications will be reviewed and assessed by the Accountability Court Funding Committee members and its designated representatives who will consider the following:

1. Past compliance with all financial and programmatic reporting requirements;
2. Overall quality and completeness of the application;
3. Demonstration of clear, measurable and appropriate standards;
4. Demonstration of need including geographic location, local demographics, local statistics, other financial resources, etc.;
5. Adequate correlation between the cost of the project and the objective(s) to be achieved; and
6. Sharing resources among each accountability court within the circuit is strongly encouraged. All applications within each circuit will be reviewed together.

Only complete applications received by the deadline will be reviewed. **When an application is received by the Council, there is no commitment on the part of the Committee to fund an application or to fund it at the amount requested.** All areas of the budget are subject to review and approval. Decisions related to these budget areas are based on both eligibility and reasonableness. The Committee has full discretion to determine the reasonableness of budget items based on both objective and subjective decision-making tools. See "Restrictions on Use of Funds" subsection below to determine whether budget items requested are allowable prior to submitting your budget.

Applications for funding will undergo several reviews. At any point during these reviews, a decision not to fund a project or any part thereof may be made. These decisions are within the complete discretion of the Committee.

### **Funding Decisions**

All funding decisions related to ACFC applications received in response to this solicitation are made by the Accountability Court Funding Committee and are based on the availability of funding. The Council will inform the applicants of funding decisions through grant awards. Applicants should not make assumptions regarding funding decisions until they have received official written notification of awards or denials signed by the Council Director.

Once an award is made, the Council maintains discretion to determine that a grantee is not compliant with applicable policies, and upon such a determination may terminate further funding and require reimbursement of grant funds to the Council.

### **Restrictions on Use of Funds**

For this grant period, grant funds will not be allowed to be used for: out of state training, any part of a salary or pay supplements for state or county paid employees, office space, utilities, furniture (existing courts only), incentives, monthly cell phone charges, case management software (including maintenance and upgrades), vehicles, weapons, office supplies, construction projects and grant administrative overhead.

### **Supplantation**

Funds must be used to supplement existing funds for program activities and cannot replace or supplant funds that have been appropriated for the same purpose

Generally, supplanting occurs when a local government or program reduces local or other available funds for an activity specifically because state funds are available (or expected to be available) to fund that same activity. When supplanting is not permitted, any State grant funds may not replace any local, or other available funds that have been appropriated or allocated for the same purpose. In those instances when a question of supplanting arises, the applicant or grantee will be required to substantiate that the reduction in non-state resources occurred for reasons other than the receipt or expected receipt of state funds.

### **SECTION III: POST-AWARD REQUIREMENTS**

#### **Grant Acceptance**

Grantees wishing to accept FY'16 funding must submit signed Acceptance Letters and Special Conditions to the CJCC Office so it is *received* no later than 5 p.m., June 30, 2015. The Accountability Court Funding Committee will assume your court rejects its FY'16 award if these acceptance documents are not received by this submission deadline.

#### **Special Conditions**

At the time of the grant award, the Committee will assign special conditions, as the Committee deems appropriate for the program. The special conditions will outline the grantee's responsibilities, as well as state regulations that must be followed, as a condition of accepting the grant award for the approved program. The special conditions will be included in the award packet and must be reviewed, signed and returned to the Council by 5 p.m., June 30, 2015 (see above).

**One fourth of all awarded funding must be requested in that quarter's SER each reporting period. This means that the expenditure must be paid by your local funding agency and CJCC reimbursement has been requested within that reporting period. Any unused funds each quarter end will be retained by the Council to be managed by the Accountability Court Funding Committee.** This is a reimbursement grant. If awarded funds, your court will be required to submit check stubs and copies of invoices to CJCC for reimbursement on a quarterly basis.

**Training is REQUIRED for each court that accepts grant funding. Please see [www.gaaccountabilitycourts.org](http://www.gaaccountabilitycourts.org) for the training dates and required attendees.** Expenses for training will be reimbursed by the Council.

#### **Reporting Requirements**

Recipients of this FY'16 grant award will be required to complete and submit SER and Court Output Report due no later than 15 days after each quarter end. Failure to submit reports in a timely fashion could result in an end to grant funding.