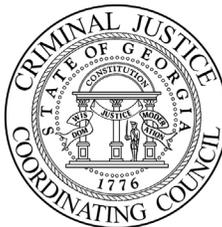


BRIAN P. KEMP
GOVERNOR



JAY NEAL
DIRECTOR

The Criminal Justice Coordinating Council (the Council) in partnership with the Council of Accountability Court Judges is pleased to announce that it is seeking applications for competitive funding for the Accountability Courts Housing Grant under the Department of Community Affairs Emergency Solutions Grant-CARES Program.

FY2022 Accountability Court Housing Grant Program Competitive Request for Applications

Eligibility

Applicants are limited to existing state funded accountability courts for the purpose of supporting current and future program participants in need of housing. Courts within the same circuit may only submit one application to be considered for funding.

Deadline

Applications are due by
October 8, 2021

Available Funding

\$3,499,400

The amount to be awarded to each agency will be determined by the Council of Accountability Court Judges Funding Committee

Award Period

January 1, 2022 – September 30, 2022

Contact Information

For assistance with the requirements of this solicitation, contact:
Mia Smith,
at Mia.Smith@cjcc.ga.gov or 404-654-5693

Release Date: September 14, 2021

THIS IS A FEDERAL GRANT SUBJECT TO FEDERAL RULES AND REGULATIONS

SECTION I: OVERVIEW AND INSTRUCTIONS

Introduction

The Council of Accountability Court Judges (CACJ) and the Criminal Justice Coordinating Council (CJCC) have partnered with the Department of Community Affairs (DCA) to provide housing assistance through the Emergency Solutions Grant-CARES (ESG-CV) program. Georgia's accountability courts are encouraged to apply for these funds to support program participants. Funds will be made available between January 1, 2022 and September 30, 2022.

Applicant Eligibility

- All CACJ certified and/or funded EXISTING accountability courts are eligible to apply for funding.
- Courts within a circuit are **required** to submit a single application for funding. Please note, if awarded, all funds will be granted to a single court and will require that court to act as the lead and to manage all fiscal and programmatic requirements on behalf of all participating courts.
- Accountability court program participants must meet the U.S. Department of Housing and Urban Development's definition of literally homeless to be eligible for this funding. This is defined as an individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - Has a primary nighttime residence that is a public or private place not meant for human habitation.
 - Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs); or
 - Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Additional Information

- Grantees will be required to participate in DCA/or CACJ provided training.
- Grantees will be required to maintain compliance with the Homeless Management Information System (HMIS) requirements. **Please see section regarding use of funds for additional information.**
- Grantees will be required to adhere to grant conditions as outlined within Article 4 of the CACJ Rules and Regulations. A copy of the rules and regulations is available on the CACJ website (www.cacj.georgia.gov).
- Should a program candidate not be considered literally homeless under this definition prior to entering an institution (such as a county jail), (s)he would have to meet the literally homeless criteria for at least 24 hours upon release from an institution. This definition is met when a person is released from an institution, such as a county jail, and spends 24 hours in a shelter or temporary living arrangement funded by an alternate funding source,

such as other federal funding, state funding, or county or other local funding such as DATE funds.

- Additional program information can be located within the Emergency Solutions Grant-CARES (ESG-CV) Guidebook. A copy of the guidebook is available on the CACJ website (www.cacj.georgia.gov).

How to Apply

Interested applicants should review the Accountability Court Housing Program Solicitation Packet in its entirety, and submit the completed application, including the requested information and all required attachments, using the link on the website at www.cjcc.ga.gov on or before 5:00 p.m. Friday, October 8, 2021. **This form and provided budget detail are the only acceptable formats for submitting the narratives and budget for the funding year. It is recommended that applicants allow adequate time to complete the application. Applications must be submitted using the required format; scanned or handwritten copies of the application will not be accepted.** Any application that does not adequately answer all applicable questions will be considered incomplete and will not be reviewed for funding.

SECTION II: APPLICATION PROCESS

Application Review

Applications will be reviewed and assessed by the CACJ Funding Committee members who will consider the following:

1. Overall quality and completeness of the application;
2. Demonstration of clear, measurable and appropriate standards;
3. Demonstration of need including geographic location, local demographics, local statistics, other financial resources, etc.;
4. Adequate correlation between the cost of the project and the objective(s) to be achieved; and
5. Compliance with Certification Requirements.

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 Council to fund an application or to fund it at the amount requested.** Decisions related to these budget areas are based on both eligibility and reasonableness. The Council 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 CACJ Funding Committee.

Competitive Funding Decisions

All funding decisions related to the program application received in response to this solicitation are made by the CACJ Funding Committee. The Council will inform the applicant of funding decisions through a grant award. Applicants should not make assumptions regarding funding decisions until they have received official written notification of award or denial signed by the Council Director. Applicants can appeal the initial funding decision but must do so within fifteen (15) business days of the date on the denial notice.

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

Use of Funds

The following are all allowable expenses under the grant program. **Please note that given the reporting requirements for the grant, it is highly recommended that each applicant request funding to support a contracted housing case management position. Program participants may be dual-enrolled in both the Emergency Shelter and Rapid Rehousing programs to more easily facilitate their transition to more permanent housing.**

Emergency Shelter – a facility with the primary purpose of which is to provide a temporary shelter for the homeless that does not require occupants to sign leases or occupancy agreements. For the purposes of this grant opportunity, hotels or motel expenses are considered to be eligible expenses.

- Hotel/motel vouchers for up to 90 days per/program participant. Applicants must include budget calculations as part of the application.
- Weekly hotel rates should not exceed \$300 per/week.
- Courts will be required to partner with hotels or motels to provide emergency housing services with this funding source. The hotels/motels will be required to invoice the program regularly.

Rapid Rehousing – designed to help those that are homeless and those who are enrolled in the emergency shelter program, transition into permanent housing.

- Courts may request funds to support short-or medium-term (6 to 9 months) participant rental assistance. Applicants must include budget calculations as part of the application.
- Courts may request funds to support rental application fees, security deposits, utility deposits, last month's rent, and utility payments. Applicants must include budget calculations as part of their application.
- Courts will be required to partner with landlords to provide housing services with this funding source.

Housing Case Management

- Courts may request a housing case management **CONTRACT** positions or services to support this project. Requests for this funding cycle should not exceed \$37,500.00.
- Courts are eligible to request one contract position to serve the entire circuit for this funding cycle.
- Duties will include (but are not limited to) managing the Homeless Management Information System (HMIS) requirements, the use of the COVID-19 screening tool, develop and manage relationships with housing providers, and fully participate as an

accountability court team member.

- Courts may request computers, software, and office furniture to support housing case management positions.

Restriction of Funds

Grant funds cannot be used for: state training, full-time salary and fringe benefits, office space, utilities, incentives, monthly cell phone charges, the purchase of vehicles, weapons, for overall agency supplies, construction projects and grant administrative overhead.

Supplantation

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

Match Requirement

There is no Match requirement for this grant award.

SECTION III: POST-AWARD REQUIREMENTS

Grant Acceptance

Subgrantees must accept or reject the grant award with original signatures and required forms within forty-five (45) days of the award date. The subgrantee will be unable to request funds until the award documents are submitted to the Council. At this time, all submissions will be done electronically.

Special Conditions

All grantees will adhere to the grant conditions outlined in Article 4 of the CACJ Rules and Regulations. In addition, at the time subgrant award, the Council will assign any additional special conditions as deemed appropriate for the program. The special conditions will outline the subgrantee's responsibilities, as well as federal and state regulations that must be adhered to, 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 within **forty-five (45) days** of the award date.

The Council will assume a court rejects the grant award if these acceptance documents are not received by this submission deadline.

This is a federal reimbursement grant. Potential subgrantees are expected to abide by federal rules and regulations.

Fiscal Accountability

Commingling of funds on either a program-by-program or project-by-project basis is prohibited. The subgrantee's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:

- Separate accountability of receipts, expenditures, disbursements, and balances. CJCC

recommends creating an account in your accounting system for each grant using the grant number provided by CJCC.

- Itemized records supporting all grant expenditures in sufficient detail to show exact nature of activity.
- Data and information for each expenditure with proper reference to a supporting voucher or bill properly approved.
- Maintenance of billing records for project related expenses (i.e. provider invoices with accompanying timesheets).
- Provisions for payment by check (as applicable).
- Timesheets.

Reporting Requirements

Each grantee agrees to maintain compliance with the Homeless Management Information System (HMIS) requirements and any additional programmatic measuring tools as deemed necessary for the program. More information will be provided once notifications of grant awards are made.

SECTION IV: APPLICATION FORM

Program Narrative

All applicants must complete a project narrative describing the proposed project. The following elements are required in the project narrative.

- **Project description:** Provide a description of the project including the circuit name, and the name of the local court programs that will be participating in the project and years founded. Include the geographic area targeted, estimated number of individuals who will be served during the grant period, and relevant characteristics of the target population for the Accountability Court funded project. Applicants must demonstrate need for additional funding for emergency housing.
- **Needs statement:** Provide a statement of the specific problem(s)/gap(s) the project will address, including an outline of available housing options across the circuit and identify any current housing services available through the court and any other housing-related initiatives being developed by the courts in the circuit. Include any data that supports this claim and explain how the data analysis was generated. Only use data that is verifiable and relevant to the target population. For example, do not use statewide data for a local problem statement and do not use national data for a statewide problem statement.
- **Project goals:** State the goals of the proposed project. Explain how the project goals will meet the needs of the project's target population and/or impact the proposed service area. For example, an estimated number of participants to be served during the grant period and the anticipated outcomes.
- **Project activities and services:** Describe the Accountability Court-funded project's service delivery plan. In other words, explain how the agency will achieve project goals. Provide detail regarding the type of housing that will be procured, a timeline on when housing case manager will be hired, as well as an explanation as how additional funding

is needed to achieve the stated goals. Please also explain how the plan for project activities will meet the target population's needs as described in the needs statement.

- **Resources needed:** In this section, please clearly explain the resources needed to conduct, enhance, and/or expand the project activities to achieve project's goals. For example, if the proposed project will also be supported by an Accountability Court grant and/or county funding, then explain how this grant funds will enhance these resources and enable the project to be conducted.

SECTION V: Attachments

Budget

All applicants must attach a budget using the provided Detailed Budget Worksheet. All line items within the budget are subject to review and approval. **Applicants must include budget calculations in the area directly below the budget category.** Decisions related to these budget line items are based on allowance of line item costs per Accountability Court and federal program guidelines, justification of costs in relation to project activities, and reasonableness of costs based on current market rates. **Please be sure to save the excel document as a xlsx version prior to uploading. Failure to do so will result in an error message.**

How to Apply

Submit the completed application, including the requested information and all required attachments, online at

https://cjcc.formstack.com/forms/fy_22_accountability_court_housing_grant_application. To be eligible for funding consideration, a complete application must be submitted by **5 p.m. on Friday, October 8, 2021.**