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DIRECTOR

The Criminal Justice Coordinating Council (the Council) is pleased to announce that it is seeking applications for competitive funding for Surveillance Technology for Rural Accountability Courts within the State of Georgia under the Bureau of Justice Assistance (BJA) FY2019 Adult Drug Court Discretionary Grant Program.

FY2019 Adult Drug Court Discretionary Grant Program Part-Time Program Case Managers Competitive Request for Applications

Eligibility

Applicants are limited to current state funded Adult Drug Courts to include: Adult Felony Drug, Mental Health, Veterans, DUI/DWI, and Family Treatment Drug Courts. Limited funds will be available to assist agencies in the securing part-time program case managers as contract employees.

Deadline

Applications are due by
August 7, 2020

Available Funding

\$250,000

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

Award Period

October 1, 2020 – September 30, 2021

Contact Information

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

Release Date: July 17, 2020

THIS IS A FEDERAL GRANT SUBJECT TO FEDERAL RULES AND REGULATIONS

SECTION I: OVERVIEW AND INSTRUCTIONS

The Adult Drug Court Discretionary Grant Program

The Adult Drug Court Discretionary Grant Program provides financial and technical assistance to states, state courts, local courts, units of local government, and federally recognized Indian tribal governments to develop and implement drug courts and veterans treatment courts.

Criminal Justice Coordinating Council

The Criminal Justice Coordinating 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 Council of Accountability Court of Judge (CACJ) was created in 2015 by the Georgia Legislature and 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.

Definition of Part-Time Employee

For the purpose of this grant, part-time employment should not exceed a 30-hour work week.

How to Apply

Interested applicants should review the Surveillance Technology 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 cjcc.georgia.gov on or before 5 p.m., August 7, 2020. **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 Council and the CACJ Funding Committee members and its designated representatives 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;

5. Sharing resources among each accountability court within the circuit is strongly encouraged. All applications within each circuit will be reviewed together; and
6. 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 Council.

Competitive Funding Decisions

All funding decisions related to the program application received in response to this solicitation are made by the Council, based on the availability of funding and recommendations of the CACJ Funding Committee to the Council's Board. 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

For the purpose of this grant, funds can only be used to contract part-time program case managers. Request for funding should not exceed 30-hours a week for a period of one year.

Restriction of Funds

Grant funds cannot be used for: state training, full-time salary and fringe benefits, office space, utilities, furniture, 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

Federal funds awarded under this program may not cover more than 75 percent of the total

costs of the project. The applicant must identify the source of the 25 percent nonfederal portion of the total project costs. The Council has determined that the 25 percent should be represented through either the coordinator or case manager's salary funded by the state grant. Applicants should contact Mia Smith at mia.smith@cjcc.ga.gov if they do not fund either position with state grant funds.

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.

Special Conditions

At the time of the subgrant award, the Council will assign 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 you're 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).

Performance Measures and Reporting Requirements

Performance measurement can be defined as the process of routinely measuring the outputs and

outcomes produced by a program, thereby allowing one to assess the effectiveness of program investments and activities. It has been found that measuring performance builds consensus and commitment within the justice community, assists with the goal of obtaining and allocating resources, demonstrates success, and improves accountability.

The Bureau of Justice Assistance (BJA), Office of Justice Programs, the federal entity that administers the Adult Discretionary program, has developed performance measures for all funded program types. As such, the Council requires that all funded subgrantees complete a quarterly statistical report using BJA's Performance Measurement Tool (PMT). The PMT will ultimately help states produce evidence-based guidance on monitoring and evaluating all programs.

PMT reporting is completed based on grant-funded activities and due on the following dates:

Reporting Period	Due Date
July 1 – September 30	October 10
October 1 – December 31	January 10
January 1 – March 31	April 10
April 1 – June 30	July 10

Submission of performance measures data is not required for the application.

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 agency's name, agency type, and year 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 how current program participation supports the need for an additional case manager.
- **Needs statement:** Provide a statement of the specific problem(s)/gap(s) the project will address. Include data that supports this claim. 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. Outcomes are defined as changes in attitudes, knowledge, skills, behaviors, and conditions. Goals must be specific, measurable, action-oriented, reasonable, and time-sensitive having performance indicators. Please prepare to explain

in the evaluation plan section.

- **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 a timeline for procuring case manager as well as an explanation as how additional staff 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. 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.

How to Apply

Submit the completed application, including the requested information and all required attachments, online at https://cjcc.formstack.com/forms/fy19_adc_casemanagers. To be eligible for funding consideration, a complete application must be submitted by **5 p.m. on Friday, August 7, 2020**.