



COVID-19 Response Guidance for Subrecipients Justice and Compliance Division

CJCC leadership is gathering information from the Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention, Department of Health and Human Services, Centers for Disease Control, Department of Public Health, and others to address the concerns that are specific to criminal justice services and programming. Federal guidance asks the public to do their part to slow the spread of the coronavirus. For general CJCC or other grant related guidance, please visit: <https://cjcc.georgia.gov/grants/covid-19-resources>.

(This is a living document and will be updated as more information is available. The most recent version can be located at <https://cjcc.georgia.gov/grants/covid-19-resources>.)

FAQ

Question 1: Will our agency be able to submit reimbursement requests, adjustment requests, etc.?

Answer 1: Yes. CJCC has implemented an electronic workflow that accommodates the processing of payments, adjustments, and activations while working remotely. Please email all grant reimbursement requests, adjustment requests, and award documents/packets to Justice@cjcc.ga.gov and copy your grants specialist. Please email CJCC team members for the most expedient response. For grants managed by other divisions, please refer to their division specific guidance for the correct email address to submit these documents.

Question 2: Will CJCC continue in-person meetings or site visits?

Answer 2: CJCC has postponed and/or cancelled all scheduled meetings, site visits, and other in-person meetings, with very few exceptions, until further notice. When possible, some meetings and training events may be hosted online. CJCC will inform you if a pre-scheduled meeting or site visit will be hosted online.

Question 3: Will CJCC and other partner agencies extend deadlines for initiatives, solicitation submissions, applications, etc.?

Answer 3: CJCC will extend deadlines when possible. Please check CJCC's website for updated information on any extensions.

Office of Justice Programs has communicated that solicitations with application due dates between March 16th and March 31st will have a 2-week extension for submission. OJP will continue to monitor the situation and determine if additional adjustments to closing dates will be needed. Grants.gov and OJP's Grants Management System remain open to continue to accept applications.

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Question 4: What if we need to temporarily suspend services because of the COVID-19 virus?

Answer 4: Programs should prepare to implement prevention efforts to contain the spread of the virus. CJCC recommends developing an emergency plan to deliver as many services as possible in a remote or mobile manner. Guidelines for providing telemental health services can be accessed: <https://cjcc.georgia.gov/covid-19-resources/remote-telemental-health-services> CJCC encourages all agencies to communicate with their local health department to aid in their decision-making process. Closures and action plans will likely differ community to community. Should any agency or program need to close its office, provide services remotely, or suspend services, CJCC requests that an emergency action plan explaining the changes to service delivery and how services will be delivered be submitted via email to your grants specialist.

For juvenile justice grantees, please see the Temporary Suspension of Group-Based Programs Policy for best practices when services are suspended. For in-home therapies, such as FFT, MST, BSFT, CJCC recommends reaching out directly to your service provider. If you have any questions regarding best practices or additional information specific to your evidence-based program, email Chelsea.Benson@cjcc.ga.gov or Smikkelsen@cjcc.ga.gov.

For criminal justice grantees, other than accountability court related, if you have programmatic questions, please contact your planner or Laura.Thompson@cjcc.ga.gov.

For accountability court grantees, if you have programmatic questions, please contact Taylor Jones at CACJ, Taylor.Jones@georgiacourts.gov.

Question 5: Can CJCC reimburse expenditures that provide tools to implement remote teleworking for non-essential staff?

Answer 5: CJCC understands the fluidity of the current emergency and will be as flexible as possible with budget adjustment requests to meet agency and client needs. Please submit adjustment requests accordingly with any evolving needs.

Question 6: What if there are interruptions in the performance of work under the grant?

Answer 6: Subgrantees should review their established policies to help in determining how the subgrantee's personnel costs may be treated during any period(s) of interruption to the performance of work under the award. Additionally, federally funded subrecipients should review the DOJ Grants Financial Guide and the Part 200 Uniform Requirements (2 C.F.R. Part 200, as adopted by DOJ) (see, for example, 2 CFR 200.430 and 2 C.F.R. 200.431, under Subpart E – Cost Principles). Please direct any questions about allowability of costs to your grants specialist.

Question 7: Can agencies pay their grant funded staff (even those without leave)?

Answer 7: If programs must reduce services due to a health crisis resulting in quarantines, programs should use their existing leave policies to address employee absences. If you do not currently have policies regarding working remotely and paid administrative leave, CJCC recommends developing those policies. Provided your organization has policies in place and all staff (grant funded and non-grant funded) are treated equally, we can continue to reimburse

projects even if services are temporarily reduced. Please contact your grants specialist for additional guidance. Additionally, send any developed policies to your grants specialist.

For juvenile justice group-based therapies, see the Temporary Suspension of Group-Based Programs Policy and sample logs. Please send any developed policies to Haley.McKinney@cjcc.ga.gov.

Question 8: Should I notify CJCC about any office closures or programming suspensions?

Answer 8: Yes, please notify CJCC about any impending office closures or programming suspensions. See Question/Answer 4.

Question 9 What should be done if participants or staff are suspected or confirmed COVID-19?

Answer 9: Per the CDC, decisions about whether participants with mild illness due to suspected or confirmed COVID-19 should remain in the programming or be suspended should be made in coordination with local health authorities.

Question 10: Should we limit non-essential travel?

Answer 10: CJCC strongly encourages that subrecipients limit travel to essential travel for client services.

Question 11: I have a document that requires an official's signature, what should I do?

Answer 11: We will be accepting electronic signatures. There are various programs which allow for this. For instance:

- Individuals can sign the document then scan or take a photo.
- Adobe Acrobat (both Acrobat Read DC and Professional) has a function that allows for e-signature: <https://helpx.adobe.com/acrobat/using/signing-pdfs.html>
- Adobe Signature: <https://acrobat.adobe.com/us/en/sign.html>
- Microsoft Lens: <https://www.microsoft.com/en-us/p/office-lens/>
- Docusign - <https://www.docusign.com/>

Question 12: I have booked travel to a conference/training/other that has been cancelled; what should I do?

Answer 12: If you have already booked travel (flights, registration cost, etc.) for conferences/training/other that are to be reimbursed by your grant, please contact your grants specialist or planner for guidance.

Question 13: If I need to move funding between approved budget categories, what should I do?

Answer 13: Please submit an SAR to your grants specialist for review and approval.

The following question (14) is specific to accountability court grantees.

Question 14: Will CJCC continue to allow for the standard ten-day grace period for submission of SERs?

Answer 14: Yes, please contact your grants specialist if you need additional clarification/information.

Question 15: What resources can our agency access for planning and response to COVID-19?

Answer 15 Please see the below list of resources:

- Judicial Council of Georgia, Judiciary and Court Guidance: <https://georgiacourts.gov/covid-19-preparedness/>
- Georgia Supreme Court: https://www.gasupreme.us/court-information/court_corona_info/
- Council of Accountability Court Judges (CACJ): <https://www.gaaccountabilitycourts.org/>
- Georgia Department of Juvenile Justice: <https://djj.georgia.gov/covid-19-employee-resources>
- Georgia Emergency Management and Homeland Security: <https://gema.georgia.gov/>
- National Council of Juvenile Family Court Judges: <https://www.ncjfcj.org/covid-19-resources-and-updates/>
- Georgia Department of Public Health:
 - <https://dph.georgia.gov/covid-19-daily-status-report>
 - <https://dph.georgia.gov/novelcoronavirus>
- Georgia Governor's Office COVID-19 Hotline: <https://gov.georgia.gov/>
- Office of Juvenile Justice and Delinquency Prevention
 - <https://www.txcourts.gov/media/1353181/PandemicRoadMapFINAL-031407.pdf>
 - <https://www.ncjrs.gov/pdffiles1/ojjdp/234936.pdf>
- Technology Related:
 - <https://cjcc.georgia.gov/covid-19-resources/remote-telemental-health-services>
 - <https://www.techsafety.org/digital-services-during-public-health-crises>
 - <https://www.techsafety.org/remote-work-public-health-crisis>
- Center for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/testing-in-us.html>
- Food Security for Children and Families: <https://foodfinder.us/>
- Nonprofit Guide to COVID-19 Planning: https://www.gcn.org/articles/Emergency-planning-for-nonprofits-Coronavirus-and-beyond?utm_source=GCN&utm_campaign=299a21cb88-EMAIL_CAMPAIGN_2020_03_05_08_58&utm_medium=email&utm_term=0_a5849370c-c-299a21cb88-223229383#link_from_covid_email

For any unanswered Juvenile Justice questions, please contact Stephanie Mikkelsen at Smikkelsen@cjcc.ga.gov. For any unanswered Criminal Justice, please contact Laura Thompson at laura.thompson@cjcc.ga.gov. For any unanswered programmatic questions for Accountability Court, please contact Taylor Jones at Taylor.Jones@georgiacourts.gov.