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The Criminal Justice Coordinating Council (CJCC) is pleased to announce that it is seeking applications for competitive funding for the Accountability Court Language Access and Screening Tool Grant under the Bureau of Justice Assistance (BJA) FY2023 Adult Treatment Court Discretionary Grant Program.

**FY2023 Adult Treatment Court Discretionary Grant Program:
Accountability Court Language Access and Screening Tool
Competitive Request for Applications**

Eligibility

Applicants are limited to current state funded Adult Treatment Courts to include: Adult Felony, Mental Health, Veterans Treatment, DUI, and Family Treatment Courts. **Courts within the same circuit may only submit one application to be considered for funding.**

Deadline

Applications are due by
5 p.m. Friday, June 20th, 2025

Available Funding

Category # 1: Language Access

\$400,000

Expected max award of \$150,000 for the Language Access Subgrant

Category #2: Screening Tool

\$450,000

Expected max award of \$100,000 for the Screening Tool Subgrant

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

Award Period

October 1, 2025 – September 30, 2027

Contact Information

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

THIS IS A FEDERAL GRANT SUBJECT TO FEDERAL RULES AND REGULATIONS

FY2023 BJA Adult Treatment Court Discretionary Grant Program: Accountability Court Language Access and Screening Tool Grant Competitive Request for Applications

SECTION I: OVERVIEW AND INSTRUCTIONS

Introduction

The Criminal Justice Coordinating Council (CJCC) in partnership with the Council of Accountability Court Judges (CACJ) received federal funding through the Bureau of Justice Assistance FY2023 Adult Treatment Court Discretionary Grant to assist courts in reducing racial and ethnic disparities through a variety of methods. This grant has two categories, a language access category and a universal screening tool. Courts may apply for funds in either or both categories.

The language access grant is designed to assist courts in establishing a language access protocol to ensure equitable access to services and materials for non-English and limited-English speaking (LEP) participants, including Deaf and Hard of Hearing (DHH) participants. The purpose of this funding is to ensure that LEP and DHH participants have equal access to accountability court services, thus addressing possible disparities among racial and ethnic groups as well as increasing client success within Georgia's accountability court system.

The universal screening tool grant is designed to assist courts in establishing a universal screening tool to be used to screen all persons potentially eligible for an accountability court. By screening all persons incarcerated in the local jails and relevant out-of-custody defendants appearing on criminal and dependency court calendars, accountability courts can expand their census while ensuring that all eligible individuals are considered for participation. This tool would supplement existing local accountability court screening procedures, and would not replace the existing screening tools such as the LSCMI. This approach helps address possible disparities among racial and ethnic groups who may not be identified via traditional screening procedures.

Funds will be made available between July 1, 2025 through June 30, 2027.

The Adult Treatment Court Discretionary Grant Program

The Adult Treatment 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.

Applicant Eligibility

- All CACJ certified and/or funded *existing* accountability courts are eligible to apply for funding. Existing adult felony drug courts, mental health courts, veterans courts, DUI courts, and family treatment courts are eligible.
- Accountability courts within a circuit are **required** to submit a single application for funding consideration. Please note, if awarded, all funds will be granted to a single

accountability court and will require that court to act as the lead and will manage all fiscal and programmatic requirements on behalf of all participating accountability courts.

- Courts may apply for one or both categories.

Additional Information

- Applicants will be required to identify the need for services and the commitment to reducing racial and ethnic disparities. For the language access category, this can be demonstrated by providing data on the nature and size of the population of LEP and DHH potential participant pool, as well as by discussing any past experiences the applicant has accommodating LEP and DHH participant. For the universal screening tool category, this can be demonstrated by providing data on the nature and size of the population of justice-involved racial and ethnic minorities in their jurisdiction, both in criminal cases as well as in dependency cases (where applicable). Applicants should include a brief overview of how they plan to implement a universal screening tool.
- Grantees will be required to complete quarterly programmatic performance reporting through the OJP performance management system as well as additional data collection as required by the grant evaluator.
- Grantees will be required to adhere to grant conditions as set by CJCC during the award process.

How to Apply

Interested applicants should review the Accountability Court Language Access and Screening Tool Grant Solicitation 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 p.m. Thursday, February 27th, 2025**.

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.

Match Requirement - BJA

BJA requires a 25% match for this grant award that will be satisfied using the salary for the either the Project Director or Case Manager paid by the court's CACJ state-funded accountability court grant award. Please note that when drafting the agency's application budget, the applicant should **not** account for the Match amount as it will be added to the final grant award if chosen for funding.

SECTION II: APPLICATION PROCESS

Application Review

Applications will be reviewed and assessed by CJCC and the CACJ Funding Committee 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 local demographics, local statistics, referral and participant statistics, other financial resources, etc.;
4. Adequate correlation between the cost of the project and the objective(s) to be achieved;
5. The applicant's prior experience, if any, providing language access services and/or universal screening procedures (including but not limited to, such as an attempt to screen every inmate in the jail with new charges or a new VOP, etc.);
6. Demonstration of the need and commitment to reducing racial and ethnic disparities; and
7. Compliance with certification requirements.

Only complete applications received by the deadline will be reviewed. **When an application is received by CJCC, there is no commitment on the part of CJCC or CACJ's Funding 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. CJCC 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 CJCC.

Competitive Funding Decisions

All funding decisions related to the court application received in response to this solicitation are made by CJCC and based on the availability of funding and recommendations of the CACJ Funding Committee to CJCC's Board. CJCC 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 CJCC's Executive 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 CJCC to determine that a subgrantee is not compliant with applicable policies. Upon such a determination, CJCC may terminate further funding and require reimbursement of grant funds.

Use of Funds

The following are all allowable expenses under the grant program.

Category #1 Language Access

Translation Services – Printed Material

Funds may be used to translate and print accountability court documentation and written material, such as the participant handbook, a flyer or other item advertising the program, a program application, and the program contract into languages other than English.

Interpreter Services

Funds may be used to pay for interpretation services of any kind that accommodates an LEP or DHH participant in an accountability court, including both telephonic or web-based real time interpretation services (e.g. LanguageLine) as well as traditional in-person interpreter services.

Purchasing Printed Materials in Another Language

Funds may be used to purchase accountability court-related and treatment-related printed material in another language. For example, the funds can be used to purchase MRT workbooks in Spanish.

Treatment and Other Services in Another Language

Funds may be used to pay for treatment and other program services provided in another language.

Category #2: Screening Tool

Services to Administer Screening Tool

Funds may be used to pay for contracted services to administer the universal screening tool and to perform data collection and reporting associated with the tool. Services may consist of an hourly 1099 individual contractor, or an organization providing a defined service. The cost of a tablet or laptop to administer the tool is also a permissible expense.

Printing – Copies of Screening Tool

Funds may be used to print or photocopy additional copies of the screening tool when done by hand.

Restriction of Funds

Grant funds will not be allowed to be used for: state training, salary, office space, furniture, incentives, food, trinkets, monthly cell phone charges, the purchase of vehicles, weapons, overall agency supplies, construction projects and grant administrative overhead.

Supplanting

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.

Risk Assessment and Monitoring

Risk Assessment and Monitoring. [2 CFR 200.332\(b\)](#) states that “all pass-through entities must... evaluate each subrecipient’s risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for the purposes of determining the appropriate subrecipient monitoring.” Risk assessment and monitoring apply to the grantee court(s), not to individual participants. Please see the links below for more information.

The Accountability Court Language Access and Screening Tool Grant monitoring schedule will be developed based on the overall subrecipient risk. The risk assessment should be completed using the subgranting agency's information. Click [here to complete risk assessment](#). See below for instructions on how to complete the risk assessment:

- [Non-Profit Risk Assessment Instructions](#)
- [Government Agency Risk Assessment Instructions](#)
- [University Risk Assessment Instructions](#)

****Risk assessment should only be completed by applicants who have not completed a risk assessment in the last 6 months.**

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 returned to CJCC's office.

Special Conditions

At the time of the subgrant award, CJCC will assign special conditions as CJCC deems 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 CJCC within **forty-five (45) days** of the award date.

CJCC will assume your 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 court-by-court 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. invoices, utility receipts, etc.)
- Provisions for payment by check (as applicable).

Office of Civil Rights

Pursuant to 28 C.F.R. Section 42.302, all recipients of federal funds must be in compliance with EEO and Civil Rights requirements. All courts that receive Discretionary funds or are Sub-awarded Discretionary funds via court agreements are required to conform to the grant program requirements and all applicable civil rights laws. Violations may result in suspension or termination of funding until CJCC determines the recipient is in compliance. Information on required biannual agency-wide Civil Rights trainings can be found at <http://ojp.gov/about/ocr/assistance.htm>.

Nondiscrimination

Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. Findings of discrimination must be submitted to the Office for Civil Rights and to CJCC.

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 Treatment Court Discretionary Program, has developed performance measures for all funded program types. As such, CJCC 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 15
October 1 – December 31	January 15
January 1 – March 31	April 15
April 1 – June 30	July 15

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 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, including demographics, for the accountability court-funded project.
 - For the language access category, applicants must demonstrate need for additional funding for language access services.
 - For the screening tool category, applicants should include information on any prior attempt or current procedure to screen all inmates and/or out of custody cases for accountability court eligibility.
- **Needs statement:** Provide a statement of the specific problem(s)/gap(s) the project will address.
 - For the language access category, including an outline of available language access options currently in place for the accountability court program, if any. The statement should also include an assessment of the current level of need for language access services, and the current inability of the accountability court to serve LEP and DHH participants. The court should also demonstrate how LEP and DHH issues have impacted participant success, if applicable, or if potential eligible participants have historically been declined due to language barriers.
 - For the screening tool category, applicants should include an outline of any current accountability court recruitment efforts. **The applicant should also use this section to clearly identify the need and commitment to address potentials for racial and ethnic disparities within their accountability court program.** 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. Courts are encouraged to use participant- and program-level data to demonstrate the need for language access services and/or a universal screening tool in their service area.
- **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 language access services that will be procured, 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. **If the applicant is unable to download the required budget worksheet, please contact CJCC for additional assistance. 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 which includes the requested information and all required attachments, online at https://cjcc.formstack.com/forms/fy23_language_and_screening. To be eligible for funding consideration, a complete application must be received by **5 p.m. on Friday, June 20th, 2025.**