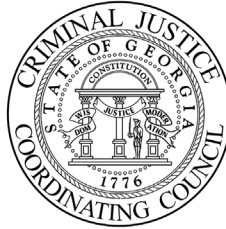


BRIAN P. KEMP
GOVERNOR



JAY NEAL
DIRECTOR

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

**FY2023 Adult Treatment Court Discretionary Grant Program:
Accountability Court Housing Grant
Competitive Request for Applications**

Eligibility

Applicants are limited to current state funded Adult Treatment Courts to include: Adult Felony, Mental Health, Veterans Treatment, DUI/DWI, 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 EST Thursday, May 30th, 2024

Available Funding

\$1,000,000

Expected max award of \$100,000

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

July 1, 2024 – June 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

Release Date: April 30, 2024

THIS IS A FEDERAL GRANT SUBJECT TO FEDERAL RULES AND REGULATIONS

FY2023 BJA Adult Treatment Court Discretionary Grant Program:
Accountability Court Housing 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 provide transitional and emergency housing assistance. The purpose of this funding is to address possible disparities among racial and ethnic groups as well as increase client success within Georgia’s accountability court system by reducing environmental and social risk factors associated with housing instability. Funds will be made available between July 1, 2024 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.
- Accountability court 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.
- Technical assistance will be provided by CACJ staff with guidance on how to meet this requirement, and a mandatory training webinar for grantees will be offered during the beginning of the grant period.

Additional Information

- Applicants will be required to identify the need and commitment to reducing racial and ethnic disparities. This should be demonstrated by providing data on the court's current participants who are unstably housed/literally homeless and potential participants who the court cannot currently serve due to the lack of funds for housing support. Courts should also address in their application the extent to which housing instability impacts participant success in the program.
- 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.
- Should an accountability court 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.

How to Apply

Interested applicants should review the Accountability Court Housing 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., May 30th, 2024**.

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 (25% Match)

There is a 25 percent match requirement for this grant award that will be satisfied using the salary for 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 geographic location, local demographics, local statistics, referral and participant housing statistics, other financial resources, etc;
4. Adequate correlation between the cost of the project and the objective(s) to be achieved;
5. Demonstration of the need and commitment to reducing racial and ethnic disparities; and
6. 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.

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 180 days per/program participant. Applicants must include budget calculations as part of the application.
- Courts seeking hotel accommodations for participants should refer to the www.gsa.gov daily hotel per diem. Room rates should not exceed the GSA rate per day for the given area.
- 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 court regularly.

Recovery-Transitional Housing – This is a housing model that uses substance use-specific services, peer support, and physical design features to support individuals and families on a particular path to recovery from addiction. Courts may request funds to support recovery/sober living housing for a maximum of 24 months. Applicants must include budget calculations as part of the application. In order to use funds to support recovery housing the program of choice must have the following defining practices:

- The housing site should be configured in a way that is most beneficial to the creation of a Recovery Oriented Community and in a way that uses evidence-based or evidence-informed practices for successful sober living arrangements;
- Participants should have personal privacy and 24/7 access to the housing, with community space for resident gatherings and meetings;
- Holistic services and peer-based recovery supports should be available to all program participants. Substance use disorder treatment, mental health services, case management services, and ancillary services provided by the accountability court can satisfy this requirement;
- Services should be provided to assist participants in the goal of achieving permanent housing placements and stability along with help secure income and employment stability, if needed, as well as sustained recovery and abstinence from substance use;
- Relapse should not be treated as an automatic cause for eviction from housing;
- discharge from recovery housing or eviction should only occur if participant's behavior substantially disrupts or impacts the welfare of the recovery community;
- The court must abide by all local and State landlord-tenant laws that govern grounds for eviction; and
- Courts will be required to partner with landlords to provide housing services with this funding source to include monthly invoices.

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 Housing 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 subawarded 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. However, the applicant can find attached to the solicitation announcement a list of frequently asked questions as well as a sample PMT report to determine the level of data required to complete the report.

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. Applicants must demonstrate need for additional funding for emergency and transitional 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. The statement should also include an assessment of the current level of need for housing, or the current inability of the accountability court to serve unstably housed participants. The court should also demonstrate how housing instability has impacted participant success, if applicable. **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 housing services 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 housing 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_housing_grant_program. To be eligible for funding consideration, a complete application must be received by **5 p.m. on Thursday, May 30th, 2024.**