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At the direction of the Funding Committee under the Council of Accountability Court Judges (CACJ) the Criminal Justice Coordinating Council (CJCC) is pleased to announce that it is seeking applications for **competitive funding** for qualified existing Accountability Courts in the State of Georgia.

State of Georgia  
Accountability Court Funding Program FY'23 Enhancement and Innovation Proposal  
Solicitation Packet

**Eligibility**

Applicants are limited to existing Accountability Courts. Adult Felony Drug Court, Adult Mental Health Court, and Veterans Treatment Court submissions are limited to one application per circuit, per court type. State and Juvenile Court submissions are limited to one application per county, per court type (i.e., DUI, Family Dependency Treatment, Juvenile Drug, or Juvenile Mental Health Court).

**Deadline**

Applications are due by 5:00 p.m. on Friday, September 30, 2022

**Available Funding**

The amount available for distribution has been determined by the legislature during the 2022 session. **There is a 12% cash match requirement.**

For **existing courts** applying for this grant period, grant requests will be prioritized for courts that can demonstrate that funds would be used to enhance operations or to implement innovative accountability court practices. Requests for enhancement funds must show the court's ability to increase or improve the quality, value, or extent of current operations. Innovation proposals must introduce creative strategies that will advance the court.

## **Award Period**

January 1, 2023 through June 30, 2023

Release Date: September 6, 2022

THIS GRANT IS *NOT* INTENDED TO FUND YOUR PROGRAM 100%.

## **State of Georgia** **Accountability Court Funding Program** **FY'23 Enhancement and Innovation Solicitation Packet**

### **SECTION I: OVERVIEW AND INSTRUCTIONS**

#### **Criminal Justice Coordinating Council**

The Criminal Justice Coordinating Council (CJCC) 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-seven 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 by 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.

#### **How to Apply**

Interested applicants should review the FY'23 Enhancement and Innovation Solicitation Packet in its entirety, and submit the completed application, including the requested information and all required attachments, using the link on the Council's website at [cjcc.georgia.gov](http://cjcc.georgia.gov) on or before 5 p.m., September 30, 2022. **The applicable form for existing is the only acceptable formats for submitting the narratives and budget for this 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 (12% CASH match)**

Applicants must identify the source of the 10 percent non-state portion of the total project costs and how they will use match funds. Match is restricted to the same uses of funds as allowed for the state funds. Applicants may satisfy this match requirement with cash only (no in-kind services).

*Match Waiver:* The CACJ may waive the match requirement upon a determination of fiscal hardship. **To be considered for a waiver of match, a letter of request signed by the Authorized Representative or Program Judge must be submitted with the grant application defining the fiscal hardship.** Fiscal hardship is defined in terms related to reductions in overall budgets, furloughs, or reductions in force of staff or other similar documented actions by the local governing authority which have resulted in severe budget reductions. A match waiver request must be submitted as a separate attachment to the application and titled as the “*Match Waiver.*”

NOTE: You do NOT need to match every item you are requesting but must supply a 10% match in the overall budget request. The match must be from one of the allowable categories.

**The formula for calculating the match is:** Requested Grant Amount multiplied by 12 then divided by 88 = Required Match

#### **Example:**

12% match requirement: for a state award amount of \$100,000, match would be calculated as follows:

$$\text{State Award} \times 12/88 = \text{Match}$$

$$\text{Ex. } \$100,000 \times 12/88 = \$13,363.36$$

## **SECTION II: SOLICITATION PROCESS**

Please read and understand the Certification for Accountability Court Funding attachment before completing the application. All accountability courts shall attend training and submit a proposed budget/narrative for all funds requested through this grant.

### **Existing Courts**

Complete all sections of the application, unless noted otherwise.

### **Application Review**

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

1. Past compliance with all financial and programmatic reporting requirements.

2. Overall quality and completeness of the application.
3. Demonstration of clear, measurable, and appropriate standards.
4. Demonstration of need including geographic location, local demographics, local statistics, other financial resources, etc.:
5. Adequate correlation between the cost of the project and the objective(s) to be achieved; and
6. Sharing resources among each accountability court within the circuit is strongly encouraged. All applications within each circuit will be reviewed together.

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 the CACJ 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. The CACJ Funding Committee 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.

### **Funding Decisions**

All funding decisions related to CJCC applications received in response to this solicitation are made by the CACJ Funding Committee and are based on the availability of funding. The Council will inform the applicants of funding decisions through grant awards. Applicants should not make assumptions regarding funding decisions until they have received official written notification of awards or denials signed by the CJCC Council Director.

Once an award is made, the CACJ in conjunction with CJCC, maintains discretion to determine that a grantee is not compliant with applicable policies, and upon such a determination may terminate further funding and require reimbursement of grant funds to the CACJ.

### **Restrictions on Use of Funds**

For this grant period, grant funds will not be allowed to be used for: out of state training, any part of a salary or pay supplements for state or county paid employees, office space, utilities, furniture (existing courts only), incentives, monthly cell phone charges, case management software (including maintenance and upgrades), vehicles, weapons, office supplies (existing courts only), construction projects and grant administrative overhead.

## **Supplantation**

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

Generally, supplanting occurs when a local government or program reduces local or other available funds for an activity specifically because state funds are available (or expected to be available) to fund that same activity. When supplanting is not permitted, any State grant funds may not replace any local, or other available funds that have been appropriated or allocated for the same purpose. In those instances when a question of supplanting arises, the applicant or grantee will be required to substantiate that the reduction in non-state resources occurred for reasons other than the receipt or expected receipt of state funds.

## **SECTION III: POST-AWARD REQUIREMENTS**

### **Grant Acceptance**

**Grantees wishing to accept FY'23 funding must submit signed Acceptance Letters and Special Conditions to the CJCC Office, so it is *received* no later than 5 p.m., December 30, 2022.** CACJ Funding Committee will assume your court rejects its FY'23 award if these acceptance documents are not received by this submission deadline.

### **Special Conditions**

At the time of the grant award, the CACJ Funding Committee will assign special conditions, as deemed appropriate for the program. The special conditions will outline the grantee's responsibilities, as well as state regulations that must be followed, 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 by 5 p.m., December 30, 2022 (see above).

**One half of all awarded funding must be requested in that quarter's SER each reporting period. This means that the expenditure must be paid by your local funding agency and CJCC reimbursement has been requested within that reporting period. Any unused funds each quarter end will be retained by the CJCC to be managed by the CACJ.**

**This is a reimbursement grant.** If awarded funds, your court will be required to submit check stubs and copies of invoices to CJCC for reimbursement on a quarterly basis.

**Training is made available to each court that accepts grant funding. Please see [www.gaaccountabilitycourts.org](http://www.gaaccountabilitycourts.org) for the training dates and required attendees.** Expenses for training will be reimbursed by the CACJ Funding Committee.

## Reporting Requirements

**Recipients of this FY'23 Enhancement and Innovation Grant Award will be required to complete and submit SER and comply with CACJ Reporting Requirements no later than 15 days after each quarter end.** Failure to submit reports in a timely fashion could result in a 10% penalty that will be based on the initial grant award. Subgrantees are given a 10-day grace before any action is taken. Please note that the CACJ Program Report has been replaced with an electronic report submission process generated by the state approved case management systems during FY'23.

SER (Sub-grant Expenditure Requests): Reimbursement requests for expenses incurred during the grant period on either a monthly or quarterly basis. To request reimbursement, the recipient must submit a financial report within fifteen days of the month's end date, to their designated grant specialist.

## SECTION IV: Project 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 they are currently interacting with Accountability Courts.
- **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, surveillance service providers should state an estimate of the number of participants that will be observed during the grant year 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. Outline who will conduct the activities and/or provide services, what the activities and services are, a timeline for accomplishing the activities, where services will be delivered, and why the activities and services are needed to achieve the stated goals. Please also explain how the plan for project activities and services 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 and services necessary 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.