

**OFFICE OF THE GOVERNOR  
CRIMINAL JUSTICE COORDINATING COUNCIL**

**SUBGRANT AWARD**

**SUBGRANTEE:** DeKalb County Government

**IMPLEMENTING**

**AGENCY:** DeKalb County Government

**PROJECT NAME:** Mental Health Court

**SUBGRANT NUMBER:** J21-8-062

**FEDERAL FUNDS:** \$ 125,615

**MATCHING FUNDS:** \$ 13,957

**TOTAL FUNDS:** \$ 139,572

**GRANT PERIOD:** 07/01/20-06/30/21

This award is made under the Council of Accountability Courts Judges State of Georgia grant program. The purpose of the Accountability Court Grants program is to make grants to local courts and judicial circuits to establish specialty courts or dockets to address offenders arrested for drug charges or mental health issues. This grant program is subject to the administrative rules established by the Criminal Justice Coordinating Council.

This Subgrant shall become effective on the beginning date of the grant period, provided that a properly executed original of this "Subgrant Award" is returned to the Criminal Justice Coordinating Council by July 30, 2020.

**AGENCY APPROVAL**

**SUBGRANTEE APPROVAL**

\_\_\_\_\_  
Jay Neal, Director  
Criminal Justice Coordinating Council

\_\_\_\_\_  
Signature of Authorized Official      Date

Date Executed: 07/01/20

\_\_\_\_\_  
Typed Name & Title of Authorized Official

58-6000814-001

\_\_\_\_\_  
Employer Tax Identification Number (EIN)

\*\*\*\*\*

INTERNAL USE ONLY

TRANS CD	REFERENCE	ORDER	EFF DATE	TYPE	PAY DATE	INVOICE	CONTRACT #
102	01	1	07/01/20	9		**	J21-8-062
OVERRIDE	ORGAN	CLASS	PROJECT			VENDOR CODE	
2	46	4	01				

ITEM CODE	DESCRIPTION 25 CHARACTERS	EXPENSE ACCT	AMOUNT
1	Mental Health Court	624.41	\$ 125,615

**CRIMINAL JUSTICE COORDINATING COUNCIL**  
**State of Georgia – Accountability Courts**

**SPECIAL CONDITIONS**

1. All project costs not exclusively related to activities of the funded accountability court must be approved with a Subgrant Adjustment Request, and only the costs of approved project-related activities will be reimbursable under the Subgrant Award.

Initials \_\_\_\_\_

2. The subgrantee must submit Subgrant Adjustment Request #1 with the completed award package. The adjustment request is accompanied by a detailed project budget that itemizes all projected expenditures as approved by the Council of Accountability Court Judges (CACJ) Funding Committee. This initial SAR is part of the grant activation process and enables the CJCC to initiate the grant. The project budget and summary will not be established, or officially approved, until the subgrantee receives a written approval notice from the Criminal Justice Coordinating Council. All project costs and project activities must coincide with the approved budget, summary, and implementation plan unless subsequent revisions are approved by the Criminal Justice Coordinating Council.

Initials \_\_\_\_\_

3. The subgrantee must submit subsequent Subgrant Adjustment Requests to revise the budget, project summary, and implementation plan prior to any substantial changes, but no later than 30 days prior to the end of the subgrant period.

Initials \_\_\_\_\_

4. The subgrantee agrees that no funds shall be expensed outside of the approved budget. In addition, any funds spent under this subgrant award must be expended by the grant end date and not encumbered.

Initials \_\_\_\_\_

5. The subgrantee agrees that at least 25% of the awarded funds will be spent in the first quarter, 50% in the second quarter and 75% in the third quarter. If this condition is not met, any unused remaining funds from that quarter will be retained by the Council to be managed by the CACJ Funding Committee.

Initials \_\_\_\_\_

6. Waivers for the above 25% expenditure requirement may be granted at the committee's discretion for the 1<sup>st</sup> and 2<sup>nd</sup> quarters only. If a waiver is granted, the funds held over to the next quarter must be spent in the next quarter.

Initials \_\_\_\_\_

7. This is a reimbursement grant. Requests for reimbursement must be made on a quarterly basis. Subgrant Expenditure Reports are due 15 days after the end of the reporting period. SERs may be submitted monthly.

Initials \_\_\_\_\_

8. The subgrantee certifies that state funds will not be used to supplant funds that would otherwise be made available for grant-funded initiatives. State funds must be used to supplement existing funds for program activities and not replace funds appropriated for the same purpose. Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the subgrantee will be required to document that the reduction in non-state resources occurred for reasons other than the receipt or anticipated receipt of state funds.

Initials \_\_\_\_\_

- 9. Statistical and/or evaluation data describing project performance must be submitted to Council of Accountability Court Judges (CACJ) on a quarterly basis using the prescribed format provided to the Subgrantee. Failure to submit all requested data on a timely basis will result in the withholding of grant funds on this subgrant and/or any other subgrant administered by CJCC until compliance is achieved. If reports are not received, funds for subsequent quarters may be rescinded.

Initials \_\_\_\_\_

- 10. The subgrantee certifies that 1) title to all equipment and/or supplies purchased with funds under this subgrant shall vest in the agency that purchased the property; 2) equipment and/or supplies will be maintained in accordance with established local or state procedures as long as the equipment and/or supplies are used for program-related purposes; and 3) once the project concludes and/or equipment is no longer utilized for its grant-funded purpose, the Criminal Justice Coordinating Council and the Council of Accountability Court Judges will be informed of the available equipment and determine its future use to assure it is utilized in furtherance of the goals and objectives of the grant program and the State of Georgia.

Initials \_\_\_\_\_

- 11. If your court uses a CSB/DBHDD enrolled provider for treatment and receives specific contracted funds for mental health and/or addictive disease treatment court services, these funds have been awarded provisionally. Prior to use, the court must meet with the CSB/DBHDD enrolled provider to determine what services are billable and are not being provided. These funds should only be applied to services that are not billable by the CSB/DBHDD enrolled provider. The court should work to enter into agreement with the CSB/DBHDD enrolled provider that outlines billable and non-billable services.

Initials \_\_\_\_\_

- 12. All drug, veteran, mental health, family, and DUI courts must use a validated assessment tool approved by the Council of Accountability Court Judges. All courts are required to use evidence-based treatment modalities.

Initials \_\_\_\_\_

- 13. Subgrantees must comply with the training requirements as determined by the Council of Accountability Court Judges. All evidence-based training attendees will be required to sign and submit the Evidence-Based Training MOU upon registering for CACJ supported training sessions. The court shall implement the evidence-based treatment within 60 days of the training attendee achieving certification.

Initials \_\_\_\_\_

- 14. All evidence-based training attendees that achieve certification are subject to fidelity monitoring by the CACJ Treatment Support Fidelity Specialist and/or by comparable assigned staff. Subgrantees shall provide treatment scheduling documentation to CACJ to support the fidelity visit.

Initials \_\_\_\_\_

- 15. Subgrantees in receipt of funds to support participant treatment are subject to fidelity monitoring by the CACJ Treatment Support Fidelity Specialist and/or by comparable assigned staff. Subgrantees shall provide treatment scheduling documentation to CACJ to support the fidelity visit.

Initials \_\_\_\_\_

- 16. Subgrantees in receipt of funds to support internally provided, grant supported, evidence-based trainings must comply with the following: notify the CACJ of scheduled training sessions; enter into agreements with qualified

evidence-based facilitators; submit an evidence-based MOU for each attendee to the CACJ prior to the start of training session; and provide the CACJ with documentation of each attendee achieved certification.

Initials \_\_\_\_\_

- 17. CACJ may designate preferred vendors or suppliers of products or services that are either on state contract or with which the CACJ has an agreement or contract in place. Subgrantees may be required to utilize such contracts or agreements for designated products or services or be required to justify that their purchases are less costly.

Initials \_\_\_\_\_

- 18. Non-compliance with any of the special conditions contained within this document, by the authorized official, project officials and/or employees of this grant, will result in a recommendation to the CACJ Funding Committee that the award be rescinded.

Initials \_\_\_\_\_

- 19. Subgrantees must follow all accountability court standards as approved by the Council of Accountability Court Judges.

Initials \_\_\_\_\_

- 20. Subgrantees must abide by the Rules of the Council of Accountability Court Judges. Subgrantees are responsible for obtaining the current version of the Rules and ensuring that program activities operate in compliance with the Rules. The Rules, in their entirety, are incorporated herein by reference and compliance with the Rules is a condition of this grant. A failure to comply with the Rules may result in immediate rescission of a grant award. The CACJ is not required to follow the procedures outlined in Article 8 of the Rules (decertification procedures) when the subgrantee has failed to comply with these grant conditions.

Initials \_\_\_\_\_

- 21. Subgrantees must create and maintain a pandemic policy that outlines how the program will manage operations during a pandemic. This pandemic policy must include provisions for management of a second spike in disease prevalence, such as that anticipated by health experts later this year resulting from the spread of the novel coronavirus. Subgrantees must submit their pandemic policy to the CACJ no later than September 30, 2020. Instructions for submission will be circulated by the CACJ to subgrantees by August 1, 2020. The CACJ may distribute and/or publicly publish a program’s pandemic policy as a sample policy to assist other programs across the state; however, the CACJ will contact the program for permission to publish before doing so.

Initials \_\_\_\_\_

**Please be advised that failure to comply with any of the Special Conditions will result in material noncompliance with the Subgrant Agreement, thus subjecting the Subgrant Agreement to possible termination by the Criminal Justice Coordinating Council.**

\_\_\_\_\_  
**Authorized Official Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Authorized Official Name**

\_\_\_\_\_  
**Title**

CRIMINAL JUSTICE COORDINATING COUNCIL  
 SUBGRANT ADJUSTMENT REQUEST  
 FEDERAL GRANT #

ADJ REQUEST #: 1

REQUEST DATE: \_\_\_\_\_

SUBGRANTEE: DeKalb County Government

SUBGRANT #: J21-8-062

PROJECT NAME: DeKalb County Superior MH Court

**NATURE OF ADJUSTMENT:**

Mark all that apply.

Adjustments of each type shown should be entered in the section indicated.

- \_\_\_ REVISED BUDGET . . . . . Go To . . . . SECTION I
- \_\_\_ PROJECT PERIOD AND/OR EXTENSION. Go To . . . . SECTION II
- \_\_\_ PROJECT OFFICIALS/ADDRESSES. . . . Go To . . . . SECTION III
- \_\_\_ PROJECT PERSONNEL. . . . . Go To . . . . SECTION III
- \_\_\_ GOALS AND OBJECTIVES . . . . . Go To . . . . SECTION III
- \_\_\_ OTHER. . . . . Go To . . . . SECTION III

MUST BE JUSTIFIED AND EXPLAINED THOROUGHLY IN SECTION IV.

**SECTION I. REQUEST FOR BUDGET CHANGE - JUSTIFY IN SECTION IV.**

	CURRENT APPROVED	REVISIONS +/-	REVISED BUDGET
<b>PERSONNEL</b>	\$ 139,572	_____	_____
<b>EQUIPMENT</b>	0	_____	_____
<b>SUPPLIES</b>	0	_____	_____
<b>TRAVEL</b>	0	_____	_____
<b>PRINTING</b>	0	_____	_____
<b>OTHER</b>	0	_____	_____
<b>TOTAL</b>	\$ 139,572	_____	_____
<b>Federal</b>	\$ 125,615	_____	_____
<b>Match</b>	\$ 13,957	_____	_____

**SECTION II. REQUEST FOR CHANGE IN PROJECT PERIOD - JUSTIFY IN SECTION IV.**

CURRENT GRANT PERIOD	REQUESTED GRANT PERIOD	FOR EXTENSION,
Start Date: <u>07/01/20</u>	Start Date: _____	# OF MONTHS: _____
End Date: <u>06/30/21</u>	End Date: _____	

NOTE: The maximum extension request cannot exceed 12 months.

**SECTION III. REQUESTS FOR REVISIONS TO PROJECT OFFICIALS/ADDRESSES, PROJECT PERSONNEL, GOALS AND OBJECTIVES, AND/OR OTHER NON-BUDGET, NON-PERIOD CHANGES (JUSTIFY IN SECTION IV.)**

CRIMINAL JUSTICE COORDINATING COUNCIL  
SUBGRANT ADJUSTMENT REQUEST  
FEDERAL GRANT #

ADJ REQUEST #: 1

REQUEST DATE: \_\_\_\_\_

SUBGRANTEE: DeKalb County Government

SUBGRANT #: J21-8-062

PROJECT NAME: DeKalb County Superior MH Court

**SECTION IV. JUSTIFICATION OF ALL REQUESTED ADJUSTMENTS, REVISIONS, AND/OR CHANGES**

All requested adjustments in Sections I, II & III (page 1) must be justified in detail in this Section. Include item costs, descriptions, equipment lists, detailed explanations, and any other information that would further clarify and support your request for adjustment. Attach additional pages as needed.

**SUBMITTED BY:**

\_\_\_\_\_  
Signature of Financial Officer or Project Director

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CJCC ROUTING AND APPROVALS:**

Approval

Disapproval

Reviewer Signature

Reviewed By: \_\_\_\_\_

Authorized By: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## FY'21 Budget Detail Worksheet

Court Name                      Dekalb County Mental Health Court  
    Superior Court

Budget Worksheet Category	Line Item Approvals	Line Item Totals
Personnel	Program Coordinator	50,898.00
	Coordinator Benefits	24,047.00
Contract Services	Psychiatrist	7,000.00
	Nurse Practitioner	5,875.00
	Counselor	13,000.00
Drug Testing Supplies	Drug Testing Supplies	5,000.00
Other Costs		0.00
Equipment		0.00
In State Training and Travel	CACJ Conference	4,795.00
Transportation Funding	Transportation	15,000.00
		\$0
<b>Total Budget Request:</b>		<b>\$125,615</b>

Match: \$13,957

**CACJ Funding Committee Notes:**

Program must have all team members ( including Judges) attend required training. Census should increase to at least 20 participants within the next 18 months.