



BRIAN P. KEMP  
GOVERNOR

JAY NEAL  
EXECUTIVE DIRECTOR

May 15, 2018

The Honorable Courtney Johnson  
DeKalb County Government  
DeKalb Felony Drug Court  
556 N. McDonough Street, Suite 440  
Decatur, GA 30030

Dear Judge Johnson,

Congratulations! I am pleased to inform you that the Council of Accountability Court Judges Funding Committee has awarded a grant to your court, effective July 1, 2019.

Enclosed, you will find the award documentation for this federal-funded grant award. Please pay particularly close attention to the special conditions, as they are the terms and conditions which govern the award. Your completed award package must be returned within forty-five (45) days of receipt to the Criminal Justice Coordinating Council at the following address:

Attn: Shameeka Hill  
Criminal Justice Coordinating Council  
104 Marietta Street, Suite 440  
Atlanta, GA 30303

If you have any questions regarding the execution of the enclosed documents or the administration of your project, please feel free to contact Shameeka Hill, Grant and Program Specialist at (404) 654-1796 or [shameeka.hill@cjcc.ga.gov](mailto:shameeka.hill@cjcc.ga.gov). I look forward to working with you on this exciting initiative and advancing services for our state's Accountability Courts in a truly meaningful way.

Sincerely,



**Laura Thompson**  
Criminal & Juvenile Justice Program Director



## Council of Accountability Court Judges

**Chief Judge Brenda S. Weaver**  
*Executive Committee Chair*  
*Appalachian Judicial Circuit*

**Taylor Jones**  
*Executive Director*

May 13, 2019

Dear Accountability Court Judges,

In support of Georgia's accountability courts, a \$4.3 million budget request, over and above last year's appropriation, was recommended as part of the Governor's Budget Report for Amended Fiscal Year 2019 and Fiscal Year 2020. During the 2019-2020 Session of Georgia's General Assembly, the Council of Accountability Court Judges (CACJ) worked to justify the need for the increase in funds for accountability courts. The final version of House Bill 31, as passed by conference committee and approved by both chambers on March 28, 2019, did not include an increase for accountability courts.

The CACJ Funding Committee has the objective of administering all grants and funds on behalf of the Council. As part of this process, the Committee reviews the spending rates of each accountability court awarded grant funds. Per the grant special conditions, courts are required to spend at least 25% of their award each quarter of the state fiscal year to avoid a de-obligation of funds. A court can submit a waiver for good cause to the Committee to explain why the spending threshold may not have been met for a quarter. This process is one that supports the overall budget to help ensure the maximization of state funds. At the end of state fiscal year 2018 and after all final sub-grant expenditure requests (SER) were processed by the Criminal Justice Coordinating Council (CJCC), the accountability courts returned just over \$2 million dollars to the State Treasury, the most we have returned in the history of the program.

CACJ thanks you for submitting a state fiscal year 2020 application for accountability court funds. The Committee reviewed applications from April 25<sup>th</sup>-26<sup>th</sup>, 2019 from existing and new implementation courts. Georgia's accountability courts continue to expand in the number of courts, as well as in the amount of participants being served, which made this year's process much more difficult. During review, each court's fiscal year 2018 de-obligation amount, state fiscal year 2019 award amount, and program census were used as part of the basis for state fiscal year 2020 award decisions. Each court, existing and new, is encouraged to maximize their grant funds each quarter. Although a limited amount of funds will be available, the CACJ plans to release a supplemental grant opportunity in September 2019.

If you have questions, please do not hesitate to contact me or Ms. Taylor Jones, CACJ Executive Director, at 404-463-1453.

Sincerely,

Kathlene F. Gosselin, Chief Judge, Northeastern Judicial Circuit  
Chair, Funding Committee  
Vice-Chair, Council of Accountability Court Judges

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

**SUBGRANT AWARD**

**SUBGRANTEE:** DeKalb County Government

**IMPLEMENTING**

**AGENCY:** DeKalb County Government

**PROJECT NAME:** Adult Felony Drug Courts

**SUBGRANT NUMBER:** J20-8-018

**FEDERAL FUNDS:** \$ 247,852

**MATCHING FUNDS:** \$ 27,539

**TOTAL FUNDS:** \$ 275,391

**GRANT PERIOD:** 07/01/19-06/30/20

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 June 30, 2019.

**AGENCY APPROVAL**

**SUBGRANTEE APPROVAL**

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

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

Date Executed: 07/01/19

\_\_\_\_\_  
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	07/01/19	9		**	J20-8-018
OVERRIDE	ORGAN	CLASS	PROJECT			VENDOR CODE	
2	46	4	01				

ITEM CODE	DESCRIPTION 25 CHARACTERS	EXPENSE ACCT	AMOUNT
1	Adult Felony Drug Courts	624.41	\$ 247,852

**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 must be accompanied by a detailed project budget that itemizes all projected expenditures as approved by the Council of Accountability Court Judges (CACJ) Funding Committee. 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 1st and 2nd 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 monthly basis. Subgrant Expenditure Reports are due 15 days after the end of the month.

Initials \_\_\_\_\_

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

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 this data on a timely basis will result in the withholding of grant funds on this subgrant and/or any other sub grant 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 your court 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 that 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 \_\_\_\_\_

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

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 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 \_\_\_\_\_

16. 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 \_\_\_\_\_

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

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.**

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**Authorized Official Signature** **Date**

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**Print Authorized Official Name** **Title**

FEDERAL GRANT #

ADJ REQUEST #: 1

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

SUBGRANTEE: DeKalb County Government

SUBGRANT #: J20-8-018

PROJECT NAME: DeKalb County Drug 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
PERSONNEL	\$ 275,391	_____	_____
EQUIPMENT	0	_____	_____
SUPPLIES	0	_____	_____
TRAVEL	0	_____	_____
PRINTING	0	_____	_____
OTHER	0	_____	_____
<b>TOTAL</b>	<b>\$ 275,391</b>	_____	_____
<b>Federal</b>	<b>\$ 247,852</b>	_____	_____
<b>Match</b>	<b>\$ 27,539</b>	_____	_____

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

CURRENT GRANT PERIOD	REQUESTED GRANT PERIOD	FOR EXTENSION,
Start Date: <u>07/01/19</u>	Start Date: _____	# OF MONTHS: _____
End Date: <u>06/30/20</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 #: J20-8-018

PROJECT NAME: DeKalb County Drug 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'20 Budget Detail Worksheet

Court Name DeKalb County Drug Court

Budget Worksheet Category	Line Item Approvals	Line Item Totals
Personnel		\$0.00
Contract Services	Psychiatrist/ Physician 30,000.00 Nurse Practitioner 5,200.00 Counselor 112,120.00	\$147,320.00
Drug Testing Supplies	Consumables 6,447.00 Monitoring Equipment - Breathalyzer 555.00 Confirmation Test 2,850.00 Onsite Devices - Swabs 577.50 Typical Drugs 43,360.00	\$53,789.50
Other Costs	Housing 1,000.00 Medication 1,000.00	\$2,000.00
Equipment		\$0.00
Training and Travel	CACJ State Conference 4,742.00	\$4,742.00
Transportation	Public Transportation 40,000.00	\$40,000.00
<b>Total Budget Request Award:</b>		<b>\$247,851.50</b>

Match: \$27,539.06

CACJ Funding Committee Notes: Request supplemental for drug testing and housing if needed