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Board of Commissioners  
 Agenda Item Transmittal Form  
 Procurement/Contract Transmittal Form

Type of contract: 1 year  Multi-year  Single Event  Contract #: C - 2024-103-  
 BOC Approval Date: C01

Submission Information	Vendor Information
Contact Name: Tamara McCombs	Vendor Name: Council of Accountability Court Judges
Department: Juvenile Court	Address: 104 Marietta St. NW, Suite 440, Atlanta, GA 30303
Project Title: CACJ Accountability Court Operating Grant - Rockdale County Juvenile Mental Health Court	Email: shanay.long@cjcc.ga.gov
Funding Account Number: 250-2600-531767-28	Phone #: (404) 654-1738
Contract amount: \$61,575 state funds \$10,866 match required	Contact: Shanay Long
New Amt \$18,890 MATCH 8628	Term of contract: July 1, 2024 - June 30, 2025
Contract Type: Goods <input type="checkbox"/> Services <input type="checkbox"/> Labor <input type="checkbox"/>	
Contract Action: New <input type="checkbox"/> Renewal <input type="checkbox"/> Change Order <input type="checkbox"/>	
Original Contract Number: A25-8-034	

Finance Director Signature	Procurement Manager Signature
I have reviewed the attached contract, and the amount is approved for processing.	I have reviewed the attached contract, and it is in compliance with Purchasing Policies of Rockdale County.
Signature: <i>Michelle Bryant</i> Date: 1-7-2025	Signature: <i>Joe Malone</i> Date: 12/30/24

Detailed Summary of Contract:

The Rockdale County Juvenile Mental Health Court de-obligated \$14,923 funds for the first quarter of the grant cycle. A de-obligation of \$12,685 will be taken from the Personnel Category and \$2,238 will be taken from the Match Category.

The de-obligation occurred when the Program Coordinator was promoted to the Program Administrator leaving the Coordinator Position vacant. The county also ended the treatment providers contact prior to the contract expiring and the contract was not renewed.

The Coordinator Position remained vacant until filled in mid-September 2024. The new treatment provider will begin treatment with the youth on December 17<sup>th</sup>.

Deobligation \$12,685<sup>00</sup> Grant Funds

Department Head/Elected Official Signature: J. Timothy McQuinn Date: 12/10/24

2025-01

DATE: 11/21/24  
DOCNOTI

CRIMINAL JUSTICE COORDINATING COUNCIL

NOTICE OF ADJUSTMENT REQUEST APPROVAL

SUBGRANT #: A25-8-034  
SUBGRANTEE: Rockdale County BOC  
PROJECT TITLE: Juvenile Accountability Court  
PROJECT ID: A25-8-034

APPROVAL OF ADJUSTMENT REQUEST # 2

NATURE OF ADJUSTMENT

<input checked="" type="checkbox"/> REVISED BUDGET	<input type="checkbox"/> PROJECT PERSONNEL
<input type="checkbox"/> PROJECT PERIOD AND/OR EXTENSION	<input type="checkbox"/> GOALS AND OBJECTIVES
<input type="checkbox"/> PROJECT OFFICIALS/ADDRESSES	<input type="checkbox"/> OTHER

TO SUBGRANTEE:

Pursuant to your Adjustment Request # 2 dated 11/21/24 the requested change, amendment, or adjustment in the above referenced subgrant project is approved with the following added Special Conditions or remarks. Enclosed is Adjustment Request # 3 which reflects all changes to this subgrant. Please use this form to submit any future requests.

NO SPECIAL CONDITIONS WERE ADDED AS A RESULT OF THIS ADJUSTMENT.

REMARKS

SAR#2 was processed for the de-obligation of \$14,923. Grant funds in the amount of \$12,685 (Personnel) & match funds in the amount of \$2,238 (personnel) TY.

CRIMINAL JUSTICE COORDINATING COUNCIL

*Tiffany Young*

CRIMINAL JUSTICE COORDINATING COUNCIL  
SUBGRANT ADJUSTMENT REQUEST  
FEDERAL GRANT #

ADJ REQUEST #: 3

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

SUBGRANTEE: Rockdale County Board of Commissioners

SUBGRANT #: A25-8-034

PROJECT NAME: Juvenile Accountability Court

NATURE OF ADJUSTMENT:	___	REVISED BUDGET . . . . .	Go To . . . . .	SECTION I
Mark all that apply.	___	PROJECT PERIOD AND/OR EXTENSION.	Go To . . . . .	SECTION II
	___	PROJECT OFFICIALS/ADDRESSES. . . . .	Go To . . . . .	SECTION III
Adjustments of each type	___	PROJECT PERSONNEL. . . . .	Go To . . . . .	SECTION III
shown should be entered	___	GOALS AND OBJECTIVES . . . . .	Go To . . . . .	SECTION III
in the section indicated.	___	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	\$ 42,945	_____	_____
EQUIPMENT	0	_____	_____
SUPPLIES	300	_____	_____
TRAVEL	1,001	_____	_____
PRINTING	0	_____	_____
OTHER	13,272	_____	_____
TOTAL	\$ 57,518	_____	_____
Federal	\$ 48,890	_____	_____
Match	\$ 8,628	_____	_____

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

CURRENT GRANT PERIOD	REQUESTED GRANT PERIOD	FOR EXTENSION,
Start Date: <u>07/01/24</u>	Start Date: _____	# OF MONTHS: _____
End Date: <u>06/30/25</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 #: 3

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

SUBGRANTEE: Rockdale County Board of Commissioners  
PROJECT NAME: Juvenile Accountability Court

SUBGRANT #: A25-8-034

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**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.

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SUBMITTED BY: \_\_\_\_\_

Signature of Financial Officer or Project Director

Title

Date

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CJCC ROUTING AND APPROVALS:

Approval

Disapproval

Reviewer Signature

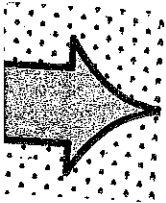
Reviewed By: \_\_\_\_\_

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

Contract No. 2024-103-CO1

The Rockdale County Board of Commissioners hereby accepts the de-obligation of \$12,685.00 grant funds and accept the new grant funds amount of \$48,890.00 from Council of Accountability Court Judges.

Rockdale County, Georgia



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

JaNice Van Ness, Chair & CEO

\_\_\_\_\_ Date

Attest:

\_\_\_\_\_  
Jennifer Rutledge, Executive Director/  
County Clerk