



**Maryland Judiciary
District Court for Frederick County
100 W. Patrick St.
Frederick, MD 21701**

**District Court for Washington County
36 W. Antietam St.
Hagerstown, MD 21740**

Special Grant Conditions for the FY24 District Court for District Eleven - Frederick & Washington Counties Veterans Treatment Court

Overview of the District Eleven Veterans Treatment Court (VTC) Program

The District Eleven¹ Veterans Treatment Court (VTC) is a specialized docket for non-violent Frederick and Washington County residents who served in the armed forces prior to becoming involved in the criminal justice system. By setting up a system of rewards and consequences, this problem-solving court will facilitate access to veteran-specific resources that will reduce the likelihood that participants will reoffend.

The FY24 District Eleven Veterans Treatment Court grant supports Court Coordination Services and Case Management Services for the District Eleven Veterans Treatment Court program. To facilitate this support, the grant provides for a full time Veterans Treatment Docket Coordinator.

Veterans Treatment Docket (VTD) Coordinator

The role of the Veterans Treatment Docket (VTD) Coordinator is to oversee planning and management of the VTD program. The duties include, but are not limited to; planning, developing, and evaluating the components of the program; acting as a liaison among the court staff, legal representation, executive and community partners and program participants. This position facilitates meetings among team members and problem solves program issues as needed.

Individuals assigned to the role of Veterans Treatment Docket (VTD) Coordinator must possess, at a minimum, the following Knowledge, Skills, and Abilities:

- Bachelor's Degree from an accredited college or university in public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, sociology, corrections, or a related field. Relevant work experience may substitute for degree requirement.
- Minimum of 2 years of experience working with veterans and/or individuals with substance use disorders and/or mental health diagnoses.
- Strong written and verbal communication skills.
- Ability to work as part of a team and meet projected organizational goals.
- Knowledgeable about court policies and procedures.
- Proficient in word processing, email, and general administrative support software.

¹ District Eleven: District Eleven is comprised of Frederick County and Washington County. "The District Court for District Eleven" is a common name for both the District Court for Frederick County and the District Court for Washington County.

- Ability to assimilate within the court process; adhere to established protocols, manage deadlines, provide a high level of customer service and disseminate information accurately and appropriately to participants and the public.
- Ability to exercise a high degree of confidentiality, judgment, tact, diplomacy, and competence in dealing with Judges, attorneys, court personnel, service providers, the public and participants.
- Ability to take directives; work independently; to develop, create and sustain community partners to promote the program and its purpose in the community and for the court.
- Ability to learn and oversee data input into assigned management information systems with in the Office of Problem Solving Courts and external granting agencies.
- Ability to multi-task and manage a flow in program activity.
- Ability to think critically about the population and utilize program data and research to address service trends as well as participant and program needs appropriately.

Essential Duties and Responsibilities

- Facilitate weekly or bi-weekly meetings of the Veterans Treatment Docket team.
- Participate in court proceedings and document activities for the docket files as necessary.
- Establish and maintain relationships with community agencies, citizens, and groups on behalf of the program.
- Coordinate service providers who offer services such as health care, employment, continuing education, physical fitness, and shelter to participants in VTD. This also includes locating services for individuals who are not VA eligible.
- Identify and secure client incentives for VTD program participants. Conduct intake assessment, benefit assessment, goal setting, long-term service plan development, progress monitoring, financial education, and advocacy and referrals.
- Connect participants with appropriate community resources.
- Conduct follow-up with court participants and agencies as appropriate to document use/success of referral.
- Meet with court participants weekly or bi-weekly for up to 12 months.
- Conduct outreach to develop relationships with referral sources and other community resources that benefit court participant families.
- Act as a liaison with various agencies (e.g., DSS, hospitals, housing programs, etc.) on behalf of court participants.
- Frequent travel between the Frederick County District Court and Washington County District Court will be required.

The grantee will be expected to maintain a professional and consistent level of Court Coordination services for the District Eleven Veterans Treatment Court. Should individuals assigned to the project become unavailable during the term of the grant, individuals of at least equivalent capability shall be assigned to the project, upon approval of the District Court for Frederick and District Court for Washington County.

Eligibility

Non-Profit Organizations

Matching Funds

Match funds are not required and should not be included in the budget.

Funding Period

The grant awarded for Fiscal Year 2024 will support the program from July 1, 2023, to June 30, 2024. All funds must be expended within this time period.

Funds may be subject to reduction at any point during the funding period based on a deficiency of financial support by the Judiciary.

Costs associated with Contracts, Consultants and Subawards may require pre-approval based on the Grant Award & Acceptance Form.

Modifying the Grant Budget

Grantees must adhere to the following:

Budget Amendments -

Grantees may move small amounts of their budget without prior approval when those modifications involve less than 10% of the grant award amount, or \$10,000 per quarter, whichever is less. Grantees must request pre-approval to add new budget line items regardless of the amount. Expenditures that do not comply with the adjusted or approved budget will not be authorized for payment.

Place of Performance

Individuals assigned to the project will be expected to attend the weekly Veterans Court docket at the Frederick County District Court and Washington County District Court. The coordinator will primarily work in of the offices of the Frederick County and Washington County District Courts or a comparable work environment.

Reporting

A. Statistical Reporting

1. Grantees are required to maintain program records and data on the State of Maryland Automated Record Tracking System (SMART or a comparable system). The reports are due to the District Court for Frederick County and District Court for Washington County on a quarterly basis.

*The quarterly schedule for reporting statistics is as follows:

<u>Reporting Period</u>	<u>Due to District Court for Frederick County</u>
1 st Quarter (Jul 1 thru Sept 30)	October 15
2 nd Quarter (Oct 1 thru Dec 31)	January 15
3 rd Quarter (Jan 1 thru Mar 31)	April 15
4 th Quarter (Apr 1 thru Jun 30)	July 15

Full Year w/Graphs – Tables 1 thru 16 July 15
 Tables 17 and 18 w/o Graphs July 15

The reports will be reviewed by the District Court for Frederick County and District Court for Washington County and forwarded to the Office of Problem Solving Courts.

B. Financial Reporting

1. Grant Invoices (invoices) and expenditure reports must be submitted by the grantee to the District Court for Frederick County and District Court for Washington County monthly to ensure adequate resources are available.
2. The grantee must provide copies of time and effort reporting/logs (signed and dated by individual and supervisor) for individuals assigned to the project to the District Court for District Eleven. The District Court for District Eleven will reconcile the reports with the invoices before approving for payment.
3. Supporting documentation of expenditures charged to the grant must accompany the invoices. Expenditure reports must be submitted by the due dates outlined below, even if the grantee did not expend any funds during the quarter.

<u>Reporting Period</u>	<u>Due to District Court</u>
July 1 thru July 31	August 14
Aug 1 thru Aug 31	September 11
Sep 1 thru Sep 30	October 9
Oct 1 thru Oct 31	November 13
Nov 1 thru Nov 30	December 11
Dec 1 thru Dec 31	January 15
Jan 1 thru Jan 31	February 12
Feb 1 thru Feb 28	March 12
End of Year Estimate (unspent)	April 1
March 1 thru March 31	April 9
April 1 thru April 30	May 14
May 1 thru May 31	June 11
End of Year Final (unspent)	June 15
June 1 thru June 30	July 16

*If the due date falls on a weekend, the report will be due the next business day.

Invoices must be submitted with the information detailed in the sample below.

C. Programmatic Reporting

The District Court for District Eleven will evaluate program performance and progress toward stated goals, objectives, and measurable outcomes by reviewing progress reports submitted by the grantee.

D. Report Submission Requirements

All reports (statistical, financial, and programmatic) must be submitted electronically to the District Court for District Eleven - Frederick County and Washington County, emailed to Kimberly.Hurd@mdcourts.gov by the due dates outlined. Reports must be scanned PDFs of the signed hard copy reports. DO NOT submit paper copies of the reports.

Grant Monitoring

District Court for District Eleven staff will review submitted reports. Staff will follow-up with grantees as needed to address incomplete reports, gather additional information, and assess performance. Follow-up may be made by phone. Staff may also conduct site visits. There are two types of site visits – Financial and Programmatic. Financial site visits will evaluate the fiscal administration of the grant. Programmatic site visits will evaluate the services, and operational components of the program based on best practices, state, and national research on the problem-solving court model.

A Grant Monitor will be assigned to your project based on subject matter expertise. Contact your Grant Monitor with all program-related concerns.

Kimberly Hurd Email: Kimberly.Hurd@mdcourts.gov Phone: 301-600-2006
240-420-4646

Contact Information

Grantee Contacts

Grantees are responsible for ensuring that the District Court for District Eleven - Frederick County and Washington County is provided with accurate and up-to-date contact information for their program. This includes an email address.

District Court for District Eleven - Frederick County and Washington County Contact Information

Unless otherwise indicated, all grant communications with the District Court for Frederick and Washington Counties should be sent by email to: Kimberly.Hurd@mdcourts.gov

SAMPLE

Grant Invoice	
Remit To: NAME OF GRANTEE	Invoice Date:
Vendor ID#:	Invoice #:
Federal ID#:	Grant #:
PO#:	Billing Period:
Amount of Grant Award:	\$0.00
Requested to Date:	\$0.00
<i>Amount Remaining:</i>	<i>\$0.00</i>
Amount Requested:	\$0.00
Expenditures:	Amount Due:
Personnel	\$0.00
Consultants/Contracts	\$0.00
Equipment/Software	\$0.00
Supplies	\$0.00
Travel/Training	\$0.00
Other Direct Costs	\$0.00
Indirect Costs	\$0.00
Invoice Total:	\$0.00