



Special Conditions for OPSC DISCRETIONARY GRANT

The OPSC Discretionary Grant are awarded by the Office of Problem-Solving Courts to support programs designed to increase access to justice and enhance the experience of individuals, families and children involved with Maryland's legal system. These grants include, but are not limited to programs in the following categories:

Adult Drug Courts	Family Recovery Courts
DUI Drug Courts	Re-Entry Courts
Juvenile Drug Courts	Mental Health Courts
Veterans Courts	

1. Eligibility

To be eligible to receive a OPSC Discretionary Grant, an applicant must be:

1. District Court
2. Circuit Court
3. Within the State of Maryland.

2. Matching Funds

OPSC grant funds can be requested for use as a match for a state or federal grant. A written request should be addressed to Gray Barton, Director, Office of Problem-Solving Court for consideration and approval. The details of the requests should be included in the grant application.

3. Funding Period

The OPSC awards grant on the state's fiscal year cycle. Grants awarded for Fiscal Year 2016 will support the awards for Problem-Solving Courts from July 1, 2015 through June 30, 2016. All funds must be expended within this time period.

4. Reporting

A. Statistical Reporting

1. Grantees are required to report maintain program records and data on the State of Maryland Automated Record Tracking (SMART). The reports are due to the OPSC on a quarterly basis.

The quarterly schedule for reporting statistics is as follows:

<u>Reporting Period</u>	<u>Report Due Date</u>
1 st Quarter (July 1 thru Sept 30)	October 30
2 nd Quarter (Oct 1 thru Dec 31)	January 30
End of Year Estimate (unspent)	April 1
3 rd Quarter (Jan1 thru Mar 31)	April 30
End of Year Final (unspent)	June 15
4 th Quarter (April 1 thru June 30)	July 30

B. Financial Reporting

1. Programs are required to provide signed expenditure reports and grant invoices on a quarterly basis. These documents must be submitted by the due dates outlined below, even if the grantee did not expend any funds during the quarter.

2. Specific reporting requirements, including required reporting forms, will be provided to the grantee by email early in the funding period. Reporting forms will be cumulative Excel Workbooks personalized for each grantee.

Please note the change is reporting Financial Reports has changed from 60 days to 45 days for FY 16.

<u>Reporting Period</u>	<u>Report Due Date</u>
1 st Quarter (July 1 thru Sept 30)	November 15
2 nd Quarter (Oct 1 thru Dec 31)	February 15
3 rd Quarter (Jan1 thru Mar 31)	May 15
End of Year Estimate (unspent)	April 1
End of Year Final (unspent)	June 15
4 th Quarter (April 1 thru June 30)	August 15

C. Report Submission Requirements

All reports (financial and program/statistical) must be submitted electronically to the OPSC, emailed to OPSC.grants@mdcourts.gov by the due dates outlined. Reports must be scanned PDFs of the signed hard copy reports. DO NOT send paper copies of the reports.

5. Grant Monitoring

OPSC 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 will be made by phone and in person through site visits. The site visits exist to verify compliance with the grant conditions. There are two types of site visits. Site visit type one, shall evaluate the fiscal administration of the grant. Site visit type two, shall evaluate the direct 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.

Gray Barton	Gray.Barton@mdcourts.gov	410.260.3617
Jennifer Moore	Jennifer.Moore@mdcourts.gov	410-260.3618
	Adult, Juvenile, DUI, Family Recovery, Re-Entry, Veterans	
Robert Pointer	Robert.Pointer@mdcourts.gov	410.260.3619
	Mental Health, Truancy Courts	
Brenda Stansbury	Brenda.Stansbury@mdcourts.gov	410.260.3559
	Grants Coordinator	

6. Contact Information

A. Grantee Contacts

Grantees are responsible for ensuring that the OPSC is provided with accurate and up-to-date contact information for their program. This includes an email address, as the OPSC sends many important grant announcements by email.

B. OPSC Contact Information

Unless otherwise indicated, all grant communications with the OPSC should be sent by email to: OPSC.grants@mdcourts.gov