



## **FY 2021 Special Conditions for the District Court Budget Request**

### **1. Eligibility**

District Courts programs that are currently approved or are in the process of developing a problem-solving court in Maryland are eligible to submit a Budget Request.

### **2. Matching Funds**

There is no match required

### **3. Funding Period**

Funds must be expended within the State Fiscal Year:  
July 1, 2020 through June 30, 2021.

### **4. Reporting**

#### **A. Statistical Reporting**

District Court Problem-Solving Court Programs with approved Budget Requests are required to maintain program records and data on the State of Maryland Automated Record Tracking (SMART) system. The statistical reports are due to OPSC on a quarterly basis.

The quarterly schedule for statistical reporting is as follows:

<b><u>Reporting Period</u></b>	<b><u>Report Due Date</u></b>
1 <sup>st</sup> Quarter (July 1 thru Sept 30)	October 31
2 <sup>nd</sup> Quarter (Oct 1 thru Dec 31)	January 31
3 <sup>rd</sup> Quarter (Jan1 thru Mar 31)	April 30

4 <sup>th</sup> Quarter (April 1 thru June 30)	July 31
Full Year w/Graphs – Tables 1 thru 16	July 31
Tables 17 and 18 w/o Graphs	July 31

**B. Financial Reporting**

District Court Problem-Solving Court Programs with approved Budget Requests are required to provide financial reports on a quarterly basis. These documents must be submitted by the due dates outlined below, even if funds were not expended during the quarter.

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

The quarterly schedule for financial reporting is as follows:

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

**C. Reporting on Goals, Objectives, and Measurable Outcomes**

District Court Problem-Solving Courts Programs with approved Budget Requests are responsible for submitting a summary report of the FY 2021 Goals, Objectives, and Measurable Outcomes submitted in the Budget Request and/or modified throughout the fiscal year. The summary will address how the goals were met or unmet through the course of this funding year and what challenges were met and overcome.

Summary Report Due Date  
September 1, 2021

**D. Report Submission Requirements**

All reports (financial, program/statistical, and summary report) must be submitted electronically to the OPSC via e-mail to [OPSC.Grants@mdcourts.gov](mailto:OPSC.Grants@mdcourts.gov) by the due dates outlined. Financial and program/statistical reports must be scanned PDFs of the signed hard copy reports. Summary reports do not need to be signed. DO NOT send paper copies of the reports.

## **E. Budget Modifications**

1. Budget Modifications are available to District Court Problem-Solving Court Programs to allow for budget adjustments among existing categories and to offer an opportunity to add new eligible activities during a given fiscal year.
2. District Court Problem-Solving Court Programs must use a budget modification form in the FY 2021 Fiscal Workbook for all requests to modify an individual line item or if seeking to add a new category regardless of the amount requested. The budget modification must be approved before the actual spending of the funds.
3. The Budget Modification is the last tab in the FY 2021 Fiscal Workbook. The form should be completed electronically, printed, signed, scanned, and e-mailed to [OPSC.Grants@mdcourts.gov](mailto:OPSC.Grants@mdcourts.gov).
4. OPSC is responsible for reviewing, conferring with District Court Headquarters, and responding to Budget Modification requests within five business days on behalf of the District Court of Maryland.
5. The grantee must send the approved budget modification and the current fiscal workbook to Brenda Stansbury at [OPSC.Grants@mdcourts.gov](mailto:OPSC.Grants@mdcourts.gov) and cc: [Brenda.Stansbury@mdcourt.gov](mailto:Brenda.Stansbury@mdcourt.gov) for updates.
6. All budget modifications must be recorded on the fiscal reporting forms with the fiscal workbook on a quarterly basis.

## **F. Project Modifications**

District Court Problem-Solving Court Programs with approved Budget Requests must submit a written request to OPSC to change the purpose or activities of the Budget Request. When the change of purpose impacts the budget, a revised project budget detailing any costs related to this change must be submitted. Once approved by OPSC, an updated Grant Award and Acceptance Form will be signed by the grantee and the Chief Judge of the District Court.

## **5. Budget Request Monitoring**

Site visits may be conducted to verify compliance with the Budget Request conditions. There are two types of site visits: financial and programmatic. Site visits of a financial nature only evaluate the fiscal administration of the funds. Programmatic site visits evaluate the direct services and operational components based on best practices, as well as state and national research on the problem-solving court models.

OPSC staff will follow-up with District Court Problem-Solving Court Programs with approved Budget Requests 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.

Contact your Program Monitor with all program-related concerns.

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## 6. Contact Information

### A. District Court Problem-Solving Court Program Contacts

District Court Problem-Solving Court Programs with approved Budget Requests are responsible for ensuring 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 announcements by e-mail.

### B. OPSC Contact Information

Unless otherwise indicated, all communications with the OPSC should be sent by email to: [OPSC.Grants@mdcourts.gov](mailto:OPSC.Grants@mdcourts.gov).

## **PROBLEM-SOLVING COURTS ELIGIBLE ACTIVITIES/SERVICES**

Corporate purchasing cards cannot be used to purchase any problem-solving court program related expenses.

The following is a description of eligible activities and services that may be supported by the Budget Requests.

- Academic training/tutoring/GED assistance;
- Case manager and/or resource specialist (responsible for overseeing the ancillary service component of the Problem-Solving Court which includes developing case plans, facilitating access to services and monitoring participant progress, not clinical or a Division of Probation and Parole agent);
- Child care for court-ordered services only;
- Drug and alcohol testing;
- Education fees/testing;
- Employment services and/or vocational services;
- Family/marital counseling;
- Graduation/Acknowledgment celebration supplies (including food and/or beverages) \*;
- Graduation/Acknowledgment certificate and frame;
- Health education/life skills;
- Housing alternatives/resources, short-term and emergency housing only;
- Medication for reentry purposes;
- Panel Attorney;
- Parenting/child development classes;
- Staff training and travel;
- State's Attorney's Office;
- Transportation (public and private); and
- Trauma Treatment.

**Requesting an item that is not listed in the above examples is acceptable and will be considered based on eligibility, need, goals, and funding availability. Please be sure that the item justifications are specific and detailed.**

\*Up to \$500 for each problem-solving court program can be used for food, beverages, and celebration supplies for the entire year. These items can only be utilized for celebration such as graduations and acknowledgement events.

## PROBLEM-SOLVING COURTS INELIGIBLE ACTIVITIES/SERVICES

Budget Request awards **may not** be used to support the following services, activities, and costs:

- Administrative fees/costs associated with program operations;
- Any expense or service that is readily available at no cost to the grant or that is provided by other federal, state, or local funds;
- Construction;
- Food and beverages for non-graduation/acknowledgement celebration events;
- Fundraising activities;
- Gift cards;
- Graduation/Acknowledgment party supplies;
- Incentives;
- Lobbying activities;
- Membership dues for group or individuals;
- Petty Cash funds for miscellaneous undocumented items;
- Promotional gifts;
- Proselytizing, sectarian worship, or religious activity;
- Subscriptions;
- Vehicles or equipment for government agencies that are for general agency use; or
- Weapons, ammunition, explosives, military vehicles or purchase of vehicles or property.