

MARYLAND JUDICIARY

ADMINISTRATIVE OFFICE OF THE COURTS

Office of Problem-Solving Courts

2011-D Commerce Park Drive

Annapolis, Maryland 21401

opsc.grants@mdcourts.gov

(410) 260-3615

Office of Problem-Solving Courts Problem-Solving Court Discretionary Grant Application

Instructional Guidelines Fiscal Year 2015

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Section I. Notice of Funding Availability

Overview

In 2002, the Maryland Judiciary established the Drug Treatment Court Commission (Commission) for the purpose of supporting the development of drug court programs throughout Maryland. This action was taken in response to the grim reality that more than half of all individuals arrested in Maryland are alcohol or other drug dependent. The human cost associated with such addictions is inestimable, but the cost to the State with respect to crime and the collateral health care consequences is in the billions of dollars. In 1994, one of the first drug courts in the country was initiated in Baltimore City. There currently are 40 drug courts started in Maryland. In addition to drug courts, there are now 2 Re-Entry Courts, 3 Mental Health Courts and 9 Truancy Reduction Courts implemented as pilot programs.

The Commission was recognized as the lead agency in the Judiciary's effort to operate and maintain drug treatment court programs in the State. Commission members included: Circuit and District Court Judges, legislators, representatives from the Department of Health and Mental Hygiene, the Department of Juvenile Services, the Department of Public Safety and Correctional Services, State's Attorney's Offices, the Office of the Public Defender, and the Governor's Office of Crime Control and Prevention.

In December of 2006 the Office of Problem-Solving Courts was established by administrative order of Chief Judge Bell. The Office of Problem Solving Courts (OPSC) is a department in the Administrative Office of the Courts and is responsible for assisting the problem-solving courts in developing and maintaining a judicially led collaborative therapeutic system. OPSC has overseen the creation of problem-solving programs in 20 of the 24 jurisdictions in Maryland. OPSC is recognized as the lead agency in the Judiciary's effort to foster financial support to problem-solving courts through this grant process.

Funding Description

The Office of Problem-Solving Courts is soliciting grant applications for the establishment of newly approved programs and to expand the capacity of existing Problem-Solving Courts around the state.

This grant is designed to enhance operational Problem-Solving Courts in Maryland. The Problem-Solving Court Discretionary Grant is not meant to supplant any existing funds or grant awards. Grant funding may be used to support Judiciary staff assigned to problem-solving courts, contracts and contractual employees, and any eligible ancillary services that will be utilized by and for the betterment of the community members served by this court program. By signing and submitting the Problem-Solving Court grant application, applicants are certifying that they will provide the required operational support (e.g., supplies, office space and equipment, photocopying, etc.) for the problem-solving court.

Section II. Award Information

Funding Cycle

The Office of Problem-Solving Courts award grants on a state fiscal year cycle. Grants awarded for fiscal year 2015 will support costs incurred between July 1, 2014 and June 30, 2015.

Total Amount of Funding

The Problem-Solving Court Discretionary Grant funding is subject to the availability of funds allocated by the Maryland General Assembly. OPSC anticipates the FY 2015 budget will be passed in April 2014.

Funding Levels

Minimum Award: None
Maximum Award: None
Match: None

Section III. Eligibility Information

Eligible Applicants

District and Circuit Courts with operational problem-solving court programs in Maryland are eligible to apply for grant funding. Funding awarded by the Office of Problem-Solving Courts shall be utilized for program participants who are under the jurisdiction of court. District and Circuit Courts planning to implement a problem-solving court program may apply for grant funding; but these applications will be considered once funding for operational programs has been approved.

Section IV. Application and Submission Information

Submission of Correspondence

ALL submissions of ANY kind must be sent to the Office of Problem-Solving Courts via e-mail to OPSC.Grants@mdcourts.gov and indicate in the subject line the program name, jurisdiction, and subject matter.

Example:

To: OPSC.Grants@mdcourts.gov
Subject: A15-PSC-Y—ABC County Adult District Court Drug Court Grant Question

What the Application Must Include

The application must include a *Program Narrative*, and a *FY 2015 Budget with Justification*. For specific information on requirements in each section, see:

Program Narrative	Appendix A
FY 2015 Budget with Justification	Appendix B

Application Specifications

The grant shall be submitted from one Circuit Court or District Court where more than one program is currently being operated. For example, if ABC Circuit Court has an Adult and a Juvenile Drug Court, that jurisdiction shall submit one application. However, the application must have a separate Program Narrative (Appendix A) for each program. The FY 2015 Budget with Justification (Appendix B) and shall be combined, however each requested item must list which item or what percentage will go towards each specific program. One exception is in the District Court where there is a Mental Health Court and Drug Court. In this case, the grants should still be submitted separately.

The application must be submitted utilizing Microsoft Word, Times New Roman font set at 12, with one inch margins. Do not use staples, binding, whiteout, or modify the grant application format in any way. Page limitations, when applicable, are set in each section and must be followed. Any pages that exceed the limitations will not be reviewed. The application submission must have proper signatures to be considered.

Delivery Options

Two [2] signed applications must be postmarked on or before March 17, 2014. If an application is hand delivered, it must be received by 4:00 p.m. on March 17, 2014. All applications should be directed to:

**Gray Barton, Executive Director
Office of Problem-Solving Courts
2011-D Commerce Park Drive
Annapolis, Maryland 21401**

Additional Program Materials

The Office of Problem-Solving Courts, via e-mail must receive a copy of the program policy manual, participant handbook, participant contract, program consent form, and an updated Fact Sheet no later than 4:00pm on March 17, 2014. E-mail the documents to OPSC.Grants@mdcourts.gov and in the subject line, indicate specific court program. More than one set of program materials may be submitted per e-mail, however, please ensure that the files are clearly identified.

Funding Restrictions

Detailed information on eligible activities/services can be found in Appendix C. and for detailed information on ineligible activities/services can be found in Appendix D.

Program Coordinator and Case Manager Salary/Benefit Requests

District Court Coordinators and Case Managers are classified in the State personnel system as Temporary employees. Only base salary costs, plus FICA (Federal Insurance Contributions Act combines rates of 7.65% and .28% for a total of 7.93%) will be paid by the OPSC grant in FY 2015. Circuit Court Coordinators and Case Managers are classified by individual County personnel systems, therefore salary and fringe costs may vary from county to county and from county to state.

Section V. Application Review Information

Application Review

OPSC staff and grant reviewers will review grant submissions for completeness of the requested information; the applicant organization has adequate facilities, manpower, management capacity to undertake the project/service/personnel; the cost to complete the project is reasonable; and past fiscal and administrative performance by the applicant. Do not assume that the reviewers know your program, the activities/personnel you are requesting funding for, and/or the acronyms you use.

Section VI. Award Administration Information

Award Notification

Pending funding notification to OPSC, on or before April 30, 2014, the Office of Problem-Solving Courts will send an award letter to include an award notification along with a copy of the original signed application to the program Contact Person. The Awarded Budget Adjustment Form must be signed by the Administrative Judge, Court Administrator/Administrative Clerk, and the Fiscal Authority and **postmarked** on or before June 2, 2014. If a Budget Request form is hand delivered, it must be **received** by 4:00 p.m. on June 2, 2014. All Budget Request Form should be directed to:

**Gray Barton, Executive Director
Office of Problem-Solving Courts
2011-D Commerce Park Drive
Annapolis, Maryland 21401**

Failure to do so may result in the delay of payments or termination of the grant.

Post-Award Correspondence

All correspondences regarding grant questions of any kind to the Office of Problem-Solving Courts must be conducted via e-mail to OPSC.Grants@mdcourts.gov by the program's Contact Person indicated on Page 1 of the Grant Application. Please notify the Office of Problem-Solving Court immediately if the Contact Person changes or if there are any contact information changes to that individual.

Post-Award Budget Modifications

Grantees may make adjustments to their approved budgets at the beginning of each quarter. These adjustments cannot exceed 10% of the remaining balance per line, per quarter. Any modifications that would result in a deviation of more than 10% per line item, per quarter or any commitments such as a new position or contract that is likely to impact future fiscal years must be approved in advance by the OPSC. Expenditures that do not comply with the adjusted or approved budget will not be authorized nor paid.

Unspent Grant Funds Estimate

Grantees must project unspent or unobligated grant funds no later than April 1, 2015, in an e-mail to OPSC.Grants@mdcourts.gov. The form for the Unspent Grant Funds Estimate will be provided on the OPSC Grants website. Grantees must expend grant funds by the end of the fiscal year in which they are awarded. No grant extensions will be authorized beyond the fiscal year.

End of Year Accrual

The Maryland Judiciary must accrue funds for the FY 2015 grant to payout the 4th quarter reimbursement requests. On or before June 30, 2015, OPSC or District Court Finance will request from the grantee the total amount to be paid out for the 4th Quarter, accounting for all invoices and personnel requests.

Once the 4th Quarter accrual request is submitted and the accrual is finalized with the Administrative Office of the Court's Department of Budget and Finance, grantees will no longer have access to the remainder of their total grant award. OPSC will not pay an accrual that is submitted higher than what was reported even if this amount is less than the total grant award. The form for the End of Year Accrual will be provided on the OPSC Grants website.

Mid-Year Grant Requests

The OPSC may award mid-year grant supplements upon request and upon availability of funds. Grantees may use the mid-year grant request procedure to request funding for positions or programs that were not anticipated in their original budget request. Requests

may be submitted in response to a Notice of Funding Availability (NOFA), if distributed mid-year, or upon consultation with OPSC staff.

Distribution of Funds

Grant fund disbursement shall be dependent on grantee's satisfactory progress toward deliverables, and availability of continued funding. The OPSC requires its grantees to expend or obligate all grant funds by the end of the fiscal year. The Office of Problem-Solving Courts reimburses grantees according to their reported expenditure quarterly reporting form with the exception of the 4th quarter accrual which will be paid exactly as submitted. OPSC will not pay an accrual that is submitted higher than what was reported even if this amount is less than the total grant award.

Grant funds shall be disbursed, to the extent practicable, on a reimbursement basis, or as stipulated in the grant agreement. Funds are disbursed upon receipt of a request for payment and required progress, statistical, and financial reports.

Grant awards are subject to the availability of funding. Budget reductions by the Maryland General Assembly may result in the reduction or cancellation of grant awards.

Revenue and Expenditure Accounts

Grantees must maintain records of their financial transactions and accounts in accordance with generally accepted accounting principles. Each grantee must:

- Work closely with its county, city, or State government to establish appropriate accounting practices to monitor grant funds awarded through this program and follow general accounting principles used by the county, city, or State government.
- Reconciliation with County/City/State records
- Establish a separate revenue account into which it will deposit specific Problem-Solving Court grant funds.
- Establish separate expenditure accounts to which it will charge specific Problem-Solving Court grant expenditures.
- Monitor these accounts regularly to ensure that grant funds are credited and charged appropriately. Grant funds must never be commingled with or revert to county, city, or state general funds.
- Comply with written county/Judiciary procurement policies.
- Comply with written county/Judiciary personnel policies.

External Grant Policy

By signing and submitting the Problem-Solving Court Discretionary Grant, applicants are certifying that they agree to do the following:

1. Notification/Authorization

- a. The Chief Judge of the Court of Appeals, or designee, is the only individual who may authorize the submission of grant applications to outside agencies (e.g., foundations, Federal departments, other State agencies, etc.) and accept grants from such agencies on behalf of any department or court-related agency within the Judiciary, and for courts that intend to apply as the sole or principal grantee.
- b. District Courts, Circuit Courts, departments within the Judiciary and court-related agencies must notify the Judiciary Grants Coordinator via e-mail of its intent to apply for external funding.
- c. The e-mail must include the following information:
 - Applicant name
 - Program for which funding is sought
 - Project name:
 - Contact person's name
 - Contact person's telephone number
 - Contact person's e-mail address
 - Title of the grant announcement
 - Grantor name
 - Number of announcement
 - CFDA number
 - Submission deadline
 - Brief narrative summary of proposed project
 - Funding amount requested from grantor:
 - Funding amount required from grantee (Match):
 - Special requests of the Judiciary: (e.g., technical assistance in developing application, letters of support, etc.).

The Judiciary Grants Coordinator will forward the e-mail with this information to the Chief Judge of the Court of Appeals.

- d. The Judiciary Grants Coordinator will obtain approval for the application from the Chief Judge of the Court of Appeals, and advise the District Courts(s), departments within the Judiciary and court-related agencies regarding the approval. Circuit courts applying for funding through their respective county (using the county's DUNS/CCR number) will not require prior approval. Circuit courts

applying as the sole or principal grantee must apply through the Maryland Judiciary's DUNS/CCR number.

- e. The Judiciary Grants Coordinator is the only individual authorized to apply for a DUNS number for the Judiciary and electronically submit applications for Federal grants from the Judiciary. The Chief Judge of the Court of Appeals may delegate authorization to submit applications for ongoing Federal block grants to the requesting administrative official.

Applicants applying for external grants should work closely with the OPSC and the Judiciary Grants Coordinator during the application development process to ensure compliance with Judiciary and OPSC goals and objectives.

OPSC grantees that receive external grant funding to support its program (or any portion of the program) must provide a copy of the grant award notification, application and any grant related documentation to the OPSC and the Judiciary Grants Coordinator within 5 days of receipt. For a copy of the Judiciary's Policy on Grants Administration, please Lynne Kelleher at lynne.kelleher@mdcourts.gov. Failure to provide documentation may effect future funding.

Program Information

Grantees must inform the OPSC within 10 calendar days of any changes in the Problem-Solving Court Judge/Master, Coordinator or Point of Contact.

Information Sharing

In each quarterly reporting period, the grantee must submit a copy of any project evaluations; evaluation plans, recidivism studies, or related reports that have been completed during the funding period. Grantees must submit any organizational information such as: brochures, policies, by-laws, articles of incorporation, and other materials, upon request to the Office of Problem-Solving Courts.

Management Reviews and Audits

Grantees may be subject to periodic management reviews or audits by the Office of Problem-Solving Courts or their designee. The reviews or audits may be announced or unannounced. The site visits will be designed to ensure compliance with the grant guidelines and track the progress of the grantee's goals and objectives, as presented in the approved grant application. Site visits may also include a fiscal review of the grantee and programmatic expenditures.

Personnel and Payroll Records

Grantees must follow their written payroll, personnel, and time and attendance policies for each position supported by this grant. Upon request, they must provide a copy of those policies and/or specified documents to the Administrative Office of the Courts.

Reconciliation with County/City/State Records

Grantees are responsible for monitoring county, city, and/or state records regularly regarding Problem-Solving Court grant funds. The Administrative Judge or a designated staff person should receive regular expenditure reports and reconcile the specific Problem-Solving Court records with those of the county, city, or state to ensure accuracy. Within 60 days of the close of the grant, each grantee must submit a copy of the county, city, or state reconciliation documents that confirm the Problem-Solving Court Grant expenditures for FY 2015.

Data Collection

Data collection in Problem-Solving Courts serves as a means to justify the benefits of these programs to the State. By signing and submitting the Problem-Solving Court Discretionary Grant, applicants are agreeing to enter and update case data in any approved data collection tool provided by the OPSC during FY 2015. The applicant agrees to input data into the Statewide Maryland Automated Records Tracking (SMART) system in a timely manner for Problem-Solving Courts. Participation in SMART does not assure grant funding, but it is a requirement for funding consideration.

Evaluation

The Administrative Office of the Courts intends to continue investing in evaluations for Problem-Solving Courts. Evaluations serve a dual purpose: results from an evaluation can bolster support for the Problem-Solving Court model, while evaluation findings are also used to improve program operations. By signing and submitting the Problem-Solving Court Discretionary Grant Application, applicants are agreeing to participate in and comply with the requirements of all evaluations initiated by the Office of Problem-Solving Courts during FY 2015.

Reporting Requirements

Statistical Reports

Each grantee shall submit Quarterly Statistical Reports throughout Fiscal Year 2015. As those reports are completed, the grantee will be notified to utilize those reports. Problem-Solving Court Statistical Reports (Appendix E.) are due by the end of the month following the close of the quarter based on the following schedule:

- Drug Court and Mental Health Court Quarterly Statistical Reports

Reporting Period	Due Date
July 1 – September 30	October 31
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 31

Failure to submit a timely and complete Statistical Report may result in the delay of grant payments or termination of the grant.

To avoid a default notice for not submitting reports on time, grantees must submit a request for a report extension on or before the due date. The written request must include reason, date it will be submitted, and the correspondence must be cc'd to the Court Administrator/Administrative Clerk. OPSC will review the request and respond in writing. Failure to submit a report extension prior to the deadline will result in a default notice. The default notice will be addressed to the Administrative Judge, Court Administrator/Administrative Clerk, and Contact person.

Financial Reports

Each grantee must submit a report documenting its quarterly and cumulative grant reimbursements and modifications for fiscal year 2015. This report will not reflect any funds from other sources. The Quarterly Financial Grant Report, which will be provided upon acceptance of this grant, is due no later than 60 days after the close of the quarter based on the following schedule:

Reporting Period	Due Date
July 1 – September 30	November 30
October 1 – December 31	February 28
January 1 – March 31	May 31
April 1 – June 30	August 31

Failure to submit a timely and complete Quarterly Financial Grant Report may result in the delay of grant payments or termination of the grant.

To avoid a default notice for not submitting reports on time, grantees must submit a request for a report extension on or before the due date. The written request must include reason, date it will be submitted, and the correspondence must be cc'd to the Court Administrator/Administrative Clerk. OPSC will review the request and respond in writing. Failure to submit a report extension prior to the deadline will result in a default notice. The default notice will be addressed to the Administrative Judge, Court Administrator/Administrative Clerk, and Contact person.

Publication Statement

Grantees are required to use the following statement to acknowledge the support of the Judiciary on published materials or products created as part of the grant-funded project: *Funded in part by the Maryland Judiciary's Office of Problem-Solving Court.*

Technical Assistance

For any additional technical assistance in relation to this application, please contact the following persons:

For Drug Court Applicants:

*Jennifer Moore, Deputy Executive Director
Office of Problem-Solving Courts
2011-D Commerce Park Drive
Annapolis, Maryland 21401
(410) 260-3618
jennifer.moore@mdcourts.gov*

For Mental Health Court Applicants:

*Robert L. Pointer, Specialized Court Program Manager
Office of Problem-Solving Courts
2011-D Commerce Park Drive
Annapolis, Maryland 21401
(410) 260-3619
robert.pointer@mdcourts.gov*

APPENDIX A.

What an Application Must Include

Program Narrative

The Program Narrative should provide an overall description of the court program and major activities. The Program Narrative must describe the specific Problem-Solving Court that will be funded under this grant and, when applicable, must be based on research and effective/proven practices. This section should be no more than 6 typewritten pages. ***Failure to respond to any of the items listed below may result in the Office of Problem-Solving Courts rejecting or delaying the award.***

The Program Narrative should include:

Mission Statement

- Include a clear, concise, and succinct representation of the problem-solving court's purpose for existence, which also states the title of the project.

Number of Participants in Program: Previous, Actual, and Projected

- Applicants shall complete the chart below using data from SMART ***Table 18. Average Active Client Count***. Data should be given for fiscal year 2012 (July 1, 2011-June 30, 2012), fiscal year 2013 (July 1, 2012-June 30, 2013), and the first six months of fiscal year 2014 (July 1, 2013-December 31, 2013).

Average Active Client Count

FY 2012	FY 2013	1 st Half of FY 2014

- Based on the established program capacity, report if there was a decrease or increase in the number of participants and explain if the current program capacity does not match the Table 18 average active client data, explain. Further, explain why the program participant level is projected to expand, decline, or remain stable during FY 2015.

Demographics

- Applicants shall complete the chart below using data from SMART ***Table 1. Client Demographics for Active Clients***. Data should be given for fiscal year 2012 (July 1, 2011-June 30, 2012), fiscal year 2013 (July 1, 2012-June 30, 2013), and the first six months of fiscal year 2014 (July 1, 2013-December 31, 2013). In

this section, discuss what trends within the problem-solving court is evident regarding the program participant’s race, ethnicity, gender, veteran status, age or any other trends within the problem-solving court.

Client Demographics for Active Clients

ACTIVE CLIENT PROFILE	FY 2012	FY 2013	1st Half of FY 2014
Total Active Clients			
<i>All Races</i>			
Alaskan Native			
American Indian			
Asian or Pacific Islander			
Black or African American			
Other			
White			
More than one race			
<i>Ethnicity</i>			
Hispanic			
Not Hispanic			
<i>All Genders</i>			
Female			
Male			
<i>Age Group</i>			
Under 12			
12-14			
15-17			
18-20			
21-29			
30-39			
40 and Over			
<i>Veteran Status</i>			
Never in Military			
Active Duty			
Veteran			
Unknown			

Referral and Entry Process

- Describe the process from a referral to entry into the problem-solving court to include those who were deemed eligible and ineligible. This should include, but is

not limited to assessing the eligibility criteria, file reviews, criminal history checks, and considerations from assessments results.

- ❑ List the problem-solving court's eligibility criteria.

Judicial Interaction

- ❑ Include what level/amount of judicial involvement and interaction the participants of the program will have with a Judicial Officer.
- ❑ Use Table 6 in SMART to support your response.

Interventions

- ❑ Discuss what additional services are available to program participants in order to increase the likelihood of compliance and successful completion of the program. List three examples of *Incentives, Sanctions, and Therapeutic Responses* used in the program.
- ❑ Use Tables 12, 13, 14, and 15 in SMART to support your response.

Treatment

- ❑ Include what treatment modalities are available, and in what manner they will be used. Identify all levels of care utilized by substance abuse programs as well as what mental health strategies are have been implemented in this jurisdiction.
- ❑ Use Table 11 in SMART to report percentage of attended, excused, and FTA in fiscal year 2013 and the first 6 months of fiscal year 2014.

Supervision and Monitoring

- ❑ Include what methods of supervision and monitoring will be applied to participants of the program. Include who or what agency or agencies will be performing these tasks.

Alcohol and Other Drug Testing

- ❑ List the various types of testing methods used and the procedures for collecting samples. Include how many samples are expected to be collected on program participants while in the program.
- ❑ Use Table 10 in SMART to support your response.

Ancillary Services

- Include what ancillary services are utilized to this problem-solving court.
- Use Tables 7, 8 and 9 in SMART to support your response.

Successful/Unsuccessful Completion Process

- List the criteria for a participant to be successfully complete the problem-solving court.
- List the criteria for a participant to be unsuccessfully discharged from the problem-solving court.
- List the criteria for a participant to be administratively discharged from the problem-solving court.
- Use Tables 4 and 5 in SMART to support your response.

Sustainability of Program

- Discuss the plan and/or goals for the program in order to continue providing a valuable, cost effective, service to the community.
- Describe agencies or organization which support or add value to the program in any area.

APPENDIX B.

SAMPLE FY 2015 Budget with Justification

This section should include a line item budget and justification. The Office of Problem-Solving Courts has provided a sample budget. Any change in the previous year's awarded line items require justification (i.e. salary increases, benefits, and product cost increases). Each requested product/service/position justification should be no longer than one page and should, **at a minimum**, include the following:

- ❑ How much funding is needed and for what?
- ❑ Why are aforementioned products/services/personnel requested?
- ❑ What steps have previously been taken in order to secure resources (i.e. federal grants, donations, fundraisers, etc)?
- ❑ What was being used in the absence of aforementioned resources?
- ❑ What SMART data or other statistical background was used to justify the request?
- ❑ When are the resources needed?
- ❑ How will the product/service be procured? Who is responsible for this process? How long will this process take?
- ❑ Who is responsible for the hiring process? How long will this process take? Describe the position. What is the anticipated date of hire (month/year).

OPSC Budget Line Items

The following are definitions for each line item listed in the FY 2015 Office of Problem-Solving Courts Discretionary Grant; please see Appendix C. and D. for Eligible and Ineligible Activities/Services.

Personnel, Benefits, & Payroll Taxes - Personnel—List each position by title showing the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within your organization. List only the positions of the applicant organization; all other grant-funded positions should be listed under the consultants/contracts category. **Benefits & Payroll Taxes**—Base on actual known costs or

an established formula. Benefits and payroll taxes are for listed personnel and only for the percentage of time devoted to the project.

Consultant/Contractual Services - Describe the product or service to be procured by contract and provide an estimate of the cost of services that cannot be provided by other full- or part-time staff employed by the project. Generally, these services provide a specific and identifiable product or service. Recipients must adhere to relevant procurement standards when advertising for or soliciting potential service providers.

Equipment - List nonexpendable items that are to be purchased. Nonexpendable equipment is tangible property having a useful life of more than 1 year and an acquisition cost of \$100 or more per unit. (Note: An organization's own capitalization policy may be used for items costing less than \$100.) Include expendable items either in the "supplies" category. Analyze the cost benefits of purchasing versus leasing equipment, particularly high-cost items and those subject to rapid technical advances. List rented or leased equipment costs in the "contractual" category. Explain why the equipment is needed for the project to succeed.

Supplies – List costs necessary to carry out the project. Supplies are defined as expendable property having a useful life of less than one year or an acquisition cost of less than \$100 per unit. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Staff Travel & Training – Itemize travel and training expenses for project personnel by purpose (e.g., staff to training or coordinator meetings) Show how you calculated these costs (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X meals). Identify the location of travel, if known.

Sample FY 2015 Budget with Justification

This section should include a line item budget and justification. Please utilize the provided blank budget template forms below when adding the budgetary requests. Each requested product/service/position justification should be no longer than one page. **Do not use the actual vendor name in the Budget Narrative.** See Problem-Solving Courts Discretionary Grant Guidelines for more detailed information.

FY 2015 Total Budget Request

Request Areas	Amount Requested
Personnel, Benefits, & Payroll Taxes	\$88,077
Consultants & Contracts	\$52,308
Equipment	\$400
Supplies	\$7,980
Staff Training & Travel	\$2,473
Total Budget Request:	\$151,238

ABC Court Case Manager @ \$45,000 (\$865.38 per week) for 44 weeks = \$38,077

Amount requested is \$38,077

ABC Court Coordinator

The FY 2015 request for funds to support one full time ABC Coordinator is \$50,000 for 52 weeks of employment for which the Judiciary's Department of Human Resources has designated the salary. The duties of a ABC Court Coordinator are to coordinate services, find and apply for state and federal grants, track data and trends within the ABC Court for reporting purposes, monitor the ABC Court and it's progress, attending trainings and seminars on behalf of the ABC Court, act as a liaison between agencies, and perform other duties as assigned within the ABC Court.

ABC Court Coordinator @ \$50,000 for 52 weeks = \$50,000

The amount requested is \$50,000.

county on or before August 1, 2014. The vendor has yet to be determined. Once bid out, 5 GED programming will be maintained for the year.

5 participants will use GED course study @ \$300 a semester = \$1,500

The amount requested is \$1,500

Vocational Training

Previously, the ABC Court relied on the county school system or other non-profit agencies to provide vocational training course work at a cost for the participants in the program, however due to recent fiscal cuts within the county school system; this is no longer available for the ABC Court to utilize. The data that is available states that education can empower and influence the participants to work harder towards success, acting as an incentive within the ABC Court. The resources are needed before the registration period for upcoming vocational training course study semester begins. The Administrative Clerk and other support staff will contract for vocational/ training programs in the county. This will be done on or before July 15, 2014.

5 participants will use Vocational Training @ \$100 per class for 5 classes = \$2,500

The total amount requested is \$2,500

Taxi Service

Due to the area in which a participant must travel for judicial interaction and treatment, Taxi Service is necessary since other modes of public transportation are not available in our area. The cost will be \$25 per participant per week for an estimated 5 participants. Previously, the ABC Court has applied for grants from Transportation companies, however they have been denied. In the absence of transportation, the ABC Court would have to rely on a family member or friend to bring participants to court, as many participants do not have or have lost their drivers licenses. The Administrative Clerk and other support staff will contact the judiciary department of procurement on or before July 15, 2014 in order to procure the services according to the local and state procurement rules standards. The ABC Court will follow the Judiciary policy on procurement in order to secure a company that can supply Taxi Service \$25 per person.

5 participants will use Taxi Service @ \$25 per person for 48 weeks = \$6,000

The amount requested is \$6,000

ABC Court State's Attorney

The FY 2015 request for funds to support services from the ABC State's Attorney Office is \$42,308. The County Office of Human Resources has designated the salary for an ABC State's Attorney at \$50,000 for 52 weeks. The ABC Court will contract with the ABC State's Attorney's Office to represent the county interests in the ABC problem-solving court proceedings to act as a liaison, and perform other duties as assigned within the ABC problem-solving court that is not covered by county funding. Previously the ABC Court relied on the county Office of the State's Attorney to lend staff to complete the required State's Attorney's duties; however it has become a strain on local resources. The ABC Court has grown 20% since 2012 based on our quarterly statistical reports.

ABC State's Attorney @ \$50,000 (\$961.54 per week) for 44 weeks = \$42,308

The amount requested is \$42,308

The majority of positives continue to be with heroin (8%) with cocaine following (5%). The court will procure the services according to the local and state procurement rules standards. The Administrative Clerk and other support staff will contact the procurement department by May 31, 2014. Upon the procurement department securing and finalizing a contract, the court will then began to utilize the services according to the rules and language given by the local and state procurement standards.

Urine Analysis Kits	$\$5.00 \text{ per kit} \times 1 \text{ per week} \times 52 \text{ weeks} \times 30 \text{ participants} =$ $\$7,800$
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Unidentified Training 10 team members @ \$45 per yet to be determined training = \$450

The amount requested is \$450

Ocean City (OC) Problem-Solving Court (PSC) Training

In order to stay abreast of new trends within problem-solving courts, four members of the ABC Court Team is requesting funding to cover the cost to attend an in-state conference in Ocean City, Maryland in September; the exact dates have not been determined. The cost of registration is \$100 per person. However, the ABC Court is also requesting travel costs associated with this 2-day training conference. The ABC Court team had to previously either not attend trainings or rely on other state agencies to provide free training for their team members. There is available data that shows the more educated in regards to problem-solving court issues the staff are, the more efficient they will be at performing their duties within the ABC Court. The ABC Court would like to send 4 team members to include: The ABC Court Judge, the ABC Court Coordinator, and two ABC Court Case Managers. Below is a mathematical summary of how the trainings will be attended.

OC PSC Training 4 team members @ \$100 per registration =\$400
4 team members staying 2 nights in a hotel at \$120 per night =
\$960
4 team members with a \$50 per diem per person for 2 days= \$400
4 team members driving their own vehicles 65 miles both
directions at 50.5 cents per mile = \$263

The amount requested is \$2,023

APPENDIX C.

Problem-Solving Courts Eligible Activities/Services

The grants are available to support adult, mental health, DUI, juvenile, family dependency drug treatment courts in both Circuit and District Courts. Following is a description of eligible activities and services that may be supported by the grant project.

- ❑ Academic training/tutoring/GED assistance;
- ❑ Case manager and/or resource specialist (responsible for overseeing the ancillary service component of the Drug and Mental Health Court which includes: developing case plans, facilitating access to services and monitoring participant progress, not clinical or DPP agent);
- ❑ Child care;
- ❑ Community service projects;
- ❑ Cooperative Extension materials;
- ❑ Drug and alcohol testing;
- ❑ Problem-Solving Court Coordinator (this is a non-clinical position, responsible for the efficient daily operation of the Drug or Mental Health Court which includes the planning, developing, monitoring and evaluation of the Problem-Solving Court);
- ❑ Employment services and/or vocational services;
- ❑ Family/marital counseling;
- ❑ Graduation/Acknowledgment certificate and frame;
- ❑ Group counseling/peer support;
- ❑ Health education/life skills;
- ❑ Higher education fees/testing/noncredit courses;
- ❑ Housing alternatives/resources;
- ❑ Panel Attorney;
- ❑ Parenting/child development classes;
- ❑ Staff training and travel;
- ❑ Medication;
- ❑ 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.

APPENDIX D.

Problem-Solving Courts Ineligible Activities/Services

Grant funds **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;
- ❑ Fundraising activities;
- ❑ Lobbying activities;
- ❑ Membership dues for group or individuals;
- ❑ Subscriptions;
- ❑ Incentives;
- ❑ Graduation/Acknowledgment party supplies;
- ❑ Pools of money for miscellaneous undocumented items otherwise known as “slush funds”;
- ❑ Operational costs;
- ❑ Promotional gifts;
- ❑ Proselytizing or sectarian worship;
- ❑ Vehicles or equipment for government agencies that are for general agency use;
or
- ❑ Weapons, ammunition, explosives, military vehicles or purchase of vehicles or property.

APPENDIX E.

Sample SMART Report

Table 1. Client Demographics for Active Clients Profile Report for Administrative Agency (MD-100100) Active Client Profile Summary as of 10/15/2010 New Drug Court Candidates this Report Period: 238 Report Period: 1/1/2007 to 10/15/2010			
Active Client Profile	Number	Percent <i>of total reporting</i>	Missing Data
Total Active Clients	40	100%	--
All Races - total reporting	35	--	5
Alaskan Native	5	14.29%	--
American Indian	3	8.57%	--
Asian or Pacific Islander	7	20.00%	--
Black or African-American	4	11.43%	--
Other	1	2.86%	--
White	8	22.86%	--
More than one race	7	20.00%	--
Hispanic Ethnicity - total reporting	35	--	5
Hispanic	18	51.43%	--
Not Hispanic	17	48.57%	--
All Genders - total reporting	40	--	0
Female	9	22.50%	--
Male	31	77.50%	--
Age Group - total reporting	40	--	0
Under 12	0	0.00%	--
12-14	0	0.00%	--
15-17	0	0.00%	--
18-20	0	0.00%	--
21-29	13	32.50%	--
30-39	18	45.00%	--
40 and Over	9	22.50%	--
Veteran Status - total reporting	37	--	3
Never in Military	8	21.62%	--
Active Duty	2	5.41%	--
Veteran	1	2.70%	--
Unknown	26	70.27%	--

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