

# SAMPLE



**Administrative Office of the Courts  
OFFICE OF PROBLEM-SOLVING COURTS  
2001 COMMERCE PARK DRIVE – SUITE E/F  
ANNAPOLIS, MD 21401  
DC BUDGET REQUEST # B1900015U**

## District Court Budget Request Application Cover Sheet

**Application Organization Name:** ABC County District Court  
**Office/Department/Unit (if applicable):** Problem Solving Court Office  
**Program Name (if different):** ABC County District Court Problem-Solving Court Program  
**Address:** 1234 Main Street **City:** Good Town **State:** Maryland **ZIP:** 21400  
**Amount Requested:** \$ 150,097

Applicant Organization Personnel	Name	Phone Number	Email
Administrative Judge:	John Smith, Admin. Judge	410-555-0000	<a href="mailto:John.Smith@mdcourts.gov">John.Smith@mdcourts.gov</a>
Administrative Clerk:	James Jones, Admin. Clerk	410-555-0001	<a href="mailto:James.Jones@mdcourts.gov">James.Jones@mdcourts.gov</a>
Program Coordinator:	Jackson Brown	410-555-0005	<a href="mailto:Jackson.Brown@mdcourts.gov">Jackson.Brown@mdcourts.gov</a>

**Authorizing Signatures** By signing below, the applicant agrees to abide by all terms of the Maryland Judiciary’s Policies as well as the terms of the FY 2019 Special Conditions for the District Court Budget Request Application.

<b>Administrative Judge:</b>		<b>Administrative Clerk:</b>	
<b>John Smith</b> <i>Printed Name</i>		<b>James Jones</b> <i>Printed Name</i>	
<b>Administrative Judge</b> <i>Title</i>		<b>Administrative Clerk</b> <i>Title</i>	
<i>Signature</i>	<i>Date</i>	<i>Signature</i>	<i>Date</i>

Please compile the application into one PDF document and submit the application via email to: [OPSC.grants@mdcourts.gov](mailto:OPSC.grants@mdcourts.gov) by March 30, 2018.

**Budget Request Application Narrative**

**Summary of the Budget Request: Please briefly summarize your proposed project. (50 words or less)** The summary will be incorporated into the Budget Request Award & Acceptance Form and other documents.

A specialized court docket for defendants with sever substance use and mental illness issues. The goal of the PSC is to decrease the frequency of participant’s contacts with the criminal justice system by providing judicial leadership to improve social functioning, employment linkage, housing needs, treatment, and support services of participants.

**Program Narrative and Budget Justification**

**Using these charts, please provide a summary of your current and previous awards for your jurisdictions Problem-Solving Court. (For All Programs Under This Budget Request)**

<b>Detail</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>1<sup>st</sup> Half – FY 2018</b>
Award	\$100,000	\$110,000	\$116,000
Total Spent	\$100,000	\$102,070	\$27,500
% Spent	100%	93%	24%

**Funding from Non Judiciary Resources (For All Programs under This Budget Request)**

<b>FY 2017 – Previous</b>			<b>FY2018 Current</b>		
<b>Grantor</b>	<b>Award Amount</b>	<b>Purpose</b>	<b>Grantor</b>	<b>Award Amount</b>	<b>Purpose</b>
Governor’s Office of Crime Control Prevention Year 2 of 3	\$36,000	Curfew software, incentives, drug testing	Governor’s Office of Crime Control Prevention Year 3 of 3	\$21,000	Curfew software, incentives, drug testing
Casey Foundation Year 1 of 1	\$4,000	Life skills employment services	Bureau of Justice Assistance Year 1 of 3	\$4,000	Life skills employment services

Complete Sections 1, 2, 3, and 4 for each program (where applicable)

Program Name: ABC County District Court Problem-Solving Court Program

**1. Previous and Projected Program Capacity**

FY2016	FY2017	FY2018	FY 2019 Projected
30	35	40	45

**2. Previous and Current Average Active Client Count (SMART Table 18)**

FY2016	FY2017	1 <sup>st</sup> half of FY 2018
28.2	44.8	50.9

**Please explain any changes in Program Capacity vs Active Client Count.**

The program experienced an increase of participants in FY 2018 as a result of advertising the court to our local commissioner’s board, local bar association, as well as the local treatment facility.

**3. Client Demographics for Active Clients (SMART Table 1)**

ACTIVE CLIENT PROFILE	FY 2016	FY 2017	1 <sup>st</sup> Half of FY 2018
Total Active Clients	36	48	55
<i>All Races</i>			
Alaskan Native	0	0	0
American Indian	0	0	0
Asian or Pacific Islander	1	0	0
Black or African American	18	24	24
Other	2	3	8
White	15	21	23
More than one race	0	0	0

<i>Ethnicity</i>			
Hispanic	6	3	5
Not Hispanic	30	45	50
<i>All Genders</i>			
Female	6	7	30
Male	30	41	25
<i>Age Group</i>			
Under 12	0	0	0
12-14	0	0	0
15-17	0	0	0
18-20	20	24	16
21-29	10	20	15
30-39	5	3	15
40 and Over	1	1	9
<i>Veteran Status</i>			
Never in Military	34	42	50
Active Duty	0	1	0
Veteran	2	5	5
Unknown	0	0	0

**4. Please explain any changes in demographics over the course of the reported years.**

ABC Problem-Solving Court increased its participant population over FY 2016-2018. The increase is attributed to the adjustments made in the programs' admission criteria. This change in admission criteria allowed new charges to be considered such as nonviolent felony cases, minor sex offense cases, and hand gun convictions that were more than 10 years old.

The court also attributes an increase of participants in FY 2018 as a result of advertising the court to our local commissioner's board, local bar association, as well as the local treatment facility.

## **Goals, Objectives, Measurable Outcomes (For All Programs under This Budget Request)**

Include 4-5 Program Goals. Two of the goals must include training/professional development and community outreach. Applicants should include no less than two additional program goals. Additional goals should be related to the practices of the Problem-Solving Court. Each goal should include objectives and measurable outcomes. Problem-Solving Courts will be accountable for demonstrating progress in the stated goals. **Where applicable, all programs under this Budget Request must be addressed in this section.**

The following goals are examples of how to complete this section. The applicant may use some or all of the samples or create new goals.

### **SAMPLE Goals, Objectives, Measurable Outcomes**

#### **Training/Professional Development**

**Goal # 1 – Develop and Implement a professional development plan for all Problem–Solving Court Team Members this fiscal year.**

#### **Mental Health Court**

**Objective #1 – Identify Mental Health Specific webinars, conferences, trainings and courses which will aid in the participants success in ABC County Mental Health Court.**

- Coordinator will organize and conduct a meeting with team members no later than September 1, 2018 to generate training ideas regarding up and coming webinars, conferences, and trainings.
- ABC County Mental Health Court team will research and develop a tool that will be used to gauge the effectiveness of each training by October 1, 2018.
- Team members will attend all trainings as scheduled, and will provide a feedback form of knowledge gained, at trainings no less than 2 weeks after each training event attended during fiscal year 2019.
- Team will meet again on June 1, 2019 to go over all feedback, and evaluate what trainings would be beneficial to the team for the next upcoming fiscal year.

## **Juvenile Drug Court**

**Objective #1** – Develop and implement a professional development plan for juvenile drug court team members for FY 2019.

- Create a small planning committee of team members to take the lead in the development of the professional development plan no later than August 31, 2018.
- Once created, the planning committee will gather information on training resources, best practices, roles, responsibilities, and present ideas to the rest of the Juvenile Drug Court team by October 31, 2018.
- Juvenile Drug Court Team members will provide feedback and determine the content of the professional development plan. The professional development planning committee will develop and provide a final rough draft of the professional development plan and submit for review to all team members by January 31, 2019.
- Planning committee will complete the professional development plan by March 31, 2019.

## **Adult Drug Court**

**Objective #1** – Identify webinars and courses which demonstrate research and best practices for Adult Drug Courts.

- Adult Drug Court Coordinator will research and identify a minimum of 4 webinars or local training opportunities for Adult Drug Court Team members by September 1, 2018.
- Adult Drug Court Coordinator will provide team members with a listing of the available webinars/training opportunities. Team members will view 1 webinar or attend 1 training per quarter and provide documentation as proof of attendance within 1 week of participation.
- A minimum of 2 Adult Drug Court team members shall attend the annual Office of Problem-Solving Courts' Annual Symposium in the fall of 2018.
- Adult Drug Court team members will provide a verbal report to the entire team within 2 week after attending the Annual Symposium.

## **Veterans Court**

**Objective #1**–Veterans Treatment Court Staff will attend the Vet Court Conference being held at the National Harbor on July 14-17, 2019.

- Veterans Treatment Court Coordinator will assist with registration with all court staff who are eligible and approved to attend the Vet Court Conference by January 1, 2019.
- A minimum of 2 Veterans Treatment Court staff will attend the Vet Court Conference on July 14-17, 2019.
- Veterans Treatment Court Staff will provide a verbal report, and disseminate any pertinent materials acquired at the conference to the entire team 1 week after attending the Vet Court Conference.

## **Community Outreach**

**Goal #2- Maintain a Steering Committee for ABC County Problem-Solving Courts.**

## **Mental Health Court**

**Objective #1-** Identify goals for the upcoming fiscal year as to what the current steering committee would like to accomplish.

- Set the quarterly steering committee meeting schedule for the year by August 1, 2018.
- Draft the steering committee agenda in coordination with the Administrative Judge By September 1, 2018.

**Objective #2-** Hold steering committee meetings at least quarterly during FY 2019.

- Schedule space within the ABC County to have a central location for meetings.
- Mental Health Court Coordinator will draft an agenda at least 1 week prior to every meeting, and record minutes from each meeting. Minutes will be provided to all Steering Committee members for viewing 2 weeks prior to next upcoming meeting.
- Implement activities and projects discussed at Steering Committee when possible throughout the course of the fiscal year.

### **Goal #3 Create a Steering Committee for ABC County Juvenile Drug Courts.**

#### **Juvenile Drug Court**

**Objective #1-** Determine the mission of the advisory board/steering committee, to include the purpose and scope of authority. Develop a mission statement relevant to the Juvenile Drug Court and identify goals and objectives for the advisory board/steering committee for FY 2019.

- The coordinator will coordinate a meeting with the Juvenile Drug Court Judge to discuss the mission, purpose, and scope for the advisory board/steering committee by August 1, 2018.
- The coordinator will create a volunteer/interest form for potential board members to better determine member's areas of strength and interest. This form will be completed by August 30, 2018.
- By September 1, 2018, the coordinator will begin distributing forms and contacting a minimum of 15 community-based agencies to inform them of the new advisory board opportunity.
- The coordinator will identify available dates for potential space within the county court building to hold meetings and share dates with stakeholders by October 1, 2018.
- The coordinator will schedule one meeting each quarter beginning October 2018 and ending June 2019.

### **Goal #4- Team members will visit 2 Veteran Treatment/Problem-solving Courts located throughout the state.**

#### **Veteran Treatment Court**

**Objective #1-** Coordinator will communicate with OPSC to obtain a directory of all Problem-Solving Court coordinators through the state by August 1, 2018.

- Contact and coordinate a site visit for a minimum of 4 team members, to include at least 1 case manager, a coordinator, and 2 Veterans treatment Court staff members by October 1, 2018.
- Team members who attend court hearings, will report back to team at next available staff meeting after visit.



## **Treatment**

**Goal #5- Decrease the amount of positive drug tests by all participants in the Problem-Solving Court within the first month of participation.**

### **Adult Drug Court**

**Objective #1-**Adult Drug Court team members will administer frequent, monitored, and random drug testing.

- 95% of every new DTC participant will submit to random urinalysis testing at least twice a week, will meet with their Probation Agent at least once a week, and will appear in Court for regular progress conferences at least once every three weeks for the first month in the program.
- 90% of new DTC participants will be entered into a treatment program within 5 business days of entering DTC.

### **Mental Health Court**

**Goal #6- Decrease the time between an Inpatient/Outpatient Competency Evaluation and participant receiving a placement at a state run hospital by 20% in FY 2019.**

**Objective #1** Link participants whom may have a possible mental health impairment with the Problem-Solving Court in the local county jail at the time of their jail intake.

- Contact the Directors of the county detention center by October 1, 2018, in order to discuss their current protocol when dealing with incompetent defendants.
- Contact the state hospital administration by October 1, 2018 to discuss the documented protocol to transfer a defendant from the county detention center to the state hospital.
- By October 15, 2018, Mental Health Court coordinator will document the current wait times from the initial evaluation request to placement being made in the state hospital and document times on the SMART legal status screen.
- Create a report using collected SMART data, and compare the report with the wait time recommend by state hospital administrators by June 1, 2019.

## **FY 2019 Budget with Justification**

This section should include a line item budget and justification. Each requested product/service/position justification should be no longer than 350 words per item. At a minimum, include the following:

- How much funding for this position/item/service is needed and for what?
- Cost Itemization.
- When are the resources needed?
- What SMART data or other statistical background were used to justify the request?
- What steps have previously been taken in order to secure resources (i.e. federal grants, donations, fundraisers, etc.)?

The following are definitions for each line item listed in the FY 2019 District Court Problem-Solving Court Budget Request:

**Personnel** -- Not applicable to the FY 2019 District Court Problem-Solving Court Budget Request.

**Consultant/Contracts** - 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/Software** - 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.

**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.

**Other Direct Costs** – Not applicable to the FY 2019 District Court Problem-Solving Court Budget Request

**Indirect Costs** - Not applicable to the FY 2019 District Court Problem-Solving Court Budget Request

**Contracts and Consultants**

**Service Type:** States Attorney/Panel Attorney

**How many years has OPSC funded this?** 1 year

<b>Year</b>	<b>2017</b>	<b>1<sup>st</sup> half 2018</b>	<b>2019 Request</b>
<b>Awarded</b>	0	\$10,000	\$19,200
<b>Spent</b>	0	\$5,000	
<b>% Spent</b>	0	50%	

- **How much funding for this service is needed and for what?**  
 The FY 2019 request for funds to support services from the ABC State’s Attorney Office is \$19,200. The ABC Problem Solving Court will contract with the ABC County State’s Attorney’s Office to represent the prosecutorial role on the ABC Problem Solving Court Team. The duties include attending staffing meetings, court proceedings, court preparation and other meetings as requested.
- **Cost Itemization:**  
 40 hours per month x 12 months x \$40 per hour = \$19,200
- **When are the resources needed?**  
 July 1, 2018
- **What SMART data or other statistical background were used to justify the request?**  
 In the first half of FY 2018, the ABC Problem-Solving Court averaged 92.6 participants vs. 51.4 participants in FY 2017 (SMART Table 18). There were 368 court contacts in the first half of FY 2018 vs 408 in all of FY 2019 (SMART Table 6). The population in ABC County has increased as a result of a new casino in the county, which has also adversely affected the amount of crime that occurs in this jurisdiction. The program has grown tremendously in the past 10 months and the need to increase the amount of hours for this service in necessary.
- **What steps have previously been taken in order to secure resources (i.e. federal grants, donations, fundraisers, etc.)?**  
 In FY 2018, the ABC Problem Solving Court relied on a grant from the ABC County Bar Association to fund \$10,000 to complete the required State’s Attorney’s duties; however it has become a strain on local resources, as the population in ABC County has increased as a result of a new casino in the county, which has adversely affected the amount of crime

that occurs in this location. The grant funding for ABC Problem-Solving Court will not be awarded in FY 2019 from the county Bar Association.

**Service Type:** Taxi Service

**How many years has OPSC funded this?** 3 years

Year	2017	1 <sup>st</sup> half 2018	2019 Request
<b>Awarded</b>	\$10,000	\$11,000	\$12,000
<b>Spent</b>	\$10,000	\$5,500	
<b>% Spent</b>	100%	50%	

- **How much funding for this service is needed and for what?**

The FY 2019 request for funds to support taxi service is \$12,000. It is estimated that no less than 65% of the participants are in outlying areas of the county and only have access to taxi services. Due to this transportation limitation, Taxi Service is necessary in order for participants to successfully manage daily appointments to court, treatment, meetings and ancillary services which are assigned by the court. Court hearings for participants can be up to twice a month for the duration of the time in the program.

- **Cost Itemization.**

25 participants X 10.00 a trip X 4 trips a month's X 12 months = \$12,000.

- **When are the resources needed?**

July 1, 2018

- **What SMART data or other statistical background were used to justify the request?**

Utilizing SMART tables 8, 9 and 10 participants have appeared at 76 housing appointments, 112 mental health services appointments, and 48 appointments for substance abuse treatment services. In ABC County, all 3 of these appointments are in rural areas that cannot be accessed by public transportation.

Once a participant enters ABC Problem-Solving Court, the Coordinator runs a driver license check amongst other background checks. We have found that 95% of participants do not have a valid license to drive once they enter the court, which results in the massive amount who need to rely on taxi service, as no public transportation options exist.

- **What steps have previously been taken in order to secure resources (i.e. federal grants, donations, fundraisers, etc.)?**

In FY 18, the court was awarded \$11,000 for taxi service. The court as of January 1, 2018 has spent \$5,500 of taxi service as a result of an increase in participants. As a result of the increase in demand for taxi service, we are asking for an increase to \$12,000 for FY 19.

**Supplies**

**Supply Type:** Breathalyzer Mouthpieces

**How many years has OPSC funded this?** 5 years

<b>Year</b>	<b>2017</b>	<b>1<sup>st</sup> half 2018</b>	<b>2019 Request</b>
<b>Awarded</b>	\$100	\$150	\$180
<b>Spent</b>	\$75	\$0	
<b>% Spent</b>	75%	0%	

- **How much funding for this item/service is needed and for what?**

ABC Problem-Solving Court is requesting \$180 for Breathalyzer Mouthpieces. ABC Problem-Solving Court uses breathalyzers mouthpieces on a weekly basis, and is an integral part of the program. The ABC Problem-Solving Court will procure 6 packs to be used by the local law enforcement agency during random home checks on participants in the first and second phase of the program.

- **Cost Itemization.**

\$30 per pack of 100 mouthpieces for 6 packs of mouthpieces =\$180

- **When are the resources needed?**

July 1, 2018

- **What SMART data or other statistical background were used to justify the request?**

Per table 10 (Client Drug Testing Outcomes) ABC problem-solving court has conducted 10 breathalyzer activities per month, and a total of 60 up to this period. As indicated in table 3 (Client Characteristics at Admission) ABC Problem Solving Court has increased admission for the first 6 months from 25 by January 1, 2017 to 30 by January 1, 2018. As a result, we are requesting an increase in breathalyzer mouthpieces to match the growth of the program.

- **What steps have previously been taken in order to secure resources (i.e. federal grants, donations, fundraisers, etc.)?**

ABC Problem-Solving Court has relied strictly on the OPSC Discretionary Grant for Breathalyzer Mouthpieces in previous years.

**Equipment**

**Equipment Type:** Instant Urine Tests

**How many years has OPSC funded this?** 6 years

<b>Year</b>	<b>2017</b>	<b>1<sup>st</sup> half 2018</b>	<b>2019 Request</b>
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<b>Awarded</b>	\$30,000	\$20,000	\$18,200
<b>Spent</b>	\$15,000	\$5,000	
<b>% Spent</b>	50%	25%	

- **How much funding for this position/item/service is needed and for what?**

The FY 2019 request for funds to support instant urine cups is \$18,200. The ABC Problem-Solving Court also relies on drug testing resources from the Division of Parole and Probation and ABC County Health Department.

**Cost Itemization:**

2 urine test per week x 52 weeks x 35 participants x \$5.00 a test = \$18,200

- **When are the resources needed?**

July 1, 2018

- **What SMART data or other statistical background were used to justify the request?**

Based on Table 10 (Drug Testing Outcomes) ABC Problem-Solving Court has collected 400 tests in FY 18. ABC Problem-Solving Court recently obtained a grant from SAMSHA which will cover 50% of drug testing equipment to include Instant Urine Tests. As a result of the current grant award, ABC Problem-Solving Court is requesting less money from OPSC in drug testing equipment for FY 19.

- **What steps have previously been taken in order to secure resources (i.e. federal grants, donations, fundraisers, etc.)?**

ABC Problem-solving Courts previously shared all responsibilities for drug testing with the Department of Public Safety. ABC problem-solving courts has recently obtained a 3 year grant from SAMSHA, which will cover a portion of drug testing for FY 19. Once this grant has ended, ABC Problem-Solving courts may request more funds from OPSC.

**Staff Training and Travel**

**Training Type:** In State Mental Health/Substance Abuse Training

**How many years has OPSC funded this?** 6 years

<b>Year</b>	<b>2017</b>	<b>1<sup>st</sup> half 2018</b>	<b>2019 Request</b>
<b>Awarded</b>	\$500	\$500	\$500
<b>Spent</b>	\$500	\$250	
<b>% Spent</b>	100%	50%	

- **How much funding for this is needed and for what?**

ABC Problem-Solving Court is requesting funding to attend at least one Mental Health/Substance Abuse Training seminar in FY 2019. These trainings have not been identified, but the request is

in anticipation of training events occurring. Team members who attend the specified training would include Judge/Master, Case Managers, Coordinators, and other Court personnel as designated.

- **Cost Itemization.**

1 training @ 100.00 per team member X 5 team members = \$500.00

- **When are the resources needed?**

July 1, 2018

- **What steps have previously been taken in order to secure resources (i.e. federal grants, donations, fundraisers, etc.)?**

ABC Problem Solving Court has relied on OPSC grant funds for trainings not offered for free in the state in previous years.

## **Fact Sheet for Maryland Problem-Solving Court**

**Date:** March 30, 2018

**Name of Court:** Richland County District Court Adult DTC  
**County:** Richland  
**Court Address:** Twelve Market St.  
Anytown, MD 21000

**Administrative Judge:** John L. Stanton  
**Presiding Judge/Magistrate:** Robert V. Bowen  
**Court Administrator/Administrative Clerk:** Administrative Clerk—Jane Wilde  
**PSC Coordinator:** John Doe  
**Phone:** 410-555-3130  
**Email:** John.Doe@mdcourts.gov

**Start Date (Month/Year):** December 2005  
**Structure of Program:** Post Conviction and VOP  
**Program Capacity:** 25

**Court Hearing:** Every Wednesday at 1pm.  
**Treatment:** Outpatient and Inpatient treatment  
**Supervision/Monitoring:** Parole and Probation  
**Types of Drug Testing:** SCRAM, Urine, Sweat Patches, Handheld Breathalyzer, and Saliva testing.

**Eligibility criteria: (i.e.: County residents, Non-violent offenses, etc.)**

***Offense and Offender Qualifiers:***

Richland County resident  
Evident substance abuse  
Drug motivated crime  
Non-violent offense- as defined by Maryland law

***Offense and Offender Disqualifiers:***

Current offense is a DWI/DUI  
Dealers for Profit  
History of violent offenses- as defined by Maryland law  
Former graduates from DTC  
Those who would qualify for the First Offenders Drug Program  
Possession with the Intent to Distribute (PWID) will be determined for eligibility on a case-by-case basis by the Office of the State's Attorney

**Average Program Length:** 15 months