



FY 2019 Special Conditions for the District Court Budget Request

1. Eligibility

District Courts who are currently approved or are in the process of implementing 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, 2018 through June 30, 2019.

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:

<u>Reporting Period</u>	<u>Report Due Date</u>
1 st Quarter (July 1 thru Sept 30)	October 31
2 nd Quarter (Oct 1 thru Dec 31)	January 31
3 rd Quarter (Jan 1 thru Mar 31)	April 30
4 th Quarter (April 1 thru June 30)	July 31
Full Year w/Graphs – Tables 1 thru 16 Tables 17 and 18 w/o Graphs	July 31 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 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 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 (estimated)
4 th 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 2019 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, 2019

D. Report Submission Requirements

All reports (financial, program/statistical, and summary report) must be submitted electronically to the OPSC, emailed to 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 with approved Budget Requests 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 with approved Budget Requests must use a budget modification form for all requests of 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. All budget modifications shall be recorded on the fiscal reporting forms with the fiscal workbook on a quarterly basis.
4. The Budget Modification is the last tab in the fiscal workbook. The form should be completed electronically, printed, signed, scanned and emailed to opsc.grants@mdcourts.gov.
5. OPSC is responsible for reviewing and responding to Budget Modification requests within five business days on behalf of the District Court of Maryland.

F. Project Modifications

District Court Problem Solving Court Programs with approved Budget Requests must receive written approval from OPSC to change the purpose or activities of the budget request. When the change of purpose impacts the budget, the court must also submit a revised project budget detailing any costs related to this change.

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 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 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.

PROBLEM-SOLVING COURTS ELIGIBLE ACTIVITIES/SERVICES

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;
- ❑ Problem-Solving Court Coordinator (this is a non-clinical position, responsible for the efficient daily operation of the Problem-Solving 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, non-Substance Abuse Services;
- ❑ Health education/life skills;
- ❑ Education fees/testing/noncredit courses;
- ❑ Housing alternatives/resources, Short term and Emergency Housing Only;

- ❑ Panel Attorney;
- ❑ Parenting/child development classes;
- ❑ Staff training and travel;
- ❑ Medication for reentry purposes;
- ❑ 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.

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 project 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;
- ❑ Petty Cash funds for miscellaneous undocumented items;
- ❑ 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.