



## **FY 2024 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, 2023, through June 30, 2024.

### **4. Reporting**

All reports (financial, program/statistical, and goals summary) must be submitted electronically to the OPSC by the due dates outlined unless directed otherwise.

#### **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. All statistical reports must be submitted electronically to the OPSC by the due dates outlined unless directed otherwise.

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 to the OPSC on a quarterly basis according to the due dates outlined below unless directed otherwise, even if the grantee did not expend any funds during the quarter.

The quarterly schedule for financial 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)	November 15
2 <sup>nd</sup> Quarter (Oct 1 thru Dec 31)	February 15
3 <sup>rd</sup> Quarter (Jan1 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 2023 Goals, Objectives, and Measurable Outcomes submitted in the grant and/or modified throughout the grant year. The summary will address how the goals were met or unmet through the course of this grant year and what challenges were met and overcome.

The summary reports must be submitted electronically to the OPSC by the due date outlined below unless directed otherwise.

**Summary Report Due Date**  
September 1, 2023

## D. Budget Modifications

Budget modifications are available to OPSC grantees to allow for budget adjustments among existing categories and to offer an opportunity to add new eligible activities during the given fiscal year. Budget modifications must be submitted electronically to the OPSC unless directed otherwise.

## E. 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 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);
- Childcare 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 ride share); 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:

- ❑ 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;
- ❑ 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.

Services or products that have not been previously allowed by the District Court of Maryland may now be looked at on a case-by-case basis due to ongoing or anticipated emergencies.