**Administrative Office of the Courts**

**Office of Problem-solving Courts**

**187 Harry S. Truman Parkway**

**Annapolis, MD 21401**

**fo: FO-2025-PSC-010**

**Budget Request Application Cover Sheet**

**Applicant Organization Name**:

**Office/Department/Unit (if applicable)**:

**Program Name (if different):**

**Address**: **City**: **State:** **ZIP**

**Federal Employer Identification Number (FEIN)**: **SAM Unique Entity ID** (if applicable):

**Amount Requested:**  **Matching Funds** (if applicable):

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Organization Personnel** | **Name** | **Phone Number** | **Email** |
| Administrative Judge/ Organization Director: |  |  |  |
| Court Administrator/ Administrative Clerk: |  |  |  |
| Project Manager: |  |  |  |
| Project Finance Manager: |  |  |  |

|  |  |
| --- | --- |
| **Authorizing Signatures** By signing below, the applicant agrees to abide by all terms of the Judiciary’s General Grant Conditions as well as the terms of the **FY2025 Special Conditions for the District Court Budget Request.** | |
| **Director/Administrative Authority:** | **Financial Authority:** |
|  |  |
| *Printed Name* | *Printed Name* |
|  |  |
| *Title* | *Title* |

*Signature Date Signature Date*

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 22, 2024.

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**Problem-Solving Courts Budget Request Application**

**Checklist**

This checklist is intended as a tool to assist applicants in submitting complete and timely applications. This checklist does not need to be submitted with your application.

\_\_\_\_ Budget Request Application Cover Sheet

Signed by BOTH the Director/Administrative Authority and Financial Authority

\_\_\_\_ Program Narrative and Budget Justification – Within each budget category, do not exceed 350 words per item.

\_\_\_\_ Use the standard set margins, New Times Roman, Font 12.

\_\_\_\_ Signed/Scanned PDF application

\_\_\_\_\_ Emailed to: [OPSC.grants@mdcourts.gov](mailto:OPSC.grants@mdcourts.gov)

Subject Line: **“PSCBRFY25- County Name and Court Type”**

\_\_\_\_ Application Deadline – March 22, 2024

Failure to respond to any of the items or submitting late applications may result in the

Office of Problem-Solving Courts rejecting or delaying the award.

Any questions concerning the submission of this application should be directed to:

Brenda Stansbury, OPSC

(410) 260-3615

Or email questions to [OPSC.grants@mdcourts.gov](mailto:OPSC.grants@mdcourts.gov)

**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.

**Program Narrative and Budget Justification**

**Using these charts, please provide a summary of your current and previous**

**Problem Solving Court Budget Request.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Detail** | **FY 2022** | **FY 2023** | **1st Half – FY 2024** |
| Budget Request Award |  |  |  |
| Total Spent |  |  |  |
| % Spent |  |  |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FY 2023 – Previous** | | | **FY2024 Current** | | |
| **Grantor** | **Award Amount** | **Purpose** | **Grantor** | **Award Amount** | **Purpose** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Complete Sections 1, 2, 3, and 4 for each individual problem-solving court (where applicable)**

**Program Name:**

**1. Previous and Projected Program Capacity**

|  |  |  |  |
| --- | --- | --- | --- |
| **FY2022** | **FY2023** | **FY2024** | **FY 2025 Projected** |
|  |  |  |  |

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

|  |  |  |
| --- | --- | --- |
| **FY2022** | **FY2023** | **1st half of FY 2024** |
|  |  |  |

**Explain any changes in Program Capacity vs Active Client Count.**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVE CLIENT PROFILE** | **FY 2022** | **FY 2023** | **1st Half of FY 2024** |
| Total Active Clients |  |  |  |
| *All Races* |  |  |  |
| Alaskan Native |  |  |  |
| American Indian |  |  |  |
| Asian or Pacific Islander |  |  |  |
| Black or African American |  |  |  |
| Other |  |  |  |
| White |  |  |  |
| More than one race |  |  |  |
| *Ethnicity* |  |  |  |
| Hispanic |  |  |  |
| Not Hispanic |  |  |  |
| *All Genders* |  |  |  |
| Female |  |  |  |
| Male |  |  |  |
| Non-Binary\* |  |  |  |
| Unknown\* |  |  |  |
| *Age Group* |  |  |  |
| Under 12 |  |  |  |
| 12-14 |  |  |  |
| 15-17 |  |  |  |
| 18-20 |  |  |  |
| 21-29 |  |  |  |
| 30-39 |  |  |  |
| 40 and Over |  |  |  |
| *Veteran Status* |  |  |  |
| Never in Military |  |  |  |
| Active Duty |  |  |  |
| Veteran |  |  |  |
| Unknown |  |  |  |

\*Currently not collected in SMART

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

**5. What innovation will you implement this year that will help you meet or exceed your target population?**

**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.**

**Training/Professional Development**

Required

**Community Outreach**

Required

**Program Selected Goals, Objectives, Measurable Outcomes**

**FY 2025 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 was used to justify the request?
* What steps have previously been taken to secure resources (i.e. federal grants, donations, fundraisers, etc.)?

The following are definitions for each line item listed in the FY 2025 Problem-Solving Courts 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 capitalization policy may be used for items costing less than $100.) Include expendable items 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 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., two 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 OPSC Applicants.

**Indirect Costs** - Not applicable to OPSC Applicants

**Contracts and Consultants**

**Service Type:**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **2023** | **1st half 2024** | **2025 Request** |
| **Awarded** |  |  |  |
| **Spent** |  |  |  |
| **% Spent** |  |  |  |

* **How much funding for this 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 to secure resources (i.e. federal grants, donations, fundraisers, etc.)?**

**Supplies**

**Supply Type:**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **2023** | **1st half 2024** | **2025 Request** |
| **Awarded** |  |  |  |
| **Spent** |  |  |  |
| **% Spent** |  |  |  |

* **How much funding for this 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 to secure resources (i.e. federal grants, donations, fundraisers, etc.)?**

**Equipment**

**Equipment Type:**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **2023** | **1st half 2024** | **2025 Request** |
| **Awarded** |  |  |  |
| **Spent** |  |  |  |
| **% Spent** |  |  |  |

* **How much funding for this 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 to secure resources (i.e. federal grants, donations, fundraisers, etc.)?**

**Staff Training and Travel**

**Training Type:**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **2023** | **1st half 2024** | **2025 Request** |
| **Awarded** |  |  |  |
| **Spent** |  |  |  |
| **% Spent** |  |  |  |

* **How much funding for this is needed and for what?**
* **Cost Itemization.**
* **When are the resources needed?**
* **What steps have previously been taken to secure resources (i.e. federal grants, donations, fundraisers, etc.)?**