MARYLAND JUDICIARY

ADMINISTRATIVE OFFICE OF THE COURTS

Office of Problem-Solving Courts

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Office of Problem-Solving Courts
Problem-Solving Court
Discretionary Grant Application
Instructional Guidelines
Fiscal Year 2010

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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. Since that first program, there have been 40 other drug courts started in Maryland. In addition to drug courts, there are now 3 Mental Health Courts and 5 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 Drug Courts and Mental Health Courts around the state.

This grant is designed to enhance operational Problem-Solving Courts in Maryland. The Office of Problem-Solving Courts Problem-Solving Court Discretionary Grant is not meant to supplant, or replace any prior grant funds, or awards. Grant funding may only be used to support Judiciary staff assigned to problem-solving courts and enhance the Problem-Solving Courts and any other 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 2010 will support costs incurred between July 1, 2009 and June 30, 2010.

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 2010 budget will be passed in April 2009.

Funding Levels

Minimum Award: None
Maximum Award: None
Match: None

Section III. Eligibility Information

Eligible Applicants

District and Circuit Courts with operational drug and mental health court programs in Maryland are eligible to apply for grant funding. District and Circuit Courts planning to implement drug or mental health court programs 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

Pre-Submission Technical Assistance Seminar

The Office of Problem-Solving Courts strongly encourages all applicants to attend one of the *Problem-Solving Court Grant Pre-Submission Technical Assistance Seminars* at the Judicial Educational and Conference Center, 2011-D Commerce Park Drive, Annapolis, MD 21401 on the following dates:

January 8, 2009	1:00 p.m. – 4:00 p.m.	Training Room 4
January 14, 2009	9:30 a.m. – 12:30 p.m.	Training Room 4

To register for this technical assistance session, please contact Brenda Stansbury at brenda.stansbury@mdcourts.gov and let her know who will be in attendance. This notification is required to ensure adequate room space.

Who Should Attend: Drug Court Coordinators, Mental Health Court Coordinators, Court Administrators, Administrative Clerks, County Grants Office, or anyone who may be assisting in the Problem-Solving Court Discretionary Grant Application.

Submission of Correspondence

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

Example:

To: dtcc@mdcourts.gov
Subject : ABC County Adult District Court Drug Court

What the Application Must Include

The application must include a *Program Summary*, a *Program Narrative*, an *FY 2010 Budget with Justification*, and an *FY 2011 Budget Projection*. For specific information on requirements in each section, see:

Program Summary and Program Narrative	Appendix A
FY 2010 Budget with Justification	Appendix B
Sample FY 2011 Budget Projection	Appendix C

Application Specifications

The application must be submitted utilizing Microsoft Word, Times New Roman font set at 12. Do not use staples or bind the signed applications. Do not modify the grant application format in any way. Page limitations, when applicable, are set in each section and must be followed. The application submission must have proper signatures to be considered.

Two [2] signed applications must be received by the Office of Problem-Solving Courts by 2:00 p.m. on March 12, 2009 and should be directed to:

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

Policy Manual

The Office of Problem-Solving Courts, via e-mail, must receive a copy of the program Policy Manual no later than 2:00 p.m. on March 12, 2009. E-mail the document to dtcc@mdcourts.gov and in the subject line, indicate specific court program. Send only one policy manual submission per e-mail.

If a Policy Manual has not yet been developed, indicate in the e-mail the timeframe for when this document will be completed and forwarded to the Office of Problem-Solving Courts.

Funding Restrictions

Detailed information on eligible and ineligible activities for Drug Courts can be found in Appendix D. For detailed information on eligible and ineligible activities for Mental Health Courts see Appendix E.

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 .145% for a total of 7.795%) will be paid by the OPSC grant in FY 2010. 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 peer reviewers will review grant submissions for completeness of the requested information; whether project personnel are well qualified and prepared to undertake the described activities; 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

On or before April 29, 2009, 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 award notification must be signed by the

Administrative Judge and the Fiscal Authority and be received by the Office of Problem-Solving Courts by 2:00 p.m. on May 29, 2009. Failure to do so may result in the delay of payments or termination of the grant.

Post-Award Correspondence

ALL coorespondence regarding grant questions of ANY kind to the Office of Problem-Solving Courts must be conducted via e-mail to dtcc@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 indiviual.

Post-Award Seminars

By signing and submitting the Problem-Solving Court Discretionary Grant application, applicants are certifying that they agree to attend one of the mandatory post-award seminars to be held at the Judicial Education Conference Center, 2011-D Commerce Park Drive, Annapolis, MD 21401. The one-day seminars are set on May 19, 2009 from 9:30 a.m. – 12:30 p.m. **OR** on May 27, 2009, from 1:00 p.m. – 4:00 p.m. Applicants should notify the OPSC in writing if they will need to be reimbursed for this travel.

Post-Award Budget Modifications

Grantees may make minor adjustments to their budgets during the course of the fiscal year without prior approval. Any modifications that would result in a deviation of 10% of the overall budget, or $25,000, whichever is lower, 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. Grantees must submit modification requests in writing using the form, which will be provided upon acceptance of this grant.

Expenditures that do not comply with the adjusted or approved budget will not be authorized until the OPSC staff signs and returns a copy of the approved budget modification form to the grantee.

Mid-Year Meetings

It may be necessary for the OPSC to convene meetings throughout the grant year. Notices will be sent at a minimum of one month prior to the event. Attendance at these meetings may be mandatory.

Unspent Grant Funds

Grantees must project unspent or unobligated grant funds no later than May 1, 2010, in an e-mail to dtcc@mdcourts.gov. The format for this e-mail will be provided at the mandatory post-award seminar. Grantees must expend all grant funds by the end of the fiscal year in which they are awarded. No grant extensions will be authorized.

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. 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 local 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 local county, city or State government.

- 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:

- Any District Courts interested in applying for external grants (local, state, or federal resources) to assist with a Problem-Solving Court, must complete the following steps:

    - Notify the Judiciary Grants Coordinator via e-mail (lynne.kelleher@mdcourts.gov) of the intent to apply. The notification must include the following information:
        - Title of the grant announcement
        - Grantor name
        - Number of announcement (e.g., CFDA number if Federal grant program)
        - Submission deadline
        - Brief narrative summary of proposed project
        - Special requests of the Judiciary (e.g., technical assistance in developing application, letters of support, etc.). The Judiciary Grants Coordinator will forward this information to the Chief Judge of the Court of Appeals to obtain approval for submission of the application.

    - Contact the Office of Problem-Solving Courts to obtain a letter to request permission from District Court Headquarters (DCHQ).

    - Submit budget to DCHQ Finance for approval to apply for funding.

    - Submit approved, signed copy of grant to Judiciary Grants Coordinator.

- Any Circuit Courts interested in applying for external grants (local, state, or federal resources) to assist with a Problem-Solving Court, must complete the following steps:

    - If there are any special requests of the Judiciary, (e.g., technical assistance in developing the application, letters of support, etc.), notify the Judiciary Grants Coordinator via e-mail (lynne.kelleher@mdcourts.gov) of the intent to apply. The notification must include the following information:
        - Title of the grant announcement
        - Grantor name
        - Number of announcement (e.g., CFDA number if Federal grant program)

    - Submission deadline
    - Brief narrative summary of proposed project
    - The Judiciary Grants Coordinator will forward this information to the Chief Judge of the Court of Appeals to obtain approval for submission of the application.

- Notify the Office of Problem-Solving Courts.

- Submit a copy of the application, to include a budget, to the Office of Problem-Solving Courts.

To the extent practicable, applicants 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 grants must provide a copy of the award notification to the OPSC and the Judiciary Grants Coordinator within 5 days of receipt.

Program Information

Grantees must inform the OPSC within 10 calendar days of any changes in the Problem-Solving Court Coordinator or Point of Contact. In each quarterly reporting period, grantees must inform the Grant's Program Manager assigned to the grant via e-mail of changes in all other Drug Court or Mental Health Court Team members.

Information Sharing

The applicant 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 staff.

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 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 2010.

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 2010. For Drug Courts, the Statewide Maryland Automated Records Tracking (SMART) system is used and the applicant agrees to input data into SMART in a timely manner. Participation in SMART does not assure grant funding, but it is a requirement for funding consideration. For Mental Health Courts, the OPSC will provide a data collection tool. The Mental Health Court grantees will be required to input data into the designated data collection tool in a timely manner.

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 2010.

Reporting Requirements

Statistical Reports

Each grantee must submit Statistical Reports throughout Fiscal Year 2010. These reports are designed for the specific Problem-Solving Court being operated. The Mental Health

Court Quarterly Progress Report (Attachment F.) is due by the end of the month following the close of the quarter based on the following schedule:

- 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

The Drug Court Semi-Annual Progress & Statistical Report (Attachment G.) is due no later than 30 days after the close of the quarter based on the following schedule:

- Drug Court Semi-Annual Statistical Reports

Reporting Period	**Due Date**
July 1 – December 31	January 31
January 1 – June 30	July 31

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

Financial Reports

Each grantee must submit a report documenting its quarterly and cumulative grant reimbursements and modifications for fiscal year 2010. 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 30
April 1 – June 30	August 30

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

Publication Statement

Upon publication of any material printed/developed with funding from this grant, the following written statement shall be included. Please copy this statement for all brochures, publications and manuals.

"This project under is funded by a discretionary grant to (name your specific court program) by the Administrative Office of the Courts, Office of Problem-Solving Courts."

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 Summary

The Program Summary should provide a concise summary of the proposal and be limited to 500 words or less. The summary should briefly describe all facts that will be discussed in the Program Narrative and Budget with Justification.

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 5 typewritten pages. ***Failure to respond to any of the items 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

- Summarize program participation for a minimum of three (3) previous fiscal years, when applicable. The applicant must also include the total number of participants as of December 31, 2008. Finally, the applicant must include the projected number of participants whom the grantee projects will be added to the program during the funding period. Explain how the population in this program benefits from the funding from this grant. Explain why the program participant level is projected to expand, decline, or remain stable during FY 2010.

Demographics

- Include economic, racial, gender, marital, and family status (currently living with parents, children, etc.) of participants currently within the program. The applicant should use data available from previous fiscal years (July 1 – June 30). If data is not available, please explain why.

Judicial Interaction

- Describe the type of court, what type of cases which can be accepted, and the process for accepting the cases.
- Include what level/amount of judicial involvement and interaction the participants of the program will have with a Judicial Officer.

Sanctions and Incentives

- Discuss what additional services are available to program participants in order to increase the likelihood of compliance and successful completion of the program.

Treatment

- Include what treatment strategies will be used, and in what manner they will be used. It is not required, nor expected for any individual client's treatment plan to be discussed. A general outline of what treatment options are available to participants will suffice.

Supervision and Monitoring

- Include what methods of supervision and monitoring will be applied to participants of the program.

Ancillary Services

- Include what ancillary services are available within this court program.

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.

APPENDIX B.

SAMPLE FY 2010 Budget with Justification

This section should include a line item budget and justification. The Office of Problem-Solving Courts has provided a sample budget with justification for both Drug Court and Mental Health Court programs. 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 resources/services/personnel needed?
- 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 data, or statistical background is available 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?
- How will the position be filled? Who is responsible for this process? How long will this process take? Describe what the position will encompass and/or attach job description when applicable.

Sample FY 2010 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. See Problem-Solving Courts Discretionary Grant Guidelines for more detailed information.

FY 2010 Total Budget Request

Request Areas	Amount Requested
Personnel	**$80,385**
Equipment	**$12,810**
Staff Training and Travel	**$2,473**
Treatment	**$12,650**
Ancillary Services	**$2,500**
Total Budget Request:	**$110,818**

Personnel

Position Title	% of Time	Benefits Request	Salary Request	Total
ABC Court Case Manager	100	0	38,077	38,077
ABC Court Coordinator	100	0	42,308	42,308
Total Request for Personnel		0	80,385	**80,385**

Personnel Justification

ABC Court Case Manager

The FY 2010 request for funds to support one full time case manager is $38,077 for 44 weeks of employment (start date project for September 1, 2009). The Judiciary Department of Human Resources has designated the salary for a non-clinical Case Manager for $45,000 for 52 weeks of employment. The duties of the case manager will be to track data, find community resources for participants, set appointments for participants, conduct initial intakes summaries, conduct periodic assessments of participant status, coordinate services with treatment providers, and perform other duties as assigned within the ABC Court. In FY 2006 and FY 2007 the ABC Court has relied on utilizing a Probation Officer and a Pre-Trial Release Agent in lieu of a full time case manager. The county has applied for federal grant funding in 2006 and 2007, however has been unsuccessful in securing funding for a full time case manager. Our annual budgetary report as well as annual budgetary reports from partnering agencies will show that resources have been pulled from other departments (Parole and Probation, Social Services, Pre Trial Services, etc.) in order to staff and fulfill the duties of a case manager. A full time case manager is needed as soon as resources become available, as participation in the ABC Court has grown 20% since 2007 based on our quarterly progress report and data collection from FY 2007. The case manager position will be advertised on the Judiciary website, and a notice will be placed in the local newspaper classified section. The Administrative clerk in tandem with the Judiciary's Department of Human Resources will complete this. The projected date for implementation of this task will be July 1, 2009. The next step will be to interview the case manager, whom will be interviewed by the ABC Court Judge, Administrative Clerk and other support staff. The projected date of implementation for that step will be September 1, 2009. Upon the case manager being hired, they will be trained and given assignments by the ABC Court Judge, Administrative Clerk and other support staff. The Case Manager will be stationed within the local courthouse, and the court has identified space, a desktop, internet access, and a phone from the Judiciary. The hiring process will be completed by September 1, 2009. Below is a mathematical summary of how the salary will be adjusted to account for the standardized hiring process.

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 2010 request for funds to support one full time ABC Coordinator is $42,308 for 44 weeks of employment (start date project for September 1, 2009). The Judiciary Department of Human Resources has designated the salary for an ABC Court Coordinator at $50,000 for 52 weeks. The ABC Circuit Court will hire the ABC Coordinator. 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. The county has never attempted to hire a ABC Coordinator, or designate any funding for a ABC Coordinator. Previously the ABC Court relied on a Judge and other support staff to handle the coordination of dockets and caseload, however it has become a strain on resources. A full time ABC Coordinator is needed as soon as resources become available, as participation in the ABC Court has grown 20% since 2007 based on our quarterly progress report and data collection from FY 2007. The ABC Coordinator position will be advertised on the Judiciary website, and a notice will be placed in the local newspaper classified section. The Court Administrator in tandem with the Judiciary's Department of Human Resources will complete this task on or before July 1, 2009. The next step will be to interview the ABC Coordinator, whom will be interviewed by the ABC Court Judge, Administrative Clerk and other support staff. The projected date of implementation for that step will be August 1, 2009. Upon the ABC Coordinator being hired, they will be trained and given assignments by the Judge, Court Administrator and other staff. The ABC Coordinator will be housed in the Courthouse and will be given all office supplies by county. That process will be completed by September 1, 2009. The salary for the ABC Coordinator is $50,000 but we have prorated the amount requested to reflect a start date of September 1, 2009. Below is a mathematical summary of how the salary will be adjusted due to the standardized hiring process.

ABC Court Coordinator @ $50,000 ($961.54 per week) for 44 weeks = $42,308

The amount requested is $42,308.

Equipment

Equipment	Cost	Quantity	Total
Urine Analysis Kits	5.00	1,560	7,800
Sweat Patches	7.00	180	1,260
Trans-dermal Monitoring Initiation Fee and Daily Monitor Fee	25.00	15	3,750
Total Request for Equipment		2,430	**12,810**

Equipment Justification

Drug Testing

The FY 2010 request for funds to support Drug Testing Supplies and Services is $12,810. For each participant a week of testing cost $5.00. That is multiplied by 52 weeks, and then multiplied once again, by 45 participants, which equals $11,700. The ABC Court had previously relied on drug testing resources from the Division of Parole and Probation and the local Health Department. The cost for drug tests will continue to be shared with those two partner agencies in FY 2010. The available statistics from 2007 show that nearly 20-30% of ABC Court Participants have a drug addiction or may suffer from co-occurring substance abuse/mental health issues. 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 July 15, 2009. 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. Final implementation upon receiving testing kits will be August 1, 2009. We have prorated the amount requested to reflect a start date of August 1, 2009. The expense will be distributed among the program participants with a capacity of 30. Below is a mathematical summary of how the kits will be purchased.

Urine Analysis Kits	$5.00 per kit x 1 per week x 52 weeks x 30 participants = $7,800
Sweat Patches	$7.00 per patch x 1 patch per week x 12 weeks x 15 participants = $1,260
Trans-dermal Monitoring	15 participants x a $25.00 initiation fee =$375. 15 participants x $5.00 monitoring fee for 45 days = $3,750.

The amount requested is $12,810

Staff Training and Travel

Type of Training and Travel	Cost	Number of Team Members:	Total
PSC Training Seminar	45	10	450
OC PSC Training	Varies	4	2,023
Total Training and Travel Request		14	**2,473**

Staff Training and Travel Justification

PSC Training Seminar

In order to stay abreast of new trends within problem-solving Courts, the ABC Court Team is requesting funding to attend at least one training seminar in FY 2010. There are 10 people on the team, and the average seminar registration fee is $45 per person for a total of $450. These trainings have not been identified, but the request is in anticipation of training events occurring. The cost to travel will be provided by the Local Management Board of this County. 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. Below is a mathematical summary of how the trainings will be attended.

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

Ancillary Services

Type of Service	Cost	Number of Participants Served	Total
GED	300	5	1,500
Vocational Training	500	5	2,500
Taxi Service	25	240	6,000
Housing	530	5	2,650
Total Ancillary Services Request		255	**12,650**

Ancillary Services Justification

General Education Degree (GED)

A portion of treatment is to empower the participants by helping them to obtain their general education degree. The cost for GED course study is $300 a semester. We will offer this to 5 ABC Court participants over the fiscal year for a total of $1,500. Previously the ABC Court relied on the county school system to provide G.E.D. 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 G.E.D. course study semester begins. The Administrative Clerk and other support staff will inquire about GED programs in the county. This will be done by July 15, 2009 or later depending on the schedule of the school system. Once this has been completed, staff will hold 5 slots for the year, and this will be distributed on a case-by-case basis throughout the year. Below is the mathematical summary of how the monies will be divided.

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

The amount requested is $1,500

Vocational Training

A portion of the program participants already have some formal education, so we would like to offer the vocational training such as plumbing, cosmetology, mechanical, etc. The course work is $100 a class, with a minimum for completion, 5 classes. We will offer this to 5 participants for a total of $2,500. 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 inquire about vocational/ training programs in the county. This will be done by July 15, 2009 or later depending on the schedule of the school system or participating agencies whom will offer vocational studies. Below is the mathematical summary of how the monies will be divided.

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 there drivers licenses. Data from various sources that is currently available shows that with easier access to services, and court appearance's, participants are less likely to violate the rules of the ABC Court Program. The Administrative Clerk and other support staff will contact the judiciary department of procurement in order to procure the services according 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. The Administrative Clerk and other support staff will contact the procurement department by July 15, 2009. Once this has been completed, staff will purchase fare cards, tokens, or certificates that signify ability to use transportation methods and distributed to participants as seen fit throughout the duration of the year according to the procurement policy. This final step will be completed by August 1, 2009. We have prorated the amount requested to reflect a start date of August 1, 2009. Below is the mathematical summary of how this will be completed.

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

The amount requested is $6,000

Housing

Many participants may at some point be in dire need of immediate housing/rental deposit assistance once they are to be discharged from treatment programs. This request covers the costs associated with admission assessment fees at $130 per person and supplement weekly stipends (which include room rent and utilities) at $100 per week (for a maximum of 4 weeks) for up to 5 people. The houses are not single-family homes but are shared therapeutic housing supervised by its occupants and/or by staff. Previously the ABC Court relied on donations or cooperative agreements with the Salvation Army who would provide some housing costs. However, that funding is no longer available to our population. The ABC Court has no less than one third of its participants who are homeless at some stage of their time under the courts supervision. This funding would allow basic admission/assessment fees to be covered to effectively dismantle housing barriers. The ABC Court Coordinator will be accountable to the Court Administrator for all policies and procedures affiliated with the services and payment process after the

services have been properly procured by the County's Procurement Department. The court will reach an agreement with the housing agencies by August 1, 2009. Below is the mathematical summary of how Housing will be procured.

Housing	$130 assessment fee x 5 people= $650
	$100 per week housing stipends for 5 people for 4 weeks = $2,000

The amount requested is $2,650

Treatment

Type of Treatment	Cost	Number of Participants Served	Total
Trauma Therapy	500	5	2,500
Total Treatment Request		5	**2,500**

Treatment Justification:

Trauma Therapy

Several participants in the ABC Court have a history of severe Trauma as a result of a head injury or Post Traumatic Stress Disorder. The ABC Court is requesting funding for trauma therapy for these participants. The therapy will be $100 per session, for a minimum of 5 sessions for 52 weeks for 5 participants. Previously the County's Core Service agencies would offer Trauma Therapy at a rate of $100 per session. They are unable to continue the trauma therapy regimen and a federal grant has been obtained to cover group counseling, however trauma therapy has not been funded as a part of this federal grant award. The resources are needed as soon as they become available. The Administrative Clerk and other support staff will research through best practices and decide on a particular counselor to administer group counseling to it's participants. The resources for the Trauma Therapy will be outsourced through the Department of Health and Mental Hygiene or a partnering agency and the ABC Court will pay for trauma therapy treatment through funds filtered by these organizations via the OPSC grant award. This task of contacting a partnering agency, coordinating a MOU will be completed by August 1, 2009. Once a counselor or counseling session has been obtained according to the judiciary policy on procurement, the court will administer these sessions on a participant need basis. This will also be an ongoing service. The beginning date of implementation for trauma therapy is September 1, 2009. Below is the mathematical summary of how trauma therapy will be utilized by participants.

5 participants will use trauma therapy services @ $100 per session, with a maximum of 5 sessions = $2,500

The amount requested is $2,500

APPENDIX C.

SAMPLE FY 2011 Budget Projection

The Office of Problem-Solving Courts requires that each applicant develop and submit a FY 2011 Budget Projection forecasting the problem-solving court's financial needs for fiscal year 2011. The Office of Problem-Solving Courts requires this to more accurately project what is needed from problem-solving courts and to allow for justification for funds from the General Assembly. Please utilize the FY 2011 Budget Projection Form below to submit budgetary projections.

FY 2011 Total Budget Projection

Request Areas	Amount Requested
Personnel	$100,000
Equipment	$14,450
Staff Training and Travel	$2,341
Treatment	$12,650
Ancillary Services	$2,500
Total Budget Projection	$131,941

FY 2011 Personnel Projection

Position Title	% of Time	Benefits	Salary	Total
Court Case Manager	100	0	47,000	47,000
Court Coordinator	100	0	53,000	53,000
Total Request for Personnel			100,000	**100,000**

FY 2011 Equipment Projection

Equipment	Cost	Quantity	Total
Urine Analysis Kits	5.00	2,000	10000
Sweat Patches	7.00	100	700
Trans-dermal Monitoring Initiation Fee	25.00	15	375
Trans-dermal Monitoring Daily Fee	5.00	675	3,375
Total Request for Equipment		2,790	**14,450**

FY 2011 Staff Training and Travel Projection

Type of Training and Travel	Cost	Number of Team Members:	Total
PSC Training Seminar	45	10	450
OC PSC Training	Varies	4	1,891
Total Training Request		14	**2,341**

FY 2011 Ancillary Services Projection

Type of Service	Cost	Number of Participants Served	Total
GED	300	7	1,500
Vocational Training	500	5	2,500
Taxi Service	25	240	6,000
Housing	530	5	2,650
Total Ancillary Services Request		255	**12,650**

FY 2011 Treatment Projection

Type of Treatment	Cost	Number of Participants Served	Total
Trauma Therapy	500	5	2,500
Total Treatment Request		5	**2,500**

APPENDIX D.

Eligible Activities - Drug Court

The grants are available to support adult, 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;
- Aftercare/relapse prevention;
- Case manager and/or resource specialist (not clinical or DPP officer);
- Child care;
- Community service projects;
- Cooperative Extension materials;
- Drug and alcohol testing;
- Drug court coordinator;
- Employment services;
- Family/marital counseling;
- Group counseling/peer support;
- Health education/life skills;
- Higher education fees/testing/noncredit courses;
- Housing alternatives/resources;
- Parenting/child development classes;
- Staff training and travel;
- State's Attorney's Office;
- Transportation (public and private); and
- Vocational/job training.

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.

Ineligible Activities

Grant funds *may not* be used to support the following services, activities, and costs:

- Administrative fees/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, meals, beverages, or other refreshments;
- Fundraising activities;
- Lobbying activities;
- Membership dues for individuals;
- Incentives
- Graduation/Acknowledgment Parties;

- 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;
- Weapons, ammunition, explosives, military vehicles or purchase of vehicles or property.

APPENDIX E.

Eligible Activities - Mental Health Court

The grants are available to support approved Mental Health Courts in District Court. The following is a description of various eligible activities and services that may be supported by the grant project:

- Academic training/tutoring/GED assistance;
- Aftercare/relapse prevention;
- Case Manager (responsible for overseeing the ancillary service component of the Mental Health Court which includes: developing case plans, facilitating access to services and monitoring participant progress)
- Child care;
- Community service projects;
- Cooperative extension materials;
- Drug and alcohol testing;
- Mental Health evaluations;
- Mental Health Court Coordinator (non-clinical position, responsible for the efficient daily operation of the Mental Health Court which includes the planning, developing, monitoring and evaluation of the Mental Health Court);
- Employment and vocational services;
- Mental Health Evaluator and evaluations;
- Family/marital counseling;
- Group counseling/peer support;
- Health education/life skills;
- Higher education fees/testing/noncredit courses;
- Housing alternatives/resources;
- Parenting/child development classes;
- Staff training;
- Medication;
- Transportation (public and private); and
- Coordination of diversion/aftercare planning
- Trauma Treatment

Requesting an item that is not listed in the above examples is acceptable and will be considered based on need, goals, and funding availability. Please be sure that the item justifications are specific and detailed.

Ineligible Activities

Grant funds **may not** be used to support the following services, activities, and costs:

- Administrative fees/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, meals, beverages, or other refreshments;
- Fundraising activities;
- Lobbying activities;
- Membership dues for group or individuals;
- Incentives;
- Graduation/Acknowledgment Parties;
- 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;
- Weapons, ammunition, explosives, military vehicles or purchase of vehicles or property.

APPENDIX F.

SAMPLE Mental Health Court Quarterly Progress Report

MHC 1st Quarter (7/1/09 -9/30/09) **MHC Competency Stet Docket Status Hearings**

Participants in Program at the Beginning of Month
Participants Entering During Reporting Period
Participants Leaving During Reporting Period
Total Participants at the End of Reporting Period

Competency/Responsibility Final Finding

Found Competent

Opted in to Mental Health Court

Incompetent to stand Trial- not dangerous

Incompetent to Stand Trial Dangerous
Certs in Lieu of Prosecution

Mental Health Court or Stet Docket Discharges

Mental Health Court
Successfully completed During Reporting Period
Pre-trial Status to Trial
Dismissed for Certification-Hospitalized

Other Discharge

Administrative Discharge
Voluntary Discharge (Opt Out)
Violated, Disciplinary Discharge
Selected Mental Health Court after Disposition

Status Hearings

Community Forensic Aftercare Plan (CFAP)
State Hospital facility

Administrative Discharge is defined as Participants leaving the program due to circumstances not under control, (i.e. Case Abated by Death, Found Not Criminally Responsible, and/or Unable to Participate in Program Due to Other Legal Obligations).

Voluntary Discharge is defined as Participants option out of Mental Health Court by their own volition.

Disciplinary Discharge is defined as a Participant being removed from the program by the court as a result of a disciplinary action.

Competency Status is defined as what stage of the program development the participant is in (i.e. NCR, CR, IST, etc).

APPENDIX G.

SAMPLE
SEMI-ANNUAL DRUG COURT
PROGRESS AND STATISTICAL REPORT

OFFICE OF PROBLEM-SOLVING COURTS
GRANTEE SEMI-ANNUAL PROGRESS AND STATISTICAL REPORT

Name/Location of Drug Treatment Court: _____

Grant #: _____ Report Period: □ July 1 – December 31 □ January 1 – June 30

Report Prepared By: _____ Date: _____

I. NARRATIVE PROGRESS REPORT

A. Summary of Project Activities. *Please describe the progress made to date on the project activities reflected on the time/task plan in your approved grant application for this reporting period.*

B. Problems Encountered. *Please identify any unexpected problems you encountered (e.g., you have not been able to enroll the number of participants you projected in your application) and explain why they arose.*

C. Corrective Actions Taken. *Please discuss the steps you took or propose to take to resolve the problem(s) identified above.*

II. SEMI-ANNUAL STATISTICAL REPORT

DRUG TREATMENT COURT MODEL

- ❑ Deferred Prosecution: Adjudication is deferred during defendant's participation in the drug court program.

- ❑ Post-adjudication/Diversion: Defendant pleads guilty and the sentence is deferred during participation in the program.

- ❑ Post-Conviction/Adjudication Probation: Probation is imposed and defendant enters the program.

- ❑ Post-Disposition/Probation (Juvenile): Probation is imposed and Respondent enters the program.

- ❑ Violation of Probation: VOP cases are transferred to the program.

- ❑ Other (please describe):

Performance Measures

Program Retention

1. Number of participants enrolled in the drug court program at the beginning of this reporting period: ___

2. Number of offenders referred to the program during this reporting period: ___

3. Number of program participants who entered the program during this reporting period: ___

4. Number of program participants who were graduated during this reporting period: ___

5. Number of program participants who were discharged without violation during this reporting period (i.e., probation expired prior to graduation): ___

6. Number of program participants who were administratively discharged during this reporting period (i.e., death, mental health issues): ___

7. Number of program participants who were unsuccessfully discharged during this reporting period (i.e., removed to standard probation because not amenable for DTC): ___

8. Number of program participants in the program at the end of this reporting period: ___

Quality of Life Statistics

1. Number of drug court program participants who earned a high school diploma, GED or a certificate from a vocational training program during this reporting period: ___

1a. Of these participants, the number that had a high school diploma, GED or a certificate from a vocational training program at the time of entry into the program: ___

2. Number of program participants currently enrolled in school or a certified vocational training during this reporting period: ___

2a. Of these participants**,** the number in school or a certified vocational training at the time of entry into the program: ___

3. Number of program participants employed during this reporting period: ___

3a. Of these participants, the number employed at the time of entry into the program: ___

Demographics

1. *Age/Race/Gender Chart*

AGE	MALE						FEMALE					
	African American	**Hispanic/ Latino**	**Asian/Pacific Islander**	**Native American**	**Caucasian**	**Other**	**African American**	**Hispanic/ Latino**	**Asian/Pacific Islander**	**Native American**	**Caucasian**	**Other**
11 and Below												
12 – 15												
16 – 17												
18 – 21												
22 – 29												
30 – 39												
40 and Over												

2. *Arrest/Conviction Rates During This Reporting Period*

	Misdemeanor Arrest	Misdemeanor Conviction	Felony Arrest	Felony Conviction
Assault				
Burglary				
Economic and Theft				
Handgun				
Narcotics				
VIOLENT CRIMES*				
Misc – NVC				
Other				

***Violent crimes include offenses as defined by Section 14-101, Criminal Law Article, Annotated Code of Maryland:**

Abduction
Arson first degree
Kidnapping
Manslaughter (except involuntary manslaughter)
Mayhem
Maiming
Murder and Assault with Intent to Murder
Rape and Assault with Intent to Rape
Robbery and Assault with Intent to Rob
Carjacking and Armed Carjacking
Sexual Offense in the First & Second Degree and Assault with Intent to Commit a Sexual Offense in the First & Second Degree
Handgun in the Commission of a Crime of Violence and Attempt to commit any of the above offenses
Assault in the First Degree