



FY 2021 Special Conditions for Problem-Solving Courts (PSC) DISCRETIONARY GRANT

The Office of Problem-Solving Courts (OPSC) is a department in the Administrative Office of the Courts, Programs Division, responsible for assisting problem-solving courts in development, maintenance, and advancement of a collaborative therapeutic system. OPSC has overseen the creation of problem-solving courts in 22 of the 24 jurisdictions in Maryland and works with public and private stakeholders to develop and establish best practices in problem-solving courts.

1. Eligibility

Circuit Courts that are currently approved or are in the process of developing a problem-solving court in Maryland are eligible to apply for grant funding.

Truancy Courts—Started in FY 2019, Truancy Court oversight and funding was provided by OPSC. OPSC funds goods and services provided under previous grants from the Department of Juvenile and Family Services.

The operational truancy courts in the following jurisdictions are eligible for OPSC grant funding:

- Dorchester County
- Harford County
- Kent County
- Prince Georges County
- Talbot County
- Somerset County
- Wicomico County
- Worcester County

2. Matching Funds

There is no match required for this grant. PSC grant funds can be requested for use as a match for a state or federal grant. A written request should be addressed to the OPSC Director for consideration and approval.

3. Funding Period

OPSC awards grant on the state's fiscal year cycle. Grants awarded for Fiscal Year 2021 will support Problem-Solving Courts from July 1, 2020 through June 30, 2021. All funds must be expended within this award period.

4. Reporting

A. Statistical Reporting

Grantees are required to maintain program records and data on the State of Maryland Automated Record Tracking (SMART) system. All reports (financial, program/statistical, and goals summary) must be submitted electronically to the OPSC via e-mail to OPSC.grants@mdcourts.gov by the due dates outlined. Financial and program/statistical reports must be scanned PDF's of the signed hard copy reports.

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 (Jan1 thru Mar 31)	April 30
4 th 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

Grantees are required to provide signed grant invoices on a quarterly basis. These documents must be submitted by the due dates outlined below, even if the grantee did not expend any funds during the quarter.

Specific reporting requirements, including required reporting forms, will be provided to the grantee by email early in the funding period. Reporting forms will be cumulative Excel Workbooks personalized for each grantee.

The quarterly schedule for financial reporting is as follows:

Reporting Period	Report Due Date
1 st Quarter (July 1 thru Sept 30)	November 15
2 nd Quarter (Oct 1 thru Dec 31)	February 15

3 rd Quarter (Jan 1 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

Each grantee is responsible for submitting a summary report of the FY 2021 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.

Summary Report Due Date

September 1, 2021

D. Report Submission Requirements

All reports (financial, program/statistical, and goals summary) must be submitted electronically to the OPSC via e-mail to OPSC.grants@mdcourts.gov by the due dates outlined. Financial and program/statistical reports must be scanned PDF's of the signed hard copy reports. Goals, Objectives, and Measurable Outcomes 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 OPSC Grantees to allow for budget adjustments among existing categories and to offer an opportunity to add new eligible activities during a given fiscal year.
2. The grantees must use the budget modification form in the FY 2021 Fiscal Workbook 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. The Budget Modification is the last tab in the FY 2021 Fiscal Workbook. The form should be completed electronically, printed, signed, scanned, and emailed with the current workbook to OPSC.grants@mdcourts.gov.
4. OPSC is responsible for reviewing and responding to Budget Modification requests within five business days.
5. Upon approval of the budget modification, the program manager will send the grantee the approved budget modification.
6. Updated workbooks will be sent back to the grantee within 5 business days.

5. Grant Monitoring

Site visits may be conducted to verify compliance with the grant conditions. There are

two types of site visits: financial and programmatic. Site visits of a financial nature only evaluate the fiscal administration of the grant. 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.

Staff will follow-up with grantees 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 Grant Monitor with all program-related concerns.

Gray Barton	Gray.Barton@mdcourts.gov Director	410-260-3617
Jewel Johnson	Jewel.Johnson@mdcourts.gov Problem-Solving Court Program Manager Allegany, Baltimore, Carroll, Frederick, Garrett, Howard, Washington, Counties, and Baltimore City	410-260-3618
Sabrina Papps	Sabrina.Papps@mdcourts.gov Problem-Solving Court Program Manager Caroline, Cecil, Dorchester, Harford, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties	410-260-2519
Robert Pointer	Robert.Pointer@mdcourts.gov Problem-Solving Court Program Manager Anne Arundel, Calvert, Charles, Montgomery, Prince Georges, and St. Mary's Counties	410-260-3619
Brenda Stansbury	Brenda.Stansbury@mdcourts.gov Program Manager-Grants - Workbook, Financial Reporting	410-260-3559

6. Contact Information

A. Grantee Contacts

Grantees 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 grant announcements by email.

B. OPSC Contact Information

Unless otherwise indicated, all grant 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 and OPSC grant-funded project.

- 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;
- 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;
- 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;
- Staff training and travel;
- 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.

*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

Grant funds **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 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 for program participants;
- Incentives**;
- Lobbying activities;
- Membership dues for group or individuals;
- Operational costs**;
- Petty Cash funds for miscellaneous undocumented items;
- Promotional gifts;
- Proselytizing, sectarian worship, or religious activities;
- 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.

****Approved Truancy Courts that received funding from DJFS prior to FY 2019 may be eligible for these goods/services from OPSC in FY 2021.**